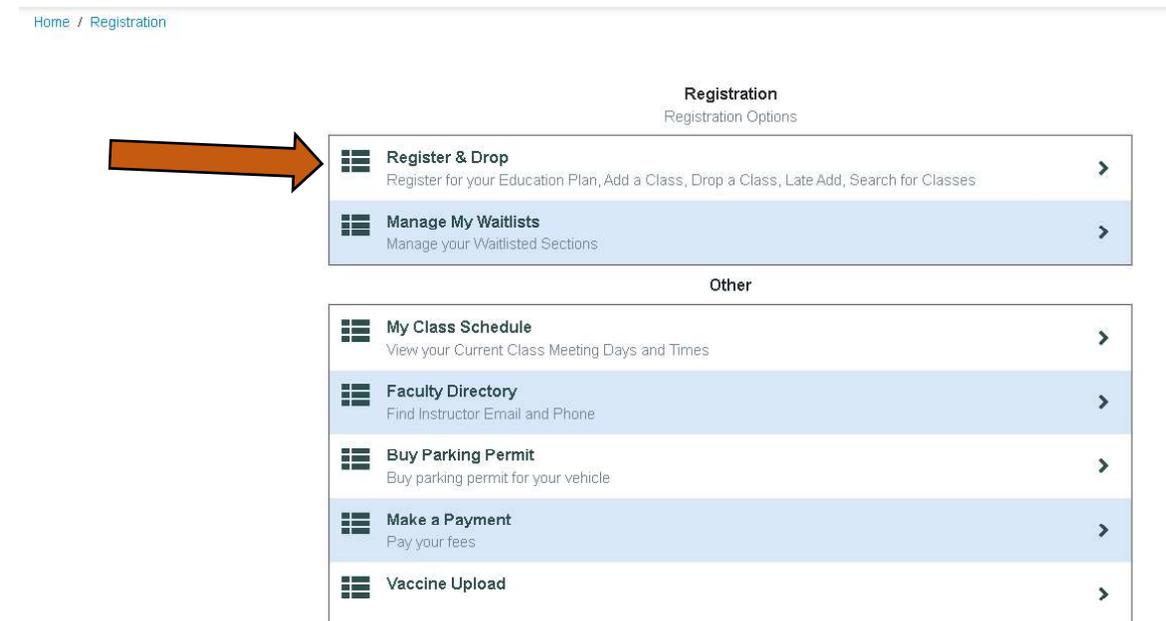


How to Register for Classes

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**.

inSITE Josephine Dvctest Fall 2022

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 SCHEDULE RESULTS

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** ZTC
Contra Costa College, and Diablo Valley College
Try all sections (20)
- CARER 110** **CAREER AND LIFE PLANNING** ZTC
Diablo Valley College, and San Ramon Campus
Try all sections (18)
- ENGL 144** **HIP HOP AS LIT** ZTC
Los Medanos College
Try all sections (1)
All classes are full
- MUSIC 118** **HISTORY OF JAZZ** ZTC
Diablo Valley College
Try all sections (2)
- KNACT 146B** **THRY/PAC STRNGTH TRNG/FIT II** ZTC
Diablo Valley College
Try all sections (8)
- BUS 109** **INTRODUCTION TO BUSINESS**
Los Madanos College, Contra Costa College, and 2 others
Try all sections (24)

Courses from your plan will appear here.

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

RESULT 1 OF 482

	Mon	Tue	Wed	Thu	Fri	Sat
COUNS 120 Manage Coll Success/Life Trans Fall 2022: Sep 19 - Dec 9 PST 8:10am						
Fall Section: 0182 ZTC Manage Coll Success/Life Trans Seats: 22/40 Waitlist: 0/10 (unscheduled) This is an online class fully asynchronous course with no required zoom meetings. Your instructor will send an email to your college email prior to the start of class. For further information, contact instructor at nazzi@contracosta.edu.						
KNACT 146B Thry/Pac Strngth Trng/Fit II Fall 2022: Aug 19 - Dec 9 Mon, Wed, 11:10 AM to 12:35 PM						
Fall Section: 3062 ZTC Thry/Pac: Strngth Trng/Fit II Seats: 26/45 Waitlist: 0/23 Note: This course meets weekly as scheduled. Based on changing COVID-19 guidelines, additional social distancing practices may be implemented, including possible conversion to partially or 100% online.						
BUS 109 Introduction to Business Fall 2022: Aug 19 - Dec 9						
Fall Section: 0585 Introduction to Business Seats: 31/45 Waitlist: 0/5 (unscheduled) Fully online course. All instruction will be online in Canvas. No live sessions. Go to www.losmedanos.edu/onlineclasses for course access information.						
or						
Fall Section: 0584 Introduction to Business Seats: 35/45 Waitlist: 0/5 (unscheduled) Fully online course. All instruction will be online. No live sessions. Go to www.losmedanos.edu/onlineclasses for course access information.						
HIDE SIMILAR OPTIONS ^						

Aug Sep Oct Nov Dec Jan '23

COUNS 120 BUS 109 have no scheduled times

Manage Coll Success/Life Trans

Thry/Pac Strngth Trng/Fit II

Introduction to Business

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

SELECT COURSES <<

Campuses: All (4) Select...

Contra Costa College Los Medanos College
 Diablo Valley College San Ramon Campus

SELECT ALL SELECT NONE CLOSE

Course Type: All Select...

Fully online Partially online
 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...

Contra Costa College Los Medanos College
 Diablo Valley College San Ramon Campus

SELECT ALL SELECT NONE CLOSE

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

Fully online Partially online
 In person

SELECT ALL SELECT NONE CLOSE

Plan 'Import Education Plan' imported.

Select Course: Advanced Search

MATH 120
Number Systems / Intermediate Algebra

COUNS 120 M Support for Math-120 Success

CARER 110 C College Algebra / College Algebra

ENGL 144 HI Support for Math-164 Success

MATH 121 T Plane Trigonometry / Trigonometry

MATH 135 C College Algebra / College Algebra

MATH 164 HI Intro to Probability & Stat

MATH 164S HI Support for Math-164 Success

MATH 171 N

SELECT COURSES <<

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

Contra Costa College Los Medanos College
 Diablo Valley College San Ramon Campus

SELECT ALL SELECT NONE CLOSE

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

Fully online Partially online
 In person

SELECT ALL SELECT NONE CLOSE

Plan 'Import Education Plan' imported.

Select Course: Advanced Search

COUNS 120 M Intro to Commercial Baking

CARER 110 C Catering Lab for CULIN-230 - ...the fundamentals of the baking process and provides a...

ENGL 144 HI Catering Lab for CULIN-231 - ...experiences in baking and pastry preparation...

CULIN 130 N Intro to Commercial Baking

CULIN 095D C Catering Lab for CULIN-130 - ...the fundamentals of the baking process and provides a...

CULIN 095F C Catering Lab for CULIN-230 - ...students experience in baking and pastries with an...

CULIN 095G C Catering Lab for CULIN-231 - ...experiences in baking and pastry preparation...

CULIN 161 N

- 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...
 Los Medanos College
 Diablo Valley College San Ramon Campus

SELECT ALL SELECT NONE CLOSE

Course Type: In person (1/3) Select...
 Fully online Partially online

SELECT ALL SELECT NONE CLOSE

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

Import from: MY EDUCATION PLAN(1)

- 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

	Mon	Tue	Wed	Thu	Fri
9am					
10am	MATH 120 0286		MATH 120 0286		
11am					
12pm		SPCH 120 2067		SPCH 120 2067	
1pm					
2pm					
3pm					

Aug Sep Oct Nov Dec

Number Systems
 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 interface. On the left, there are two course details panels. The top panel is for MATH 120 (Number Systems) with a section 0286. The bottom panel is for SPCH 120 (Public Speaking) with a section 2067. On the right, there is a grid showing the schedule for the fall semester (Aug 19 - Dec 9). The grid has columns for days of the week (Mon-Fri) and rows for times (9am-3pm). MATH 120 0286 is scheduled on Mondays and Wednesdays from 9am to 11am. SPCH 120 2067 is scheduled on Tuesdays and Thursdays from 11am to 12:35pm. A red pin icon is visible on the MATH 120 0286 section in the grid. An orange arrow points to this pin icon. Below the grid, there are buttons for 'SAVE AS FAVORITE' and 'CONTINUE', and a 'PRINT SHARE' link.

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. It features a course legend on the left, a grid of class sections on the right, and a 'CONTINUE' button at the bottom right. An orange arrow points to the 'CONTINUE' button.

10. Then click “Submit Changes” to finalize your registration. Check the results column to verify your enrollment in the section was successful.

The screenshot shows the 'SUBMIT CHANGES' confirmation page. It features a table with columns for 'Class', 'Action', 'Options', and 'Result'. The table lists two classes: MATH 120 and SPCH 120. The 'Action' column shows 'Enroll' for both classes. The 'Options' column shows 'Nothing' for both classes. The 'Result' column is empty. A 'SUBMIT CHANGES' button is located at the bottom right of the page, highlighted with an orange arrow.

Class	Action	Options	Result
MATH 120 Number Systems Mon, Wed - 8:30 AM to 11:00 AM Fall Section: 0286 (ZTC) CCC 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 (ZTC) CCC 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	