

[www.craftonhills.edu](http://www.craftonhills.edu)

Have forgotten your student ID?  
Call 909-384-8988



## Web Registration

(For Detailed Web Instructions see page 19)

### Before you log on, be prepared!

- Read all instructions
- Complete the application (if applicable)
- Clear all outstanding debts (if applicable)
- Obtain fee waiver (if applicable)
- Determine registration priority date (pages 21-22 )  
(high school students see page 29)  
for policies and procedures)
- Register
- Payment

Upon approval by the Dean of Student Services & Student Development/Designee students currently enrolled in high school may register for the approved class(es) when open Web registration begins. Please refer to the priority registration page in this schedule of classes.

### Web Registration Hours:

Monday-Saturday ..... 6:00 am to 11:59 pm  
Sunday ..... 6:00 am to 7:00 pm

If you have any problems with  
the Web system, call the  
HELP line at (877) 241-1756 or  
E-mail: [admissions@craftonhills.edu](mailto:admissions@craftonhills.edu)

**Operator & Technical Assistance WILL NOT be available when campus is closed.**

### Web Registration for DSP&S, EOPS/CARE, and active Military/Veterans\*

Eligible students may register using the Web June 22-24 Please contact the Disabled Student Programs & Services at (909)389-3325 or the EOPS/CARE Office at (909)389-3239 or the CHC Certifying official at (909) 389-3256

\* Must provide a DD-214 Member/Service 4, with an honorable discharge within 2 years from separation date.

## Web Registration To Add and/or Drop Classes

1. Login to [www.craftonhills.edu](http://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](#)
3. Select the semester in which you would like to register
4. Click on "Add a New Section" to register for your classes
  - a. Use the four-digit reference number found in the schedule of classes or click on the "Browse the Schedule of Classes" link
  - b. Confirm your selection by clicking the red "Register" link
  - c. Repeat for all courses in which you wish to register
5. Click on "Drop a Section" to remove yourself from courses
  - a. Click the four-digit reference number next to the course you wish to drop
  - b. Confirm your selection by clicking the red "Drop" link
  - c. Repeat for all courses in which you wish to drop
6. If desired, click on "purchase an AS Card." Once this purchase is made, the sale cannot be cancelled online  
Please note that an annual AS Card may not be purchased online  
Annual AS Cards are only available during the fall semester
7. Click on "Select Payment Option Now." Visa and Master Card are accepted
  - a. Enter your credit card information
  - b. Enter the billing address for the credit card holder and click continue
  - c. Confirm that the information that you entered is correct and then click "Pay"
  - d. You will be issued a confirmation number
  - e. Click on "Return to Registration"
8. Once all transactions are complete, exit Web Registration by clicking on the "Click here to complete your registration and receive your registration statement. You may click here even if you did not register online" link.  
Your Registration Statement will be created
  - a. Click "Registration Statement" to view your statement. A new window will open.
  - b. If desired you may print your statement
  - c. Close the window
9. Logout by clicking the "Log Out" Button

### You have just completed CHC'S On-Line Registration Process

After registering for classes, your **entire** registration balance **must** be paid by the end of the following business day. Payments may be made online with visa/mastercard. Payment by cash, check or money order must be made in person at the Admissions & Records Office. **OUTSTANDING REGISTRATION FEES MAY RESULT IN YOUR CLASSES BEING DROPPED. LATE ADDS: (IF APPROVED) YOU MUST BE PREPARED TO PAY AT TIME OF REGISTRATION.**

# Student Email Accounts

## PRIORITY REGISTRATION

As a student of the San Bernardino Community College District, you are provided with a student email account. This is true regardless of where you are enrolled—Crafton Hills College campus or the San Bernardino Valley College campus. The email account is created at the time your application to either campus is accepted and will remain active for one year after you stop attending school. The San Bernardino Community College District uses this email account as one of its official channels of communication with its students. This means that faculty and staff will send broadcast or tailored messages to this account, and it is your responsibility as a student to either check this account for email on a periodic basis or forward your email to another account that you do use regularly. Instructions on how to forward email are provided at the "General Student Email Information" link below.

### Email Account Format

Your email account has a specific format as shown below:

firstname.lastnameXXX@student.sbccd.net

### Where:

first name is your full, official first name  
(no nicknames)

last name is your full, official last name  
XXX is the last three digits of your student ID

### Example:

Name: Joseph Smith  
Student ID: 12345  
E-mail Address: joseph.smith345@student.sbccd.net

### THINGS TO KNOW BEFORE YOU LEAVE THE ADMISSIONS OFFICE!

- Know your student ID #
  - Know your college email address
- Forgot your student ID?  
Call 1- 877-241-1756

Your email address is printed on both your "Residency Statement" and your "Registration Statement".

### Accessing Your Email Account (First Time User)

To access your email account the first time, please visit the following website:

<http://ccentral.sbccd.cc.ca.us>

Please click on the Login button and login for the first time. First time access requires that you know your email address, which can be constructed as described above, and the first time password, which is your date of birth in MMDDYY format. The first time you log in, you will be prompted to change your password. After your password has been changed, you may access your email via Campus Central or by going directly to the mail server as described below.

### Accessing Your Email Account (Continuing User)

After you have completed the "First Time User" process, you may access your email account via the Internet at any time by going to the following Internet address:

<http://student.sbccd.net>

### General Student E-mail Information

General information about using student email at SBCCD can be found at the following Internet web site:



SAN BERNARDINO  
COMMUNITY  
COLLEGE  
DISTRICT



**Log on to: [www.craftonhills.edu](http://www.craftonhills.edu)**  
**TO CONFIRM YOUR PRIORITY LEVEL ANY TIME ON OR AFTER OCTOBER 01, 2009**  
**PRIORITY REGISTRATION BEGINS ON NOVEMBER 16, 2009**

*Registration is open to students according to a priority system.  
This priority system has been created to make your registration as easy as possible.*

*You can register by Web either during your priority registration times  
(see priorities A through G below) or during the open registration period.*

*Since classes are filled on a first-come, first-served basis, we recommend that you register as soon as your priority is available.*

## **CATEGORIES OF PRIORITY REGISTRATION**

To determine your registration date and time, you need to know:

- Your priority level (A, B, C, D, E, F or G) based on your status as a student.
- **ONLY units completed or currently enrolled at CHC will be used to calculate priority registration.**

Once you have determined your priority level, you may register on the days assigned to that priority or **ANY REGISTRATION DAY THEREAFTER.**

### Priority A

- Students who've been accepted into the EOPS, DSP & S or are active military/veterans  
**Register Monday November 16, Tuesday November 17 and Wednesday November 18.**  
**For more information contact the appropriate program office.**

### Priority B

- Students enrolled at CHC during the previous semester who have completed 40 to 109 units at CHC.  
Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.  
**Register Thursday, November 19 Friday, November 20 and Saturday, November 21.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY F**

### Priority C

- Students enrolled at CHC during the previous semester who have completed 30 to 39.9 units at CHC.  
Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.  
**Register Sunday, November 22, Monday, November 23 and Tuesday, November 24.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY F**

### Priority D

- Students enrolled at CHC during the previous semester who have completed 15 to 29.9 units at CHC.  
Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.  
**Register Wednesday, July 25, Thursday, November 26 and Friday, November 27.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY F**

### Priority E

- Students enrolled at CHC during the previous semester who have completed 0 to 14.9 units at CHC.  
Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.  
**Register Saturday, November 28, Sunday, November 29 and Monday, November 30.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY F**

### Priority F

- Students who attended CHC previously but not in the previous semester AND have re-applied for admission for Summer 2008.  
or Continuing or Returning Students who have previously earned a Bachelor's Degree or higher.  
or Continuing students with 110 units or more.  
**Register Tuesday, December 01, Wednesday, December 02 and Thursday, December 03.**

### Priority G

- You are a new student who has completed the Matriculation process (CHC application, residency statement, assessment, and educational plan with counselor) or you are a new student who has completed the matriculation process or met the pre-enrollment assessment waiver criteria **Prior** to the registration date for Priority G.

**(NOTE: You may register on your priority registration day OR ANY REGISTRATION DAY THEREAFTER)**

<b>Web Priority Schedule</b>
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DISTANCE EDUCATION

<b>Web Registration 6:00 AM - 11:50 PM</b>						
Sunday Nov 15	Monday Nov 16	Tuesday Nov 17	Wednesday Nov 18	Thursday Nov 19	Friday Nov 20	Saturday Nov 21
	Priority A	Priority A	Priority A	Priority B	Priority B	Priority B
Sunday Nov 22	Monday Nov 23	Tuesday Nov 24	Wednesday Nov 25	Thursday Nov 26	Friday Nov 27	Saturday Nov 28
Priority C	Priority C	Priority C	Priority D	Priority D	Priority D	Priority E
Sunday Nov 29	Monday Nov 30	Tuesday Dec 01	Wednesday Dec 02	Thursday Dec 03	Friday Dec 04	Saturday Dec 05
Priority E	Priority E	Priority F	Priority F	Priority F	Priority G	Priority G
Sunday Dec 06	<b>Open Registration</b> December 07 - January 10					
Priority G						

Web Registration: [www.craftonhills.edu](http://www.craftonhills.edu)  
 Monday through Saturday, 6:00 am - 11:59 pm  
 Sunday, 6:00 am - 7:00 pm

The Payment Center located in the Admissions & Records Office is open  
 Monday through Thursday, 9:00 am - 6:00 pm and  
 Friday (through May), 9:00 am - 1:00 pm  
 (Hours are subject to change.)

After registering for classes, your entire registration balance must be paid by  
 the end of the following business day. Payments may be made online by visa/mastercard.  
 Payment by cash, check or money order must be made in person at the Admissions & Records Office.

After the term begins payment is due at time of registration. Outstanding fees may result in your classes being  
 administratively dropped. Courses added as the result of an approved petition must be paid in full at the time  
 of registration