

Procedure to Add Classes Online After the Term Begins

*If you do **NOT** have access to the internet, take the Authorization Code to the Admissions & Records Office for assistance (Computers are available.)*

- A. Attend the first class meeting of the course you wish to add.
- B. If space is available, ask the instructor for an Authorization Code.
1. Login to www.craftonhills.edu (Username = Student Email Address Initial Password = 6 Digit Date of Birth)
If you have forgotten your password click on the “Help” link at the login prompt or call 1-877-241-1756.
2. Click on the “CHC” link next to “Register for Classes.”
[CHC](#) | SBVC – Register for Classes
3. Click on the appropriate term.
4. Click on “Add New Section.”
5. Enter the 4 digit reference # in the box provided and press Enter.
(only one class can be added at a time.)
6. When prompted, enter the Authorization Code the instructor has provided.
7. Follow the prompts and instructions on the screen.
8. Pay your registration fees immediately to avoid being administratively dropped from all your classes. Pay online using Visa or MasterCard. Fees must be paid **NO LATER** than the end of the following business day in which you registered. The Authorization Code should be used **IMMEDIATELY** to guarantee official enrollment.

IMPORTANT!

The “Use by” date printed on the Authorization Code label is the **LAST** date for students to add courses and last date to receive refund of enrollment fees for full term classes. You will **NOT** be permitted to add the class once the date has expired.

STUDENT RESPONSIBILITIES:

- You are 100% responsible for officially adding the class; **NEVER** assume the instructor will add you.
- You **MUST** be prepared to pay for your class at the time you add; financial Aid/BOG recipients **MAY** still owe fees
- You are 100% responsible for knowing all registration deadlines and policies; Check CHC website or class schedule.
- You are 100% responsible for dropping a class; **NEVER** assume the instructor will drop you.
- A registration class/fee statement will be e-mailed to you after adding and paying for the class(es.)

NOTE:

*Your registration class/fee statements will **NOT** be mailed*

If you experience difficulties in using the Authorization Code you **MUST** contact the Admissions and Records Office on or before the “Use by” (last date to add) date printed on your Authorization sticker.

Telephone # (909)389-3372 email admissions@craftonhills.edu.

YOU MAY NOT:

- Attend a class that you have **NOT** officially added (instructors will **NOT** add you.)
- Add beyond the “Use by” (last day to add deadline) date printed on your authorization code sticker.
- Add a class for which you have not successfully met the pre-requisite.
- Add a class if you have academic or financial holds.
- Obtain a registration statement from the Admissions & Records office if you have an owing balance.

You are advised **NOT** to purchase text books/materials if you have not officially added the class and/or you have an owing balance. Text books and class materials may not be 100% refundable after purchase, check with the Bookstore for details.