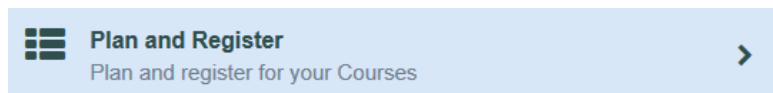
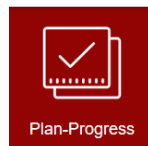
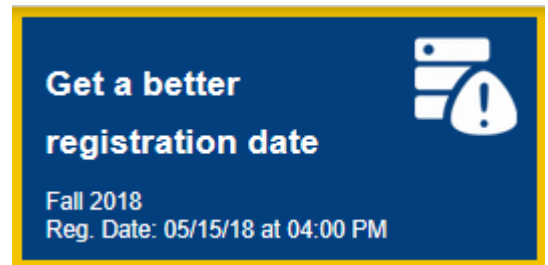


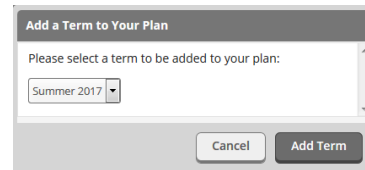
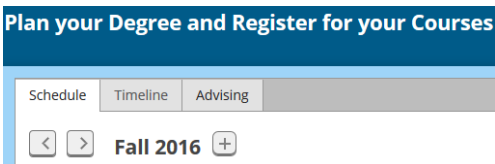
How Do I Register For Counseling 095/096?

1. As Counseling 095/096 takes the form of an online class, you must first make sure you have a current application on file for the semester in which you wish to take Counseling 095/096. This will often be the semester before you want to start taking classes, so you may need to reapply! You can check which semester you applied for by logging in to your CCCApply account.
 2. If you are taking Counseling 095/096 during your last year in High School, you will need to complete the "Special Admissions Recommendation" form before you can enroll in the course. To complete the form, log into InSite and click on the "DVC Student Forms" tile. The electronic form is accessible there.
 3. Check to see that you have completed your online orientation. You can check this by logging into the InSite portal and checking to see if you have a "Get a better registration date" tile with a yellow border. Click on the tile and see if there is a check mark next to "Orientation". If there is not, you will need to successfully complete the online orientation before moving on to the next step.
 4. Make sure you have completed BOTH the English AND math online Placement Process. Both need to have been completed prior to registering for Counseling 095/096. If you have yet to complete one or both of these assessments, go to <http://www.dvc.edu/assessment>. Once both placements are completed, move to the next step.
2. Next, log in to InSite, and click the "Plan Progress" tile, followed by "Plan and Register".

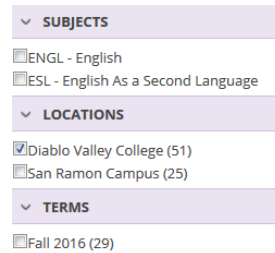


How Do I Register For Counseling 095/096? ...continued

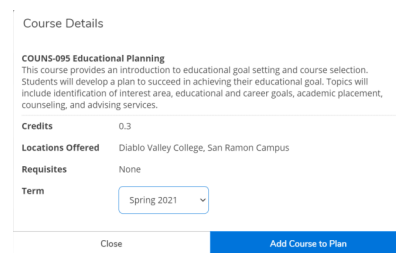
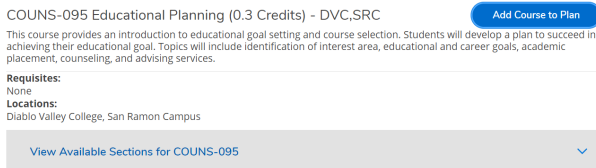
- Under the “Schedule” tab, use the arrows to select the term you wish to add the class for. Use the left arrow to move back a semester, and the right arrow to move forward. If an arrow is greyed out, click the “+” button, and select a term to add.



- Use the search bar in the top right corner to search for Couns 095 or Couns 096 for student athletes. You can also enter a 4 digit section code to streamline the search. Once you have your results, use the filters on the left hand side to narrow the search results—ALWAYS be sure to check the box for the semester you are searching for classes in, e.g. Spring 2021.



- Check the search results for the class you want. Select “Add Course to Plan”, and then once again, select the term.



- Once you have added the class to your plan, click “Back to Plan & Schedule”, to return to your schedule overview.

Search for Courses and Course Sections

Subject Search results will be filtered to the location of your current program. Please note that some subjects and courses are not offered at all locations.

[< Back to Plan & Schedule](#)

How Do I Register For Counseling 095/096? ...continued

10. The class you have added will appear on the left hand side of the screen. Click "View other sections" to see the available sections. Sometimes there are multiple pages of results, so search through to find a section that works with your schedule. Click on a section to select it, then press "Add Section to Schedule". If a section has a red exclamation mark, it is full. Always be sure to check the course notes for additional information.

The screenshot shows a web interface for selecting a course section. On the left, a sidebar displays 'COUNS-095: Educational Planning' with a 'View other sections' button. The main area shows a list of sections with details like 'Seats Available: 33' and 'Instructor: Pamintuan, K'. A 'Section Details' panel on the right provides further information for 'COUNS-095-7126 Educational Planning Spring 2021', including meeting times, dates, and a 'Register' button.

11. The section will now appear highlighted in yellow on the schedule, with a check mark. This means the class is planned. Press "Register" to register for the class, which should then turn green on your schedule, with a green check mark.

This screenshot shows a course entry in a schedule. The entry is for 'COUNS-095-7126: Educational Planning' and is marked as 'Planned' with a yellow background and a checkmark. It lists details such as 'Credits: 0.30 Credits, Pass/Fail only', 'Grading: Pass/Fail', 'Instructor: Pamintuan, K', and '4/17/2021 to 4/17/2021'. A 'Register' button is visible at the bottom.

A green rectangular box with a white checkmark and the text 'Registered, but not started' in green font.