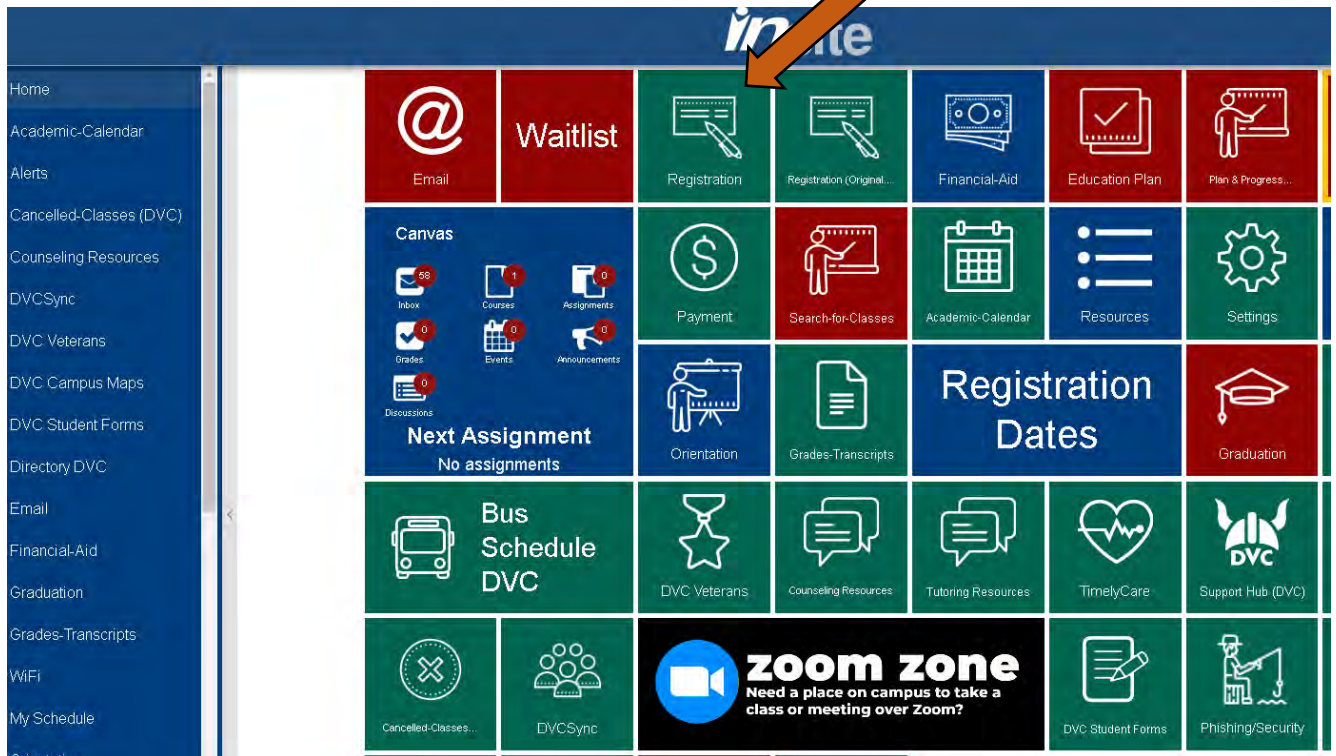
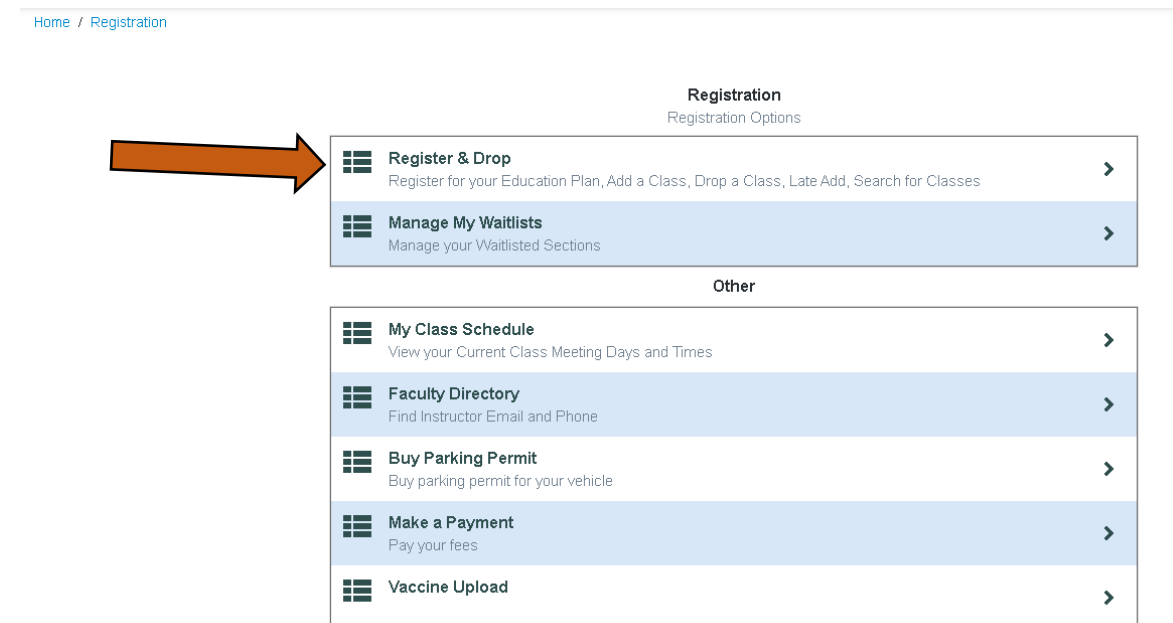


How to Register for Classes

1. Select the **Registration** tile in InSite Portal.



2. Click the **Register & Drop** option



- If you have visited a counselor and have an Education Plan, you can import classes from your plan directly into your schedule. Click on **Import from: My Education Plan**. Then click on **Import Education Plan**.



SELECT COURSES

Campuses: All (4) Select...
Course Type: All Select...

Select your desired course locations.

Select Course... Advanced Search

Import from: **MY EDUCATION PLAN(1)**

WELCOME

This software will help you find your optimal schedule.

Use **Advanced Search** on left to search for courses that meet CSU and UC General Education Requirements as well as Special programs.

FAVORITES (0)

Select Course... Advanced Search

Import from: **MY EDUCATION PLAN(1)**

Degree Plan

IMPORT EDUCATION PLAN

SELECT COURSES

Campuses: All (4) Select...
Course Type: All Select...

Plan Import Education Plan Imported.

Select Course... Advanced Search

Import from: **MY EDUCATION PLAN(1)**

- COUNS 120** MANAGE COLL SUCCESS/LIFE TRANS 270
Contra Costa College, and Diablo Valley College
Try all sections (20)
- CARER 110** CAREER AND LIFE PLANNING 270
Diablo Valley College, and San Ramon Campus
Try all sections (19)
- ENGL 144** HIP HOP AS LIT 270
Los Medanos College
Try all sections (1)
All classes are full
- MUSIC 118** HISTORY OF JAZZ 270
Diablo Valley College
Try all sections (2)
- KNACT 146B** THRY/PAC STRNTH TRNG/FIT II 270
Diablo Valley College
Try all sections (2)
- BUS 109** INTRODUCTION TO BUSINESS
Los Medanos College, Contra Costa College, and 2 others
Try all sections (24)

SCHEDULE RESULTS

Course Legend TIPS Sort by: Select... Display Timezone: Pacific (US & Canada)

RESULT 1 OF 482

Course	Section	Days	Time	Location
COUNS 120 Manage Coll Success/Life Trans	Fall Section: 0182	Fall 2022: Sep 19 - Dec 9	9am - 10am	CCC
	Fall Section: 0182	Fall 2022: Sep 19 - Dec 9	11am - 12pm	N. Aztec
KNACT 146B Thry/Prac Strngth Trng/Fit II	Fall 2022: Aug 19 - Dec 9	1pm - 2pm	DVC	
	Fall Section: 3062	Fall 2022: Aug 19 - Dec 9	2pm - 3pm	In person KIN*101 M. Darr
BUS 109 Introduction to Business	Fall Section: 0585	Fall 2022: Aug 19 - Dec 9	5pm - 6pm	LMC
	Fall Section: 0584	Fall 2022: Aug 19 - Dec 9	7pm - 8pm	LMC

Courses from your plan will appear here.

4. In the top left of the screen, you can filter by **Campus** and **Course Type**.

SELECT COURSES<<

Campuses: All (4) [Select...](#)

<input checked="" type="checkbox"/> Contra Costa College	<input checked="" type="checkbox"/> Los Medanos College
<input checked="" type="checkbox"/> Diablo Valley College	<input checked="" type="checkbox"/> San Ramon Campus

[SELECT ALL](#) [SELECT NONE](#) [CLOSE](#)

Course Type: All [Select...](#)

<input checked="" type="checkbox"/> Fully online	<input checked="" type="checkbox"/> Partially online
<input checked="" type="checkbox"/> In person	

[SELECT ALL](#) [SELECT NONE](#) [CLOSE](#)

5. To add classes, use the general search field. You can search by course code (ENGL 001A), course title, instructor name, section number, or keyword.

SELECT COURSES<<

Campuses: Contra Costa College x (1/4) [Select...](#)

<input checked="" type="checkbox"/> Contra Costa College	<input type="checkbox"/> Los Medanos College
<input type="checkbox"/> Diablo Valley College	<input type="checkbox"/> San Ramon Campus

[SELECT ALL](#) [SELECT NONE](#) [CLOSE](#)

Course Type: In person x (1/3) [Select...](#)

<input type="checkbox"/> Fully online	<input type="checkbox"/> Partially online
<input checked="" type="checkbox"/> In person	

[SELECT ALL](#) [SELECT NONE](#) [CLOSE](#)

Plan 'Import Education Plan' imported.

Select Course

 Advanced Search

- MATH 120**
Number Systems / Intermediate Algebra
- MATH 120S**
Support for **Math-120** Success
- MATH 121**
Plane Trigonometry / Trigonometry
- MATH 135**
College Algebra / College Algebra
- MATH 164**
Intro to Probability & Stat
- MATH 164S**
Support for **Math-164** Success
- MATH 171**

SELECT COURSES<<

Campuses: Contra Costa College x (1/4) [Select...](#)

<input checked="" type="checkbox"/> Contra Costa College	<input type="checkbox"/> Los Medanos College
<input type="checkbox"/> Diablo Valley College	<input type="checkbox"/> San Ramon Campus

[SELECT ALL](#) [SELECT NONE](#) [CLOSE](#)

Course Type: In person x (1/3) [Select...](#)

<input type="checkbox"/> Fully online	<input type="checkbox"/> Partially online
<input checked="" type="checkbox"/> In person	

[SELECT ALL](#) [SELECT NONE](#) [CLOSE](#)

Plan 'Import Education Plan' imported.

Select Course

 Advanced Search

- CULIN 130**
Intro to Commercial **Baking**
- CULIN 095D**
Catering Lab for CULIN-130 - ...the fundamentals of the **baking** process and provides a...
- CULIN 095F**
Catering Lab for CULIN-230 - ...students experience in **baking** and pastries with an...
- CULIN 095G**
Catering Lab for CULIN-231 - ...experiences in **baking** and pastry preparation...
- CULIN 161**

- Once you select a course from the Search, click near the course title to see course details and section options.

MATH 120 **NUMBER SYSTEMS** ZTC
Contra Costa College
Try all sections (3)

Description: MATH-120 is designed for prospective multiple subjects credential candidates. Emphasis is on understanding concepts and operations with whole numbers, fractions, and decimals through multiple representations. Problem solving strategies, numeration systems, and elementary number theory are emphasized in relevant contexts. Common Core math standards are also studied.

Requirements: Prerequisite: MATH-118 or placement by multiple measures; OR Corequisite: MATH-120S

Campuses:
 Contra Costa College Los Medanos College
 SELECT ALL SELECT NONE

Classes:
 Fall: 0286 ZTC Fall: 0372 ZTC Fall: 0374 ZTC
 SELECT ALL SELECT NONE

Class Remarks:
0286, 0374: This class is currently scheduled to meet fully on campus at the days and times listed. If you register for this section, please plan on being on campus at the days and times listed. All relevant health and safety protocols will be followed. If COVID-19 guidelines change, it may be converted to 100% online class with regular online class meetings via Zoom. Students will be notified of such changes via Insite email if/when a change must be made.
0372: This section is linked to MATH-120S-0480. You must enroll in both sections and attend both at the times listed. This class is currently scheduled to meet fully on campus at the days and times indicated. If you register for this section, please plan on being on campus at the days and times listed. All relevant health and safety protocols will be followed. If COVID-19 guidelines change, it may be converted to 100% online class with regular online class meetings via Zoom. Students will be notified of such changes via Insite email if/when a change must be made.

- Click the results arrows to scroll through various schedule options based on the courses that you selected.

SELECT COURSES << >> **SCHEDULE RESULTS**

Campuses: Contra Costa College (1/4) Select:
 Contra Costa College Los Medanos College
 Diablo Valley College San Ramon Campus
 SELECT ALL SELECT NONE CLOSE

Course Type: In person (1/2) Select:
 Fully online Partially online
 In person
 SELECT ALL SELECT NONE CLOSE

Select Course... Subject, Title, Instructor... Advanced Search

Import from: MY EDUCATION PLAN(s)

- MATH 120** **NUMBER SYSTEMS** ZTC
Contra Costa College
Try all sections (3)
- SPCH 120** **PUBLIC SPEAKING** ZTC
Contra Costa College
Try all sections (3)

Course Legend TIPS Sort by: Select... Display Timezone: Pacific (US & Canada)

RESULT 1 OF 8

Course	Section	Days	Time	Location
MATH 120	Fall Section: 0286	Mon, Wed	8:00 AM to 11:00 AM	CCC Intermediate Algebra
MATH 120	Fall Section: 0374	Wed	11:00 AM to 12:00 PM	CCC Intermediate Algebra
MATH 120	Fall Section: 0372	Wed	11:00 AM to 12:00 PM	CCC Intermediate Algebra
SPCH 120	Fall Section: 2057	Tue, Thu	11:10 AM to 12:35 PM	CCC Public Speaking

ADD PERSONAL TIMES

Warning: Not all classes have seats available.

SAVE AS FAVORITE CONTINUE

PRINT SHARE

8. You may “pin” a section to save that section and the associated date and time in your schedule. Click on the section and you will see a red pin appear.

The screenshot shows a course schedule for Fall 2022 (Aug 19 - Dec 9). The grid displays sections for MATH 120 (Number Systems) and SPCH 120 (Public Speaking). A red pin icon is placed on the MATH 120 section at 10am on Monday. An orange arrow points to this pin. Below the grid, there are buttons for 'SAVE AS FAVORITE', 'CONTINUE', 'PRINT', and 'SHARE'. A warning message states: 'Warning: Not all classes have seats available.'

9. Once you have selected the sections you want to register for, click “Continue” at the bottom of the page.

The screenshot shows the 'SCHEDULE RESULTS' page. The 'CONTINUE' button is highlighted with an orange arrow. The page includes a course legend, a 'TIPS' icon, and a 'Sort by' dropdown menu. The schedule grid is visible, showing the same MATH 120 and SPCH 120 sections as in the previous screenshot.

10. Then click “Submit Changes” to finalize your registration.

The screenshot shows the 'MY COURSES' page. The 'SUBMIT CHANGES' button is highlighted with an orange arrow. The page displays a table with columns for 'Class', 'Action', 'Options', and 'Result'. The table lists the MATH 120 and SPCH 120 sections, with an 'Enroll' action available for each. A 'CANCEL' button is also visible at the bottom left.

Class	Action	Options	Result
MATH 120 Number Systems Mon, Wed 9:30 AM to 11:00 AM Fall Section: 0286 Intermediate Algebra Seats: 37/40 Waitlist: 0/25 This class is currently scheduled to meet fully on campus at the days and times listed. If you register for this section, please plan on being on campus at the days and times listed. All relevant health and safety protocols will be followed. If COVID-19 guidelines change, it may be converted to 100% online class with regular online class meetings via Zoom. Students will be notified of such changes via Insite email if/when a change must be made.	Enroll	Nothing	
SPCH 120 Public Speaking Tue, Thu 11:10 AM to 12:35 PM Fall Section: 2067 Public Speaking Seats: Full Waitlist: 0/3 Section 2067 is currently scheduled to meet on campus. Depending on social distancing requirements, the course delivery format may change. If you register for this class, please plan on being available at the days and times indicated. Your instructor will contact you with more information prior to the start of class. For more information, please contact the instructor at srobertson@contraosta.edu.	Enroll	Nothing	