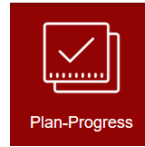


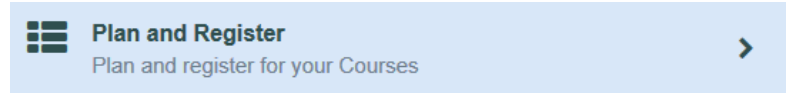
# How Do I Register For Classes Online?

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

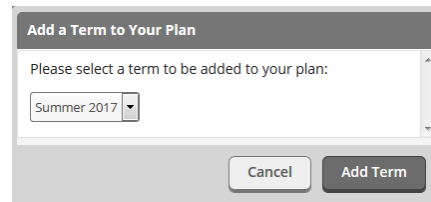
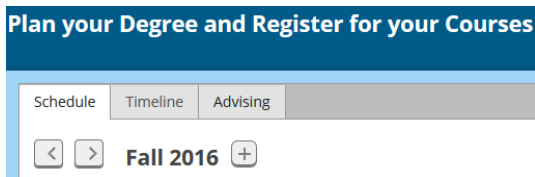
2. Click the “Plan-Progress” tile.



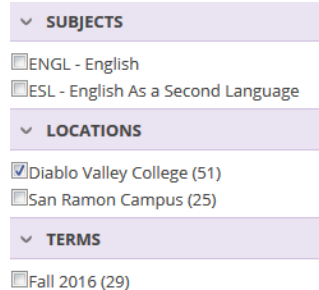
3. Click “Plan and Register”.



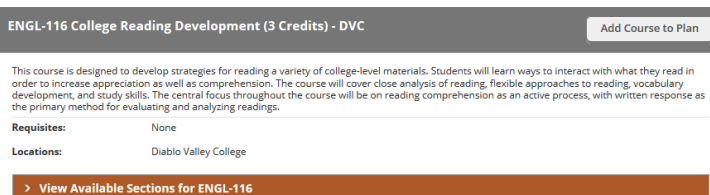
4. Under the “Schedule” tab, use the arrows to select the term you wish to add classes for. Use the left arrow to move back a semester, and the right arrow to move forward. If an arrow is greyed out, click the “+” button, and select a term to add.



5. Use the search bar in the top right corner to search for a class. You can also enter a 4 digit section code to streamline the search. Once you have your results, use the filters on the left hand side to narrow the search results—ALWAYS be sure to check the box for the semester you are searching for classes in, e.g. Fall 2018.



6. Check the search results for the class you want. Select “Add Course to Plan, and then once again, select the term you wish to add the class for. Repeat steps 5 & 6 to add any other classes you are looking for.



## ENGL-116: College Reading Development

This course is designed to develop strategies for reading a variety of college-level materials. Students will learn ways to interact with what they read in order to increase appreciation as well as comprehension. The course will cover close analysis of reading, flexible approaches to reading, vocabulary development, and study skills. The central focus throughout the course will be on reading comprehension as an active process, with written response as the primary method for evaluating and analyzing readings.

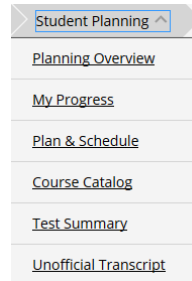
**Credits** 3  
**Locations Offered** Diablo Valley College  
**Requisites** None

**Term**



# How Do I Register For Classes Online? Continued...

**7. Once you have added the classes to your plan, highlight the “Student Planning” drop down menu, and select “Plan & Schedule” to return to your schedule overview.**



**8. The classes you have added will appear on the left hand side of the screen. Click “View other sections” to see the available sections, and highlighting them will show you where they sit on your schedule on the right side of the screen. Sometimes there are multiple pages of results, so search through to find a section that works with your schedule. Click on a section to select it, then press “Add Section to Schedule”. If a section has a red exclamation mark, it is full. A yellow exclamation mark means there is a waitlist. Always be sure to check the course notes for additional information.**



**9. The section will now appear yellow on the schedule, with a yellow check mark. This means the class is planned. Press “Register” to register for the class, which should then turn green on your schedule, with a green check mark. You can also add into a waitlist using this method, and the class will show as yellow on your schedule.**

