Faculty Drop Roster Instructions

Contra Costa Community College District
1) Log into the InSite Portal and Click on the Link to WebAdvisor then...

Click on the + sign next to Faculty Information to expand the menu.
2) Choose Drop Roster then...

Select the appropriate term from the drop down menu and click SUBMIT.
3) Select the Section

Click the button next to the section you want to select then click SUBMIT.
4) Drop Students

Important date information... Students may only be dropped during the drop period. You cannot drop a student before the first day of the class or after the Last Day to Drop with a ‘W’ – 08/08/11 in this example.

Check the Drop box for the student(s) you want to drop and click SUBMIT.
5) Review the Confirmation Page

Print and keep this confirmation page for your records.

Please contact your college Admissions and Records Office if you have questions or need further assistance.
CCC – (510) 235-7800 Ext. 7500
DVC – (925) 685-1310
LMC – (925) 439-2181 Ext. 7500