

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 BETA' student portal interface. At the top, there is a navigation bar with 'Student' and a user icon. Below the header, the user is identified as 'Doreen Delovely McStudent'. The main content area includes a calendar for November 2009, a 'WebAdvisor' widget, a 'DVC Weather' widget showing 75°F in Pleasant Hill, CA and 73°F in San Ramon, CA, and a 'My Alerts' section. The 'My Alerts' section displays a notification: 'You have 1 Notification'. A blue arrow points from this notification to a detailed view of the alert: 'Library Hold - Debt'. The alert text states: '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'. A blue box on the right contains the instruction: 'Follow the instructions outlined in the alert to resolve the issue.'

Today's Date: Tuesday, November 03, 2009

S	M	T	W	T	F	S
25	26	27	28	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

Tuesday, November 03
8:30 AM Underwater Basketweaving

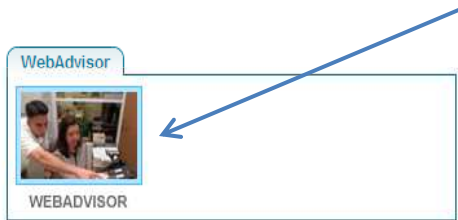
My Alerts

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

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

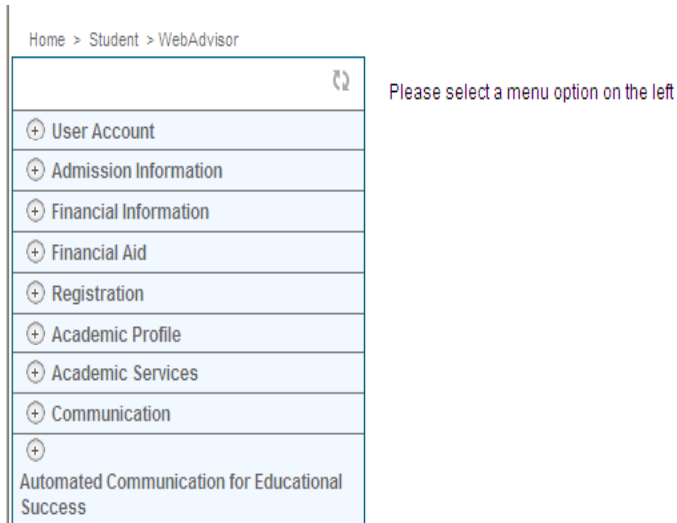
Access WebAdvisor by clicking on the WebAdvisor logo.



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.

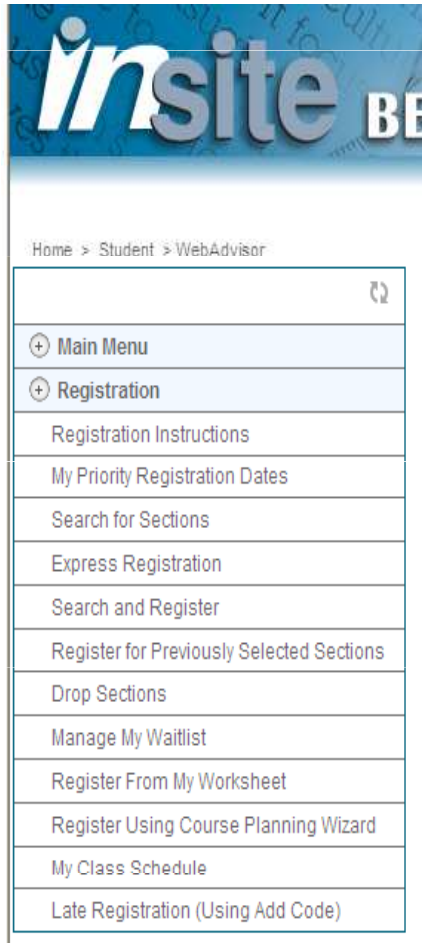
WebAdvisor Student Menu

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



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.

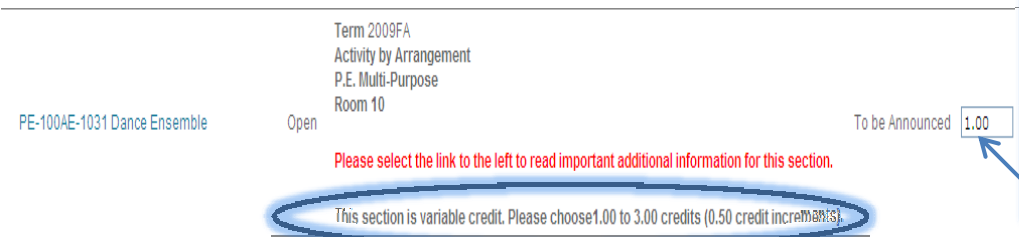
Manage My Waitlist – View your waitlisted classes and statuses. Enroll in a class when you have Permission Granted. Remove a class that you no longer want.

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).



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 x". A blue oval highlights both tabs, and a blue box labeled "Tabs" points to them. Below the tabs, there is a message: "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 message is a table with contact information for a student. The table has columns for Student, E-Mail Address, Phone, and Address. The student's name is McStudent, Doreen D. 1200020, with email 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. A blue box with text explains that many pages show contact information and that clicking the link updates it, noting that mailing address changes take two weeks. Another blue box explains that an automated message will be sent to the email address when the student has permission to register in a waitlisted section. A blue arrow points from the "Change contact information" link to the email address field. At the bottom right of the contact information section, there is an "OK" button.

Search for Sections My Priority Registration Dates x

Tabs

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

Change contact information

Term Start Date Start Time

2009FA - Fall 2009	08/01/09	09:30AM
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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	E-Mail Address	Phone	Address
McStudent, Doreen D. 1200020	doreenmcd@email.com	510-672-3414	1062 Blue Lagoon Islandville, CA 94703

[Change contact information](#)

Term	Start Date	Start Time
2009FA - Fall 2009	08/01/09	09:30AM

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 x

FORWARD

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. (Example: MATH-100-01)
* = 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	Select Term*
4147	2009FA Fall 2009

SUBMIT

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 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
RG Register	Fall 2009	LS-100-4147 Fundmtl Library/Resrch Skills	Diablo Valley College	Lecture T Th 11:00AM - 12:10PM Advanced Technology Center, Room 112 11/19/2009 - 12/10/2009

To be Announced 30 / 30 / 0

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

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 Doreen Delovely McStudent

Advanced Search

Student Campus Resources Clubs Directories & Maps WebAdvisor Surveys Wikis SiteMap

Home > Student > WebAdvisor

Registration Results x

BACK

Name: Doreen D. McStudent Student ID: 1200020

The following registration request(s) have been completed. Payment is due immediately for these sections. Use the link below to make your payment.

Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Fall 2009	Registered for this section		LS-100-4147 Fundmntl Library/Resrch Skills	Diablo Valley College	Lecture T Th 11:00AM - 12:10PM Advanced Technology Center, Room 112 11/19/2009 - 12/10/2009	To be Announced	0.50

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

You are currently registered for these sections:

Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Fall 2009		ART-107-1995 Figure Drawing I	Diablo Valley College	Lecture M W 01:00PM - 02:00PM Art Building, Room 102 08/17/2009 - 12/20/2009 Lab M W 02:00PM - 03:50PM Art Building, Room 102 08/17/2009 - 12/20/2009	D. Abbott J. Fish	3.00

Late Registration – Using Add Code

Late Add Codes are given out by the instructor and must use 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*
<input type="text" value="9807"/>	<input type="text" value="8433"/>	<input type="text" value="2009FA Fall 2009"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Register for Previously Selected Sections x

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 con...

Action for ALL Pref. Sections (or choose below)

Or

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 SUBMT.

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty
<input type="text" value="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 <input type="text" value="0.75"/>

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 user is logged in as Doreen Delovely McStudent. The page title is 'Register for Previously Selected Sections'. 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.' The error message is circled in blue. Below the error message is a table with columns: Student, E-Mail Address, Phone, and Address. The table contains one row for Doreen D. McStudent. Below the table is a dropdown menu for 'Action for ALL Pref. Sections (or choose below)'. At the bottom of the page, there is a table with columns: Action, Term, Section Name and Title, Location, Meeting Information, Faculty, Avail/Cap/Wait, and Credits. The table contains one row for 'EMED-011-5659 E Med Technician Recert' in Fall 2009 at Contra Costa College. The 'Meeting Information' column contains details for Lecture and Lab sessions. The 'Credits' column shows '1.00'.

Home > Student > WebAdvisor

Welcome Doreen Delovely McStudent

Advanced Search

Student Campus Resources Clubs Directories & Maps WebAdvisor Surveys Wikis SiteMap

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
RG Register	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

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).

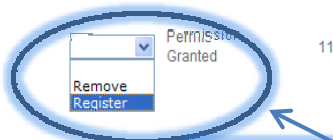
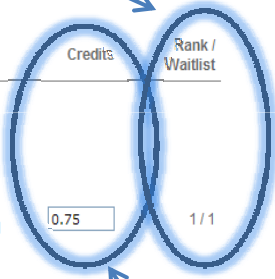
Manage My Waitlist x

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
<input type="button" value="Remove"/> <input type="button" value="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



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.

Pay Your Fees-

Select the Make a Payment option under the Financial Information menu.

Make A Payment x

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*
Visa Card
Mastercard

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

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

Electronic Card Entry x

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*

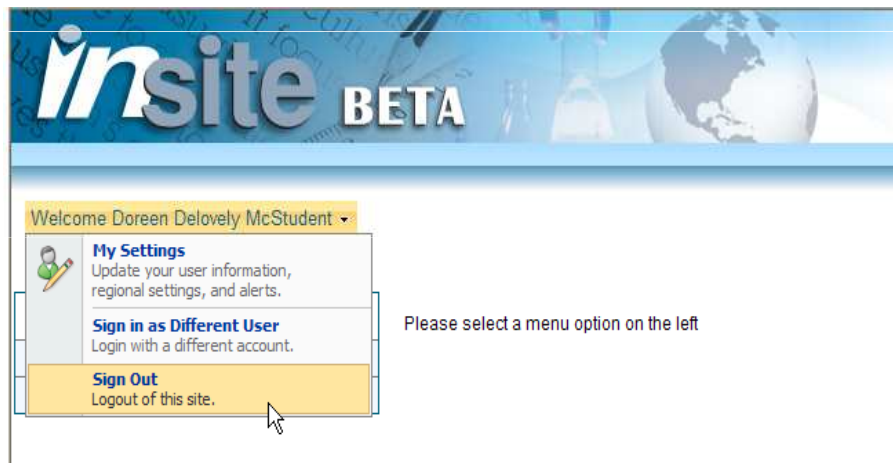
Fill in all the information. Click SUBMIT. You will get a confirmation page if the transaction processed successfully and an e-mail confirmation will be sent to the e-mail address you enter.

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) 235-7800 Ext. 7500

Diablo Valley College – (925) 685-1310

Los Medanos College – (925) 439-2181 Ext. 7500

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

