

How do I change my home college?

Step 1:

Go to <u>http://m.4cd.edu</u> (or use the InSite app) and sign in using your DVC username and password.

Step 2:

When logged into InSite, Select the "Graduation" tile or the "Education Plan" tile.



Then, select "Change My Major" (Graduation Tile) or "Change My Major, Home College or Educational Goal" (Education Plan).

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	:=	Petition for Degree or Certificate Submit a Petition for Degree and/or Certificate	>	
	:=	Degree and/or Certificate Status View the Status of your Petition	>	<u>(</u>
	:=	Change My Major Manage your Home College and Primary Major	>	

/ Education Pi	an	
:=	Education Plan Create, View and Modify your Education Plan	>
:=	Register & Drop Register from your Education Plan, Add a Class, Drop a Class, Late Add, Search for Classes	>
:=	My Progress Review progress towards your educational goal	>
:=	Placement Results View your self-guided placement results and assessment scores	>
:=	Schedule Counselor Appointment Access the counseling appointment options for your college	>
:=	Change my Major, Home College or Educational Goal Change your primary major or your home college	>



<u>Step 3:</u>

You will then see a menu with four options.

Select "Update Your Primary Campus Location."

	<i>in</i> site	
Select one of the	e following	
	Petition for Degree or Certificate	
	Update Your Primary Campus Location	
	Update Your Primary Major	
	Manage Your Additional Majors	

<u>Step 4:</u>

You will be redirected to a page with your student ID number, name, and a box containing a drop-down menu.

To change your home college, select your desired college from the drop-down menu.

Then, click "Submit."

<i>in</i> site
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