

Welcome to Spring 2012.

This message is intended for people who are enrolled in, or trying to enroll in, one of my classes.

I will send email to enrolled and waitlisted students, but I thought it would be easier to post this on my fog web page than including it in numerous emails.

Rose Endres

## ENROLLMENT

If you were pre-enrolled in CS 150A, CS 151A, CS155A, CS 151P, or CS 112D, you can log into Insight and the class page on Sunday afternoon Jan 15. The class page for people enrolled in CS 112A will be opened on Tuesday afternoon.

Classes do not start until Tuesday Jan 17 - you do not need to do any work before that time- but students often like to look around the web site earlier and it is a good thing to check that you can login. If you were enrolled in class by Friday Jan 13 you should be added to my Insight class. You should try to log in to the Insight class site asap since if you have login troubles you need to resolve them quickly.

To access Insight go to: <http://insight.ccsf.edu>

## ADDING A CLASS?

If you are adding one of these classes and I have sent you an AddCode, then you need to process the AddCode with Webstars. There will be a delay of up to one business day between completing the add via webstars and your Insight account being accessible.

If you are adding CS 151A or CS 151P which give you access to the CCSF Oracle system, there is a delay of up to a day to have your Oracle account accessible.

So if you are adding classes, you need to process the add code asap.

If you want to add one of these classes and do not have an addcode from me, email asap. I am allowing everyone on the waitlists to add and will add a few additional people on a first-come-first serve basis.

## NO SHOWS

We have students who sign up for classes but then never show up; these are considered NoShows and we remove them from the class list. This rule also applies to online students. If you do not log onto the Insight page for this class by Tuesday morning Jan 24, 2012 10:00 am, I will consider you a NoShow and may remove you from the class list. Email me before that date if this is a problem and you want to continue in the class.

If you log in even one time to the class, I will consider you to be an enrolled student even if you do no work in the class. Consult the class policy for the drop and withdraw rules.

I do not keep people on the rolls who are not participating in class and generally withdraw people at midterm who have not followed the policy rules for class participation.

## INSIGHT LOGIN PROBLEMS

If you have problems with the login process for Insight, did not get the email with password help for new students who were registered - first please read the main Insight page- note the link for Insight FAQ. This includes a lot of help available that you can access. If that does not help, then use the link entitled "Insight Student Help Ticket". This is the second most efficient way to get help with Insight issues. (The most efficient way is the help screens.) Questions submitted via this form are generally handled within 24 hours or less (but not on the weekend) and we have had another reduction in staff.

Please also read the info in the FAQ regarding a lost/forgotten Insight password.

I have posted some notes on Insight on the class pages accessed from my home page specifically related to the way I set up my class pages.

## OTHER PASSWORDS

Depending on the classes in which you are enrolled you may have other accounts and passwords. If you use the Ocean campus lab- the ACRC- in Batmale you should attend the orientations re the login and password for that system. If you are taking an Oracle class you will also have a hills login and password and an Oracle password; information on that is available via the Insight CS 151A and CS 151P classes. If you are taking another class that gives you a hills account, you will have one hills account for all of those classes.

If you had a hills account last semester and have forgotten your password(s), then you need to go to the ACRC to have your password reset. I do not reset hills passwords.