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.

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.

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.
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!

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).

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

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.

Or

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

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.

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

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.

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.

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.