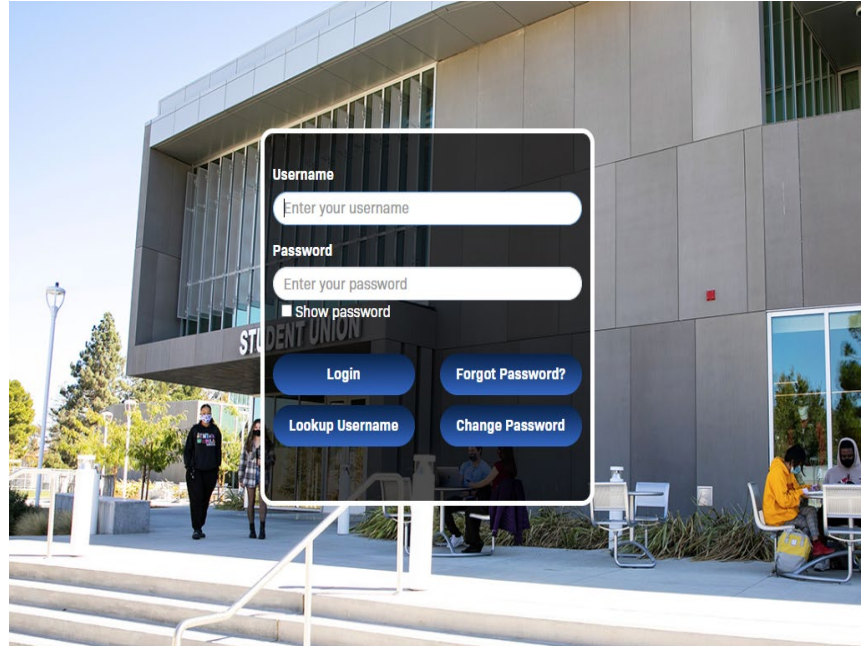# DVC
DIABLO VALLEY COLLEGE
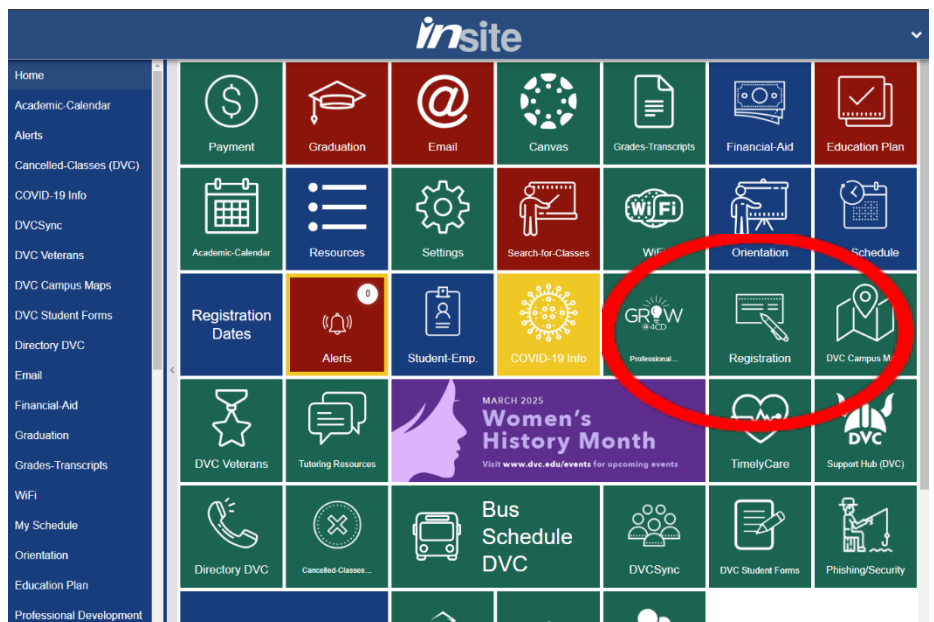
How do I manage my waitlist?

Step 1:

Go to https://pg.4cd.edu (or use the Insite app) and log in with your Insite username and password.

Step 2:

Once on Insite, click on the green "Registration" tile.

Step 3:

Once you are on the registration page, click on "Manage My Waitlist" on the right-side panel.

insite

Register for, Add and Drop Classes

Whether you've mapped out an education plan with a counselor or just want to check out what courses look interesting, we've got tools to help! Use the buttons below to browse or build your schedule.

Want to see what's available?	Ready to build your schedule?
Browse Full Course Schedule	Register for, Add and Drop Classes

Find My Registration Date

My Class Schedule

Manage My Waitlists

Important Dates

Faculty Directory

Make a Payment

Buy a Parking Permit

How to Use the Schedule Builder

STEP 1 — Pick Your Classes
Step 1: Pick Yo...
Use the Schedule Builder
1: Pick Your Classes
- Apply location and course type filters
- Import from your education plan, if you have one
- Search for additional classes using course code, name, instructor, or section number

STEP 2 — Choose Your Ideal Schedule
Step 2: Choose ...
Use the Schedule Builder
2: Choose Your Schedule
- Block time for work or other commitments
- Sort by your preferred time of day
- Pin and save your preferred sections
- Scroll through your results using arrows or swiping (mobile)

STEP 3 — Register for Your Ideal Schedule
Step 3: Register,...
Use the Schedule Builder
3: Register, Add, or Drop
- Select "Continue" at bottom of page
- Review selected courses and action
- Select "Submit Changes" to register for all classes

May I help you? ✕
Hi there! I'm a chatbot here to answer your technology questions in English, Spanish, & Chinese. What would you like to know?

Step 4:

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	Rank / Waitlist
▼	Active		Fall 2016	ADJUS-120-5408 Intro to the Admin of Justice	Diablo Valley College	Internet Instruction (ns) Online Course; click section title for details 10/17/2016 - 12/16/2016	M. Morrissey	3.00	20 / 20

You will now be able to view your waitlist. Below is a breakdown of this screen:

Notes about the headers above:

ACTION
- Check your InSite email as this is where you will be notified. You also can see the notification on the InSite once you click the "Alerts" tile. When permission is granted, select this option and click "Submit" to register for this course. If you would like to remove your name from the waitlist, you can just click "Remove".

0
((🔔))
Alerts
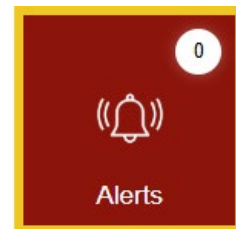
WAITLIST STATUS

- If you see "Active" under the "Waitlist Status" header, this means you are waitlisted for this course.
- When it says "Permission Granted" it means you are able to register for this course. You will also receive an email to your Insite email account.

EXPIRATION DATE

- When permission is granted, you will only have 3 calendar days to register for this course. If permission is granted less than 3 days before the course starts, you must register by midnight of the day before the course starts.

RANK/ WAITLIST

- Rank: This is the number you are placed on the waitlist for this course.

- Waitlist: Total number of students on the waitlist for this course.

If the class is closed or waitlisted, you should still attend the first session and ask the instructor for permission to add. If you are approved, the instructor will provide authorization for you to register into the class through the Student Planning tool. You will receive a notification on InSite and an email to your InSite email account, notifying you that you have been authorized to add the class.