



Admissions & Records Office
11711 Sand Canyon Road
Yucaipa, CA. 92399-1799
P: (909) 389-3372 F: (909) 389-9141
Web: www.craftonhills.edu

Crafton Hills College Authorization Code Card

All Sections Must Be Completed
Turn card over for important information

Student Name _____ I.D. or SSN# _____
Last First

Use the AUTHORIZATION CODE to add a closed class via the web. *If you do NOT have internet access, CHC provides WiFi & computer access on campus (Computers are available in the Library and Admissions & Records.)*

AFFIX STICKER
Code NOT valid before the first day of class

- 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 Password = 6 Digit Date of Birth)
2. Click on the "CHC" link next to "Register for Classes"
CHC | SBVC – Register for Classes

AFFIX STICKER
Code NOT valid before the first day of class

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

AFFIX STICKER
Code NOT valid before the first day of class

8. Pay **ALL** registration fees immediately to avoid being administratively dropped from all your classes. Pay online using Visa or MasterCard, or in person in the Admissions & Registration Office (SSA-213).

If you have forgotten your password click on the "Forgot Password" link at the login prompt or call 1-877-241-1756. 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; the instructor **WILL NOT** 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 class schedule, CHC website or contact The Admissions & Records Office for important dates and deadlines
- You are 100% responsible for dropping a class; **NEVER** assume the instructor will drop you
- Obtain a registration class/fee statement after adding and paying for the class (es) by either of the following methods:
 1. Login to www.craftonhills.edu
 2. Go to the Admissions & Records Office (picture I.D. required)

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. Admissions & Records contact information: Ph # (909) 389-3372 email admissions@craftonhills.edu or visit in person (SSA 213).

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 form 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.