InSite Portal - WebAdvisor

Registration Instructions and Information

Contra Costa Community College District

Contra Costa College   Diablo Valley College   Los Medanos College

My Alerts

Alerts are holds on your record. Some alerts block registration and/or official transcripts. If you have an alert, please click on the link for further information.

Follow the instructions outlined in the alert to resolve the issue.

Access WebAdvisor by clicking on the WebAdvisor logo.

► Access WebAdvisor
► Check Student Email
► Get College News

WebAdvisor Student Menu

Click on a link (for example, Registration) to expand the menu options.

Home > Student > WebAdvisor

Please select a menu option on the left

- ⊕ User Account
- ⊕ Admission Information
- ⊕ Financial Information
- ⊕ Financial Aid
- ⊕ Registration
- ⊕ Academic Profile
- ⊕ Academic Services
- ⊕ Communication
- ⊕ Automated Communication for Educational Success

Important reminder: Payment is due immediately after registration. Use the **Make a Payment** link (under the Financial Information menu) to pay using Visa or MasterCard.

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Registration Menu Options
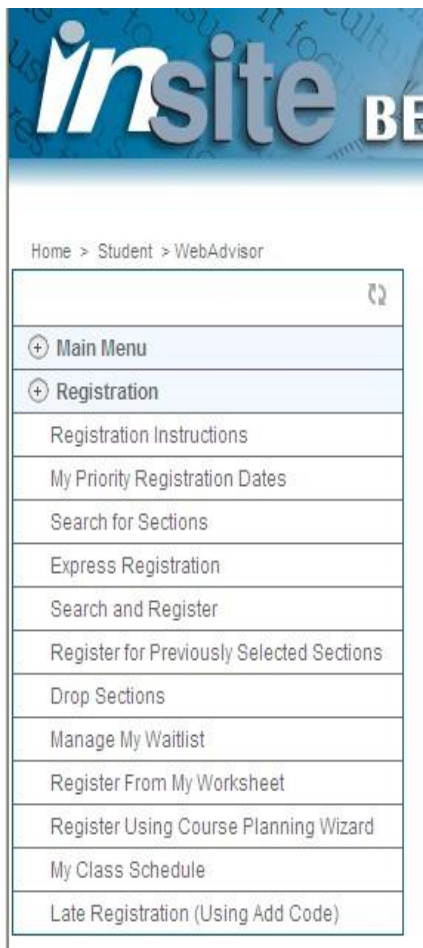
My Priority Registration Dates – View your registration dates and times.

Search for Sections – Use this option to search for classes based on term, location, course, subject, etc.

Express Registration – When you know the four digit section number you want to add (detailed instructions on page 7).

Search and Register – Select the classes that you want from the search results.

Register for Previously Selected Sections – Use this option if you selected the classes that you want previously and you are now ready to register or add to the wait list. This is like your shopping cart that holds the sections you are interested in adding. You may select sections prior to your priority registration appointment date and then register from here once you are eligible.

Drop Sections – This is the option to use when you want to drop a class.

Manage My Waitlist – View your waitlisted classes and statuses. Enroll in a class when you have Permission Granted. Remove a class that you no longer want.

Register From My Worksheet – You can use this option if you have an active Educational Plan (usually this has been done with the help of a counselor).

Register Using the Course Planning Wizard – This is used with an academic program and is based on program requirements.

My Class Schedule – Use this option to view/print your class schedule.

Late Registration (Using Add Code) – This option is for registering with a late add code given to you by the instructor. This is only available during the add period for the class (detailed instructions on page 9).

Home > Student > WebAdvisor

- Main Menu
- Registration
  - Registration Instructions
  - My Priority Registration Dates
  - Search for Sections
  - Express Registration
  - Search and Register
  - Register for Previously Selected Sections
  - Drop Sections
  - Manage My Waitlist
  - Register From My Worksheet
  - Register Using Course Planning Wizard
  - My Class Schedule
  - Late Registration (Using Add Code)

PE-100AE-1031 Dance Ensemble   Open

Term 2009FA
Activity by Arrangement
P.E. Multi-Purpose
Room 10

To be Announced   1.00

Please select the link to the left to read important additional information for this section.

This section is variable credit. Please choose 1.00 to 3.00 credits (0.50 credit increments).

Important: On the Register for Previously Selected Sections page you can modify the unit value of variable credit sections. In this example the section is available for 1, 1.5, 2, 2.5, or 3 credits (1-3 credits in .5 increments).

WebAdvisor features within the InSite portal

Note that multiple options can be open at one time. In the example, the My Priority Registration Dates page is active and the inactive tab is for the Search for Sections option.   Close any tabs that you no longer need by clicking the tab and then click on the X. Make sure that you have properly submitted any processes you are working on before closing the tab!

Tabs

| Search for Sections | My Priority Registration Dates ✕ |

Multiple priority registration dates may be displayed below if you previously registered for classes at more than one location. You may attempt to register for all of your classes on the earliest date. If you are unable to register for all of your classes, you may try again on the next date.

Student	College E-mail	Phone	Address	Home College	
Dvctest, John 0150624	jdvctest624@insite.4cd.edu	925-999-9999	123 Main St, Apt D3 Pleasant Hill, CA 94523	DVC	Change contact information

Term	Start Date	Start Time
2011SU - Summer 2011	04/11/11	05:00PM
2011FA - Fall 2011	05/03/11	02:00PM

OK

Many pages show your contact information. To update your contact information click on the Change contact information link. Note: mailing address changes take approximately two weeks to process.

An automated message will be sent to this e-mail address when you have permission to register in a waitlisted section.

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My Priority Registration Dates

You must have a priority registration date for any term that you want to register for. If you do not have a registration date listed for the term, please contact your college's Admissions & Records office (contact phone numbers are listed at the end of this document).

My Priority Registration Dates ✕

Multiple priority registration dates may be displayed below if you previously registered for classes at more than one location. You may attempt to register for all of your classes on the earliest date. If you are unable to register for all of your classes, you may try again on the next date.

Student	College E-mail	Phone	Address	Home College	
Dvctest, John 0150624	jdvctest624@insite.4cd.edu	925-999-9999	123 Main St, Apt D3 Pleasant Hill, CA 94523	DVC	Change contact information

Term	Start Date	Start Time
2011SU - Summer 2011	04/11/11	05:00PM
2011FA - Fall 2011	05/03/11	02:00PM

Appointment Term, Date, and Time. You can register on or after this date and time.

OK

Express Registration

You must have the four digit section number to use this registration method.

Enter the four digit Section Number (include any leading zeros) and select the term from the drop down menu. (Enter co-requisite sections, if applicable.) Then click SUBMIT and wait for the next page to continue with the registration process.

Next select a registration action for ALL preferred sections *OR* select an action for individual sections. Update the credits as needed for variable unit sections (see page 4 for additional information on variable credit classes).

Then click SUBMIT.

Registration Results – IMPORTANT
The Registration Results page confirms your transaction!

Late Registration – Using Add Code

Late Add Codes are given out by the instructor and must be used during the add period.

Late Registration (Using Add Code) ×

Use this option if you know the exact subject, course number, and section number of the section(s) which you wish to add to your preferred list and then register.

Use this option if a Late Add Code is required to enroll in the desired section(s).
* = Required

Student	E-Mail Address	Phone	Address	
McStudent, Doreen D. 1200020	doreenmcd@email.com	510-672-3414	1062 Blue Lagoon Islandville, CA 94703	Change contact information

To register, check the schedule of courses then enter the section number and term for each class you wish to register for. When you click the Submit button below, these sections will be added to your list of Preferred Sections.

The Late Add Code is only necessary after the section has begun. The number is provided in class by the instructor.

Section Number	Late Add Code	Select Term*
9807	8433	2009FA Fall 2009 ▼
		▼
		▼
		▼
		▼

Fill in the four digit section number (include any leading zeros), the four digit late add code (as issued by the instructor, include any leading zeros) and select the term. (Enter co-requisite sections, if applicable.) Then click SUBMIT. You will then be taken to the Register for Previously Selected Sections page.

SUBMIT

Register for Previously Selected Sections ×

BACK

Use this option if you have already placed sections in your preferred list and would now like to register.

Student	E-Mail Address	Phone	Address	
McStudent, Doreen D. 1200020	doreenmcd@email.com	510-672-3414	1062 Blue Lagoon Islandville, CA 94703	Change cont...

Action for ALL Pref. Sections (or choose below) [▼]

To complete the registration, select the appropriate action – Register or Waitlist, adjust units as needed (for variable unit sections only, see page four for information on variable unit classes) and click SUBMIT.

Or

Select the Remove option and SUBMIT to delete classes that you are no longer interested in.

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Facu...	
RG Register ▼	Fall 2009	CIS-052A-9807 Excel (Beginners-level 1)	Diablo Valley College	Lecture F 08:30AM - 12:30PM Off Campus Site, Room EBAYW 11/05/2009 - 11/20/2009 Lecture F 01:00PM - 03:00PM Off Campus Site, Room EBAYW 11/05/2009 - 11/20/2009 Lab F 03:00PM - 04:50PM Off Campus Site, Room EBAYW 11/05/2009 - 11/20/2009	To be Announced	30 / 30 / 0 0.75

Please select the link to the left to read important additional information for this section.

Error Messages -

If your transaction did not process you will see a message notifying you of the reason (Pre-requisite not met, class is full, etc.).

Manage My Waitlist

Important Note: If you are on a wait list it is your responsibility to check your status daily.

Your Rank and number of students on the wait list. This example shows a student at the top of the waitlist (number 1 of 1).

Manage My Waitlist ×

Use this option if you would like to register for, or remove, sections for which you are currently waitlisted.

Student	E-Mail Address	Phone	Address	
McStudent, Doreen D. 1200020	doreenmcd@email.com	510-672-3414	1062 Blue Lagoon Islandville, CA 94703	Change contact information

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	Rank / Waitlist
[dropdown] Remove Register	Permission Granted	11/14/09	Fall 2009	CIS-055H-9682 Dreamweaver Level 2	Diablo Valley College	Lecture Sa Su 09:00AM - 12:00PM San Ramon Center, Room E161 11/14/2009 - 11/15/2009 Lecture Sa Su 12:30PM - 03:30PM San Ramon Center, Room E161 11/14/2009 - 11/15/2009 Lab Sa Su 03:30PM - 05:20PM San Ramon Center, Room E161 11/14/2009 - 11/15/2009	To be Announced	0.75	1 / 1

Please select the link to the left to read important additional information for this section.

Here are all the se

Pass/Audit

You may register for the class when you have a status of Permission Granted (select Register then SUBMIT).
You may remove yourself from the waitlist at any time by selecting Remove and then clicking on SUBMIT.

When registering for a variable unit section you can modify the Credits.

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Pay Your Fees- Select the Make a Payment option under the Financial Information menu.

Make A Payment ×

Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your enrollment and eligible charges.

* = Required

Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
60.00	60.00	Spring 2009, Student Accounts Receivable	61.00	1.00	0.00	0.00	0.00

Total Amount Due 60.00

Payment Type* [v]

Visa Card
Mastercard

SUBMIT

Account Summary | Account Summary by Term | Pay on My Payment Plan

Fill in the dollar amount and select the Payment Type - VISA or MasterCard. Click SUBMIT.
You will then be taken to the Electronic Card Entry page.

Electronic Card Entry ×

BACK

How do I find the security code?
* = Required

Payment Amount   60.00
Convenience Fee   0.00
Total Payment Amount 60.00

Credit Card Number*   1234123412341234
Expiration Date* 02 v Expiration Year* 2012 v
Card Security Code* 123

Name on Card* Christopher C McStudent
Billing Address* 2 Quail Hill Ct
City* Birdville   State/Province* California   v Postal Code* 94803
E-mail Address* cmcstudent@email.com

SUBMIT

Fill in all the information. Click SUBMIT.
You will get a confirmation page if the transaction processed successfully and an e-mail confirmation will be sent to the e-mail address you enter.

Warning: Please do not refresh your browser, click on the back button, or close the browser after you have submitted your credit card transaction. Please remain patient until the payment confirmation page is displayed. Wait times will vary especially during increased activity between WebAdvisor and the credit card Processor (PayPal). Failure to comply will result in multiple charges to your account.

Sign Out

When you are finished using the Portal make sure you properly log off by clicking the down arrow following your name and then selecting the Sign Out option. You will get another message to confirm that you want to log out. Lastly, close the browser.
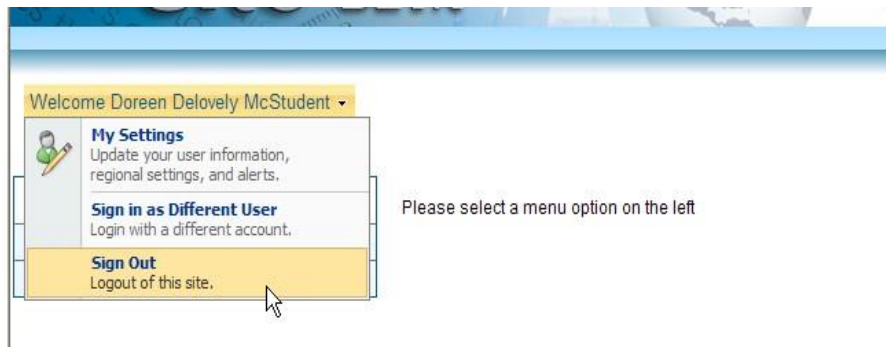
If you have questions or need further assistance please contact your college Admissions and Records office.

Contra Costa College – (510) 215-6027 or admissions@ccc.edu

Diablo Valley College – (925) 685-1310 or admissions@dvc.edu

Los Medanos College – (925) 473-7500 or admissions@lmc.edu

To exit this presentation close the browser by clicking on the X in the upper right corner.