CONTRA COSTA COLLEGE

HOW DO I ENROLL IN VARIABLE UNIT CLASSES?

1. Go to **https://www.contracosta.edu/**

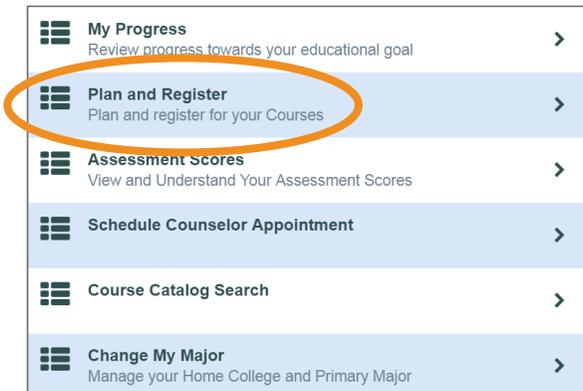2. Select the **InSite Portal** icon.

3. Select the **Login to InSite** button.
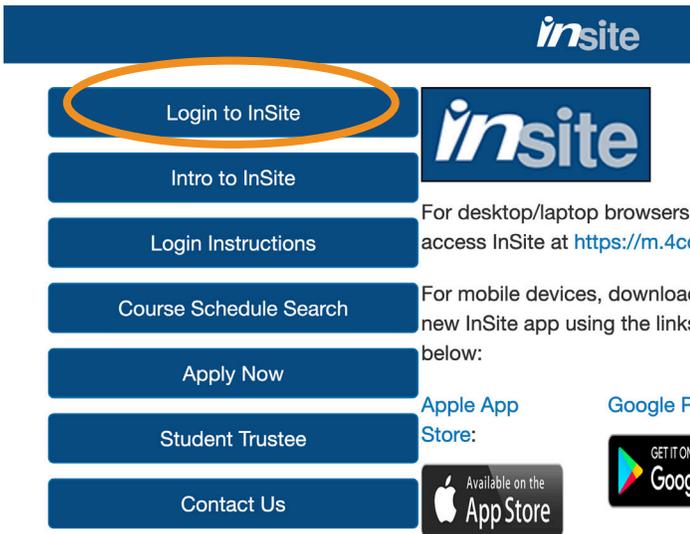
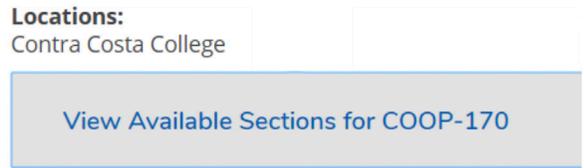4. From the InSite Portal Menu, click on the "**Plan-Progress**" tile.

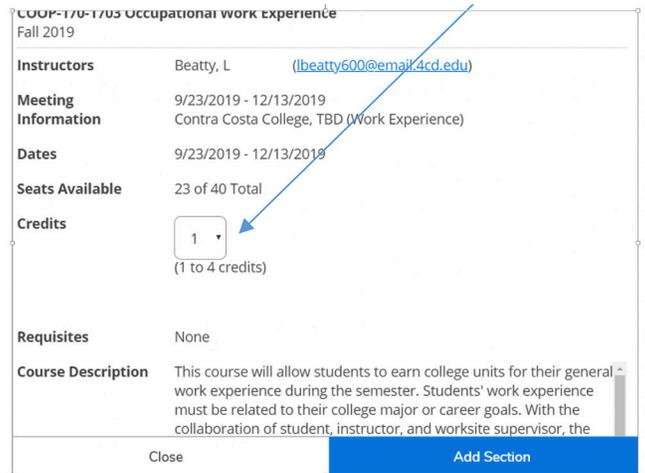5. Select "**Plan and Register**".

6. In the **Course Search** box, enter the course number you want to add to your plan. (Example: COOP-170)

7. Click on "**View Available Sections**."

Locations:
Contra Costa College

View Available Sections for COOP-170

8. When you find the section you want to enroll in, click on "**Add Section to Schedule**".

9. A box will pop up that displays the **specific course information** and allows you to select the **number of credits** from the drop down box.

COOP-170-1703 Occupational Work Experience
Fall 2019

Instructors	Beatty, L (lbeatty600@email.4cd.edu)
Meeting Information	9/23/2019 - 12/13/2019 Contra Costa College, TBD (Work Experience)
Dates	9/23/2019 - 12/13/2019
Seats Available	23 of 40 Total
Credits	1 ▾ (1 to 4 credits)
Requisites	None
Course Description	This course will allow students to earn college units for their general work experience during the semester. Students' work experience must be related to their college major or career goals. With the collaboration of student, instructor, and worksite supervisor, the

Close   Add Section

10. Once you have completed your selection, click on "**Add Section**" box.

11. You are now enrolled in a variable unit class. Remember to log off Insite.