

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.

The screenshot shows the InSite Portal BETA student interface. At the top, it says "Welcome John Dvctest". The main navigation bar includes "Student", "Campus Resources", "Clubs", "Committees", "Search Center", and "Home". A "Check my InSite Mail" button is prominently displayed. Below it, a calendar for June 2011 shows the current date as Tuesday, June 14. A "My Alerts" section is highlighted with a blue arrow pointing to an orange notification bar that reads "You have 1 Notification". Below this bar, the details of the notification are shown: "Library Hold - Debt". The text explains that the hold will block registration and transcript ordering, and provides contact information for the CCC, DVC, and LMC libraries. A blue box on the right side of the page contains the text: "Follow the instructions outlined in the alert to resolve the issue." The bottom of the page states: "Your notifications will be removed by college staff after you resolve the issue."

Check my InSite Mail

You have no unread messages.

Today's Date: Tuesday, June 14, 2011

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Tuesday, June 14
No events

Wednesday, June 15
No events

Thursday, June 16
No events

Friday, June 17
No events

Saturday, June 18
No events

Events | Spring Dates | Summer Dates | Fall Dates

My Alerts

You have 1 Notification

Library Hold - Debt

You have a library debt. This hold will block you from registration and you will not be able to order an official transcript. Please contact your college library.

CCC (510) 235-7800 Ext. 4318
DVC (925) 685-1230 Ext. 2441
LMC (925) 439-2181 Ext. 3322

Your notifications will be removed by college staff after you resolve the issue.

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

Important: Once you are logged in you have five minutes to make your transaction. This five minute time limit is between clicks of the SUBMIT buttons. If you take longer than five minutes you will be timed out. Using Express registration is the quickest way to register.

WebAdvisor Student Menu

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

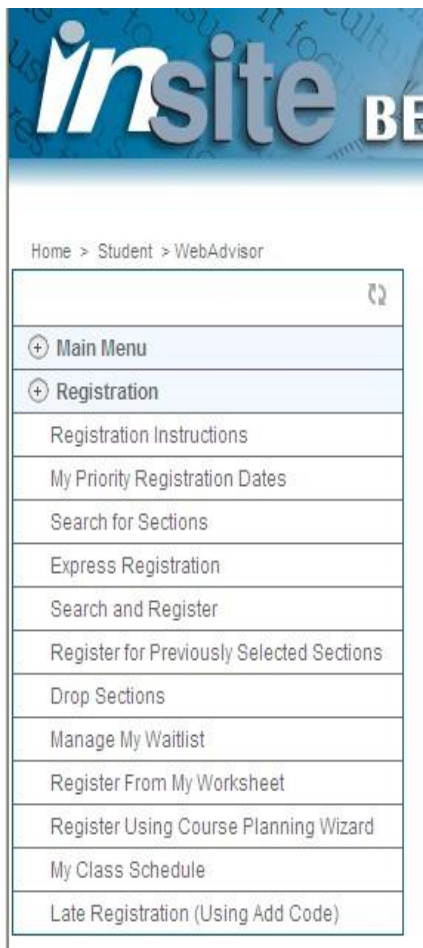
Home > Student > WebAdvisor

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.

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).

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

PE-100AE-1031 Dance Ensemble

Open

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!

The screenshot shows the InSite portal interface. At the top, there are two tabs: "Search for Sections" and "My Priority Registration Dates". The "My Priority Registration Dates" tab is active and has a close button (X). A blue oval highlights the tabs area. Below the tabs, there is a section titled "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." Below this text is a table with columns: Student, College E-mail, Phone, Address, Home College, and a link "Change contact information". The table contains one row of data for a student named Dvctest, John. Below the table is another table with columns: Term, Start Date, and Start Time. The table contains two rows of data for the terms 2011SU - Summer 2011 and 2011FA - Fall 2011. A blue arrow points from the "Change contact information" link to a text box on the right. Another blue arrow points from the "College E-mail" column to a text box at the bottom.

Tabs

Search for Sections My Priority Registration Dates X

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	jdvdtest624@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.

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 x

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	jdvcst624@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.

Express Registration ✕

Use the Search For Sections option or the catalog to find the subject, course number, and section number of the section(s) you wish to register for. Enter the section numbers here along with the Term and they will be added to your list of selected sections. You will then be taken to the Register for Previously Selected Sections option where you can register for your chosen sections.
* = Required

Student	College E-mail	Phone	Address	Home College
Dvctest, John 0150624	jdvcst624@insite.4cd.edu	925-999-9999	123 Main St, Apt D3 Pleasant Hill, CA 94523	DVC

Change contact information

Section Number* Term*

5992 2011FA Fall 2011

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.

Register for Previously Selected Sections ✕

Use this option to register for your list of selected sections.

Student	College E-mail	Phone	Address	Home College
Dvctest, John 0150624	jdvcst624@insite.4cd.edu	925-999-9999	123 Main St, Apt D3 Pleasant Hill, CA 94523	DVC

Change contact information

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Avail/Cap/Wait	Credits
<input type="button" value="RG Register"/>	Fall 2011	ADJUS-221-5992 Criminal Evidence	Diablo Valley College	Internet Instruction (ns) Hours by arrangement; click the section title for details Online Course 08/12/2011 - 12/18/2011	J. Sinel	23 / 65 / 0	3.00

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input type="checkbox"/>			You are not currently registered for any sections.				

If one of my choices is not available

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!

Welcome John Dvctest ▾

Home > Student

Registration Results ✕

BACK

Name: John Dvctest Student ID: 0150624

The following registration transactions have been completed. Please use the link below to make a payment if you have an outstanding balance.

Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Fall 2011	Registered for this section		ADJUS-221-5992 Criminal Evidence	Diablo Valley College	Internet Instruction (ns) Hours by arrangement; click the section title for details Online Course 08/12/2011 - 12/18/2011	J. Sinsel	3.00

You are currently registered for these sections:

Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Fall 2011		ADJUS-221-5992 Criminal Evidence	Diablo Valley College	Internet Instruction (ns) Hours by arrangement; click the section title for details Online Course 08/12/2011 - 12/18/2011	J. Sinsel	3.00

You are on the following wait lists:

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits
Fall 2010	Closed	PE-008-0308 Weight Training	Los Medanos College	Activity T Th 06:00PM - 07:20PM PE Weight Room, Room 1 08/13/2010 - 12/19/2010	R. Villegas	1.00

OK

Account Summary | Pay on My Account | Register for Classes | Add Classes | Register and Drop Classes | My Schedule

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) x

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

SUBMIT

Register for Previously Selected Sections x

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 contact information

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty
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

Or

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.

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.

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

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.).

The screenshot shows the 'insite BETA' WebAdvisor interface. The top navigation bar includes a welcome message for 'Doreen Delovely McStudent' and an 'Advanced Search' field. A secondary navigation bar lists links: Student, Campus Resources, Clubs, Directories & Maps, WebAdvisor, Surveys, Wikis, and SiteMap. The left sidebar contains a 'Main Menu' with options like Registration, Search for Sections, and Register for Previously Selected Sections. The main content area is titled 'Register for Previously Selected Sections' and features a 'BACK' button. A red error message is displayed, stating: 'You are not eligible for registration. You have a library debt. Contact your college library. CCC (510) 235-7800 Ext. 4318, DVC (925) 685-1230 Ext. 2441, LMC (925) 439-2181 Ext. 3322. Use this option if you have already placed sections in your preferred list and would now like to register.' Below the message is a table with student information: Student (McStudent, Doreen D. 1200020), E-Mail Address (doreenmcd@email.com), Phone (510-672-3414), and Address (1062 Blue Lagoon, Islandville, CA 94703). A 'Change contact information' link is provided. Further down, there is a dropdown menu for 'Action for ALL Pref. Sections (or choose below)' and a section for 'Preferred Sections' which is currently empty. At the bottom, there is a table with columns: Action, Term, Section Name and Title, Location, Meeting Information, Faculty, Avail/Cap/Wait, and Credits. The table shows a section for 'Fall 2009' with the title 'EMED-011-5659 E Med Technician Recert' at 'Contra Costa College'. The meeting information includes 'Lecture Sa 08:10AM - 11:00AM' and 'Lab Sa 11:00AM - 12:00PM'. The faculty is listed as 'To be Announced', and the credits are '1.00'. A 'RG Register' button is visible in the bottom left corner.

insite BETA

Welcome Doreen Delovely McStudent ▾

Advanced Search

Student ▾ Campus Resources Clubs Directories & Maps WebAdvisor Surveys Wikis SiteMap

Home > Student > WebAdvisor

Register for Previously Selected Sections ✕

BACK

You are not eligible for registration.
You have a library debt. Contact your college library.
CCC (510) 235-7800 Ext. 4318, DVC (925) 685-1230 Ext. 2441,
LMC (925) 439-2181 Ext. 3322.
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 contact information

Action for ALL Pref. Sections (or choose below) ▾

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Avail/Cap/Wait	Credits
	Fall 2009	EMED-011-5659 E Med Technician Recert	Contra Costa College	Lecture Sa 08:10AM - 11:00AM Biological Science, Room 2 11/07/2009 - 12/05/2009 Lab Sa 11:00AM - 12:00PM Biological Science, Room 2 11/07/2009 - 12/05/2009 Lab Sa 01:00PM - 04:30PM Biological Science, Room 2	To be Announced	26 / 30 / 0	1.00

RG Register ▾

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).

The screenshot shows the 'Manage My Waitlist' interface. At the top, there is a tab labeled 'Manage My Waitlist x'. Below it, a message states: 'Use this option if you would like to register for, or remove, sections for which you are currently waitlisted.' A table lists student information: Student (McStudent, Doreen D. 1200020), E-Mail Address (doreenmcd@email.com), Phone (510-672-3414), and Address (1062 Blue Lagoon, Islandville, CA 94703). A link 'Change contact information' is next to the address. Below this is a table of waitlist sections. The first section is highlighted with a blue circle around the 'Remove' and 'Register' buttons in the 'Action' column. The section details include: Waitlist Status (Permission Granted), Expire Date (11/14/09), Term (Fall 2009), Section Name and Title (CIS-055H-9682 Dreamweaver Level 2), Location (Diablo Valley College), and Meeting Information (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). Faculty is listed as 'To be Announced'. In the 'Credits' column, a text box contains '0.75'. In the 'Rank / Waitlist' column, it shows '1 / 1'. A red note at the bottom says 'Please select the link to the left to read important additional information for this section.' Three callout boxes provide instructions: 1. '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.' 2. 'When registering for a variable unit section you can modify the Credits.' 3. '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).'

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	Rank / Waitlist
<div><div>Remove</div><div>Register</div></div>	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.

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.

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).

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
<input type="text" value="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*

[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*

Expiration Date* Expiration Year*

Card Security Code*

Name on Card*

Billing Address*

City* State/Province* Postal Code*

E-mail Address*

[SUBMIT](#)

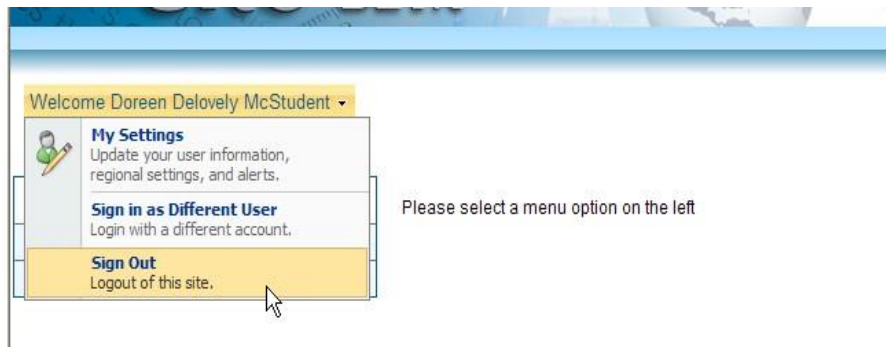
Fill in all the information. Click SUBMIT. You will get a confirmation page if the transaction processed successfully and an e-mail confirmation will be sent to the e-mail address you enter.

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.

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 on 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.