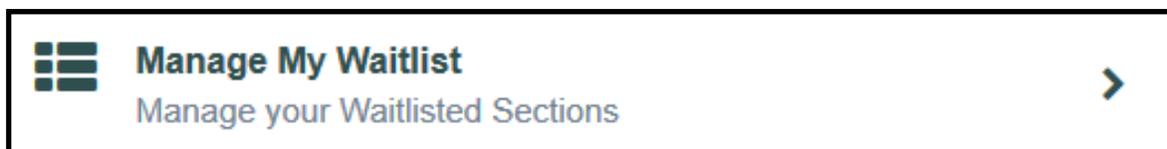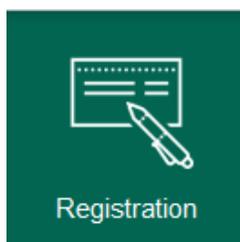# How Do I Manage My Waitlist?

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

2. Click on the "Registration" tile, and then select "Manage My Waitlist".

Registration	**Manage My Waitlist** Manage your Waitlisted Sections	>

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

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	Rank / Waitlist
① ▼	② Active	③	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	④ 20 / 20

① ACTION
Register: when permission is granted via email, select this option and click submit to register for this course.
Remove: select this option if you would like to remove your name from the waitlist.

② WAITLIST STATUS
Active: you are waitlisted for this course
Permission Granted: you are able to register for this course. You will also receive an email when permission to register is granted (please keep your e-mail updated on InSite)

③ EXPIRE 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.

④ RANK/WAITLIST
Rank: 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 the instructor agrees to add you, they will electronically provide you with Authorization For Late Add. You can register for the class on-line through InSite's "Registration" tile, or contact the Admissions and Records office via zoom for further assistance.