



Crafton Hills College Online Orientation

Introduction

The Crafton Hills College Orientation is an important step for all college students. During this orientation, you will gain essential knowledge about a variety of topics:

- Welcome Message from Crafton Hills College President
- Enrollment & Registration Guide
- 0-14 Unit Milestones
- Academic Expectation & Progress Standards
- Basic Needs Resources
- Financial Aid & California College Promise Grant
- Health & Wellness
- Sexual Violence & Harassment Prevention
- Your Rights & Responsibilities
- Student Services, Campus Resources, & Student Life
- Challenge Process & Credit for Prior Learning





Hello, I'm Dr. Kevin Horan, President of Crafton Hills College, and I'm delighted to welcome you to our campus community. Whether you're learning on campus, online, or through a blend of both, you'll find the benefits of small class sizes, dedicated faculty, and comprehensive support services committed to your success.

Today's orientation is designed to connect you with essential resources—like counseling, tutoring, and student services—so you have everything you need to thrive.

We're excited you've joined us and look forward to celebrating all that you will accomplish at Crafton Hills College.

Enrollment & Registration Guide

Enrollment & Registration Guide

This section will guide you through the essential steps to enroll at Crafton Hills College.

You'll learn how to:

Step 1.  Submit your application

Step 2.  Complete Online Orientation

Step 3.  Schedule an appointment to develop your Student Education Plan (SEP)

 Understand prerequisites and corequisites

Step 4.  Register for classes

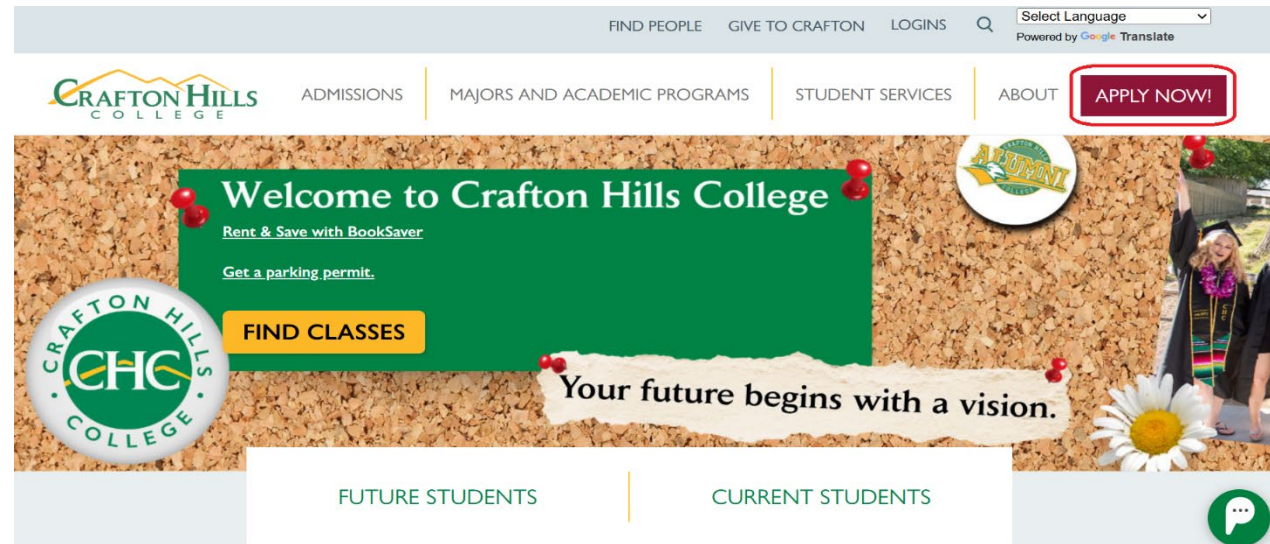
Step 5.  Pay


 Maintain your registration priority

 Access important tools and key dates


By the end of this section, you'll understand how to complete the enrollment process and register for classes with confidence

Submit your Application



 Visit craftonhills.edu and click **“Apply Now”**

 Complete and submit your application for the correct term

 After submitting, you’ll receive a welcome email to your personal email you provided in the admissions application. Allow 1–2 hours for processing

 Tip: Make sure you apply for the term in which you wish to start taking classes


Complete Online Orientation

If you're reading this, you are already in the process of completing the online orientation. Here's a quick reminder on how to access it:

 Go to **craftonhills.edu**

→ Click **“Logins”** (top right)

→ Select **“Self-Service”**

 Log in using your username and temporary password
(from your CCCApply welcome email)

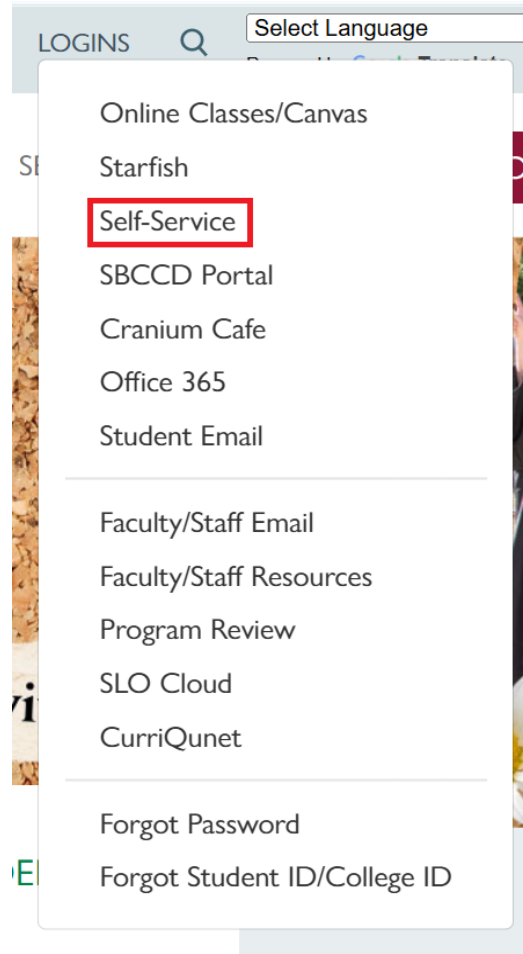
 In Self-Service, click **“Online Orientation (CHC)”**

 In the next slide, you'll find a visual guide on accessing Self-Service

Explore the [Self-Service Tutorials](#)

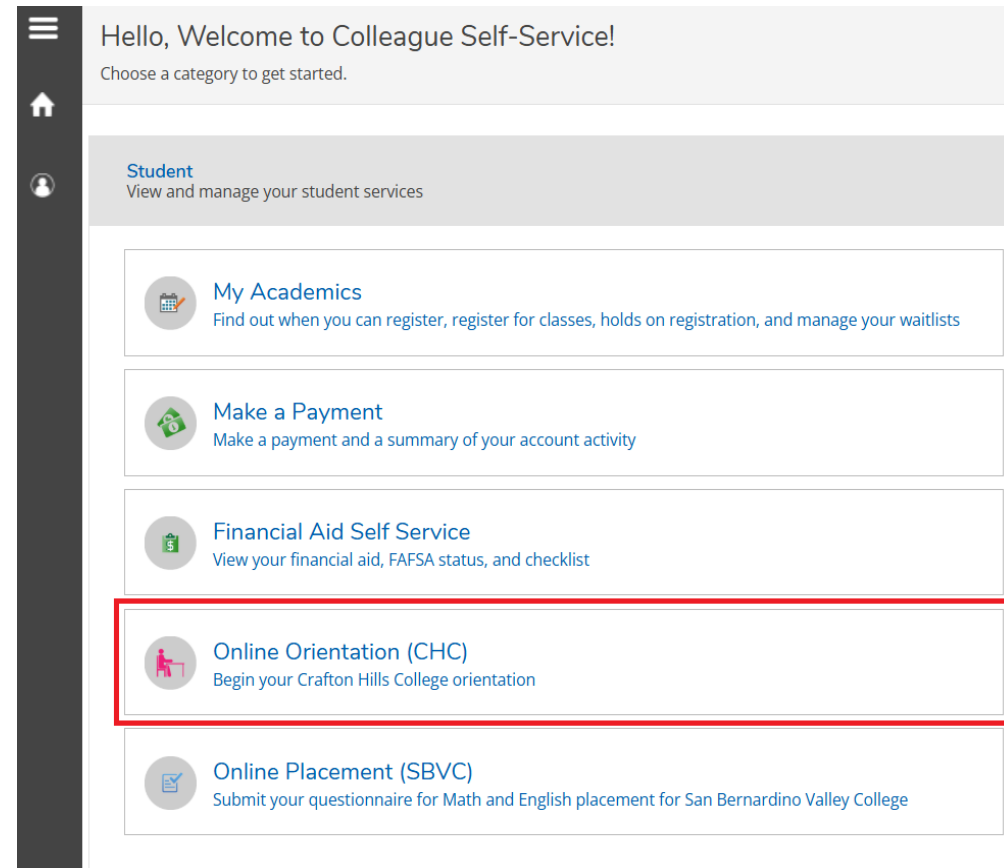
Go to **craftonhills.edu**, click **Logins** (top right), then select **Self-Service**.

👉 See the visual below for reference.




Once logged into Self-Service and on the home page, click **Online Orientation (CHC)**.

👉 See the visual below for reference.



Schedule a Counseling Appointment

How to Schedule Your Student Education Plan (SEP) Appointment

 **Call:** 909-389-3366

 **Or explore self booking options:** craftonhills.edu/counseling

What Happens Next?

 Meet with a counselor to create your **Student Education Plan (SEP)** — your personalized roadmap to academic and career success

How to View Your SEP Online

 After your appointment, follow these steps to access your plan online:

 Go to **craftonhills.edu**

 Click **Logins** → **Starfish**

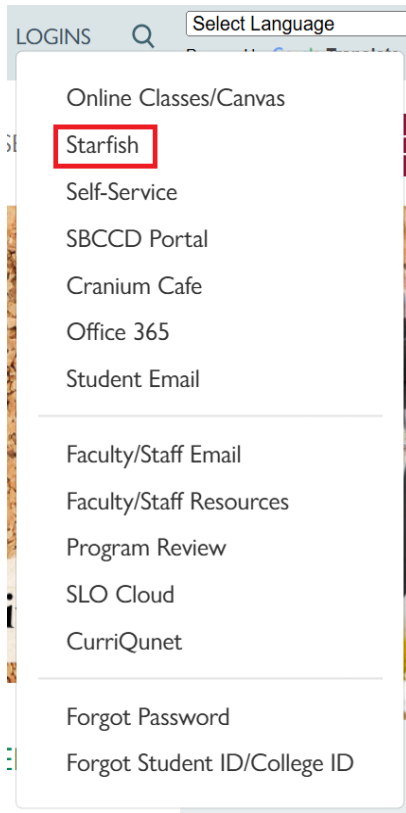
☰ Open the Menu (top left)

 Select **Degree Planner**

 To view your personalized SEP, see the next slide for a visual. Explore the [video tutorial](#)!

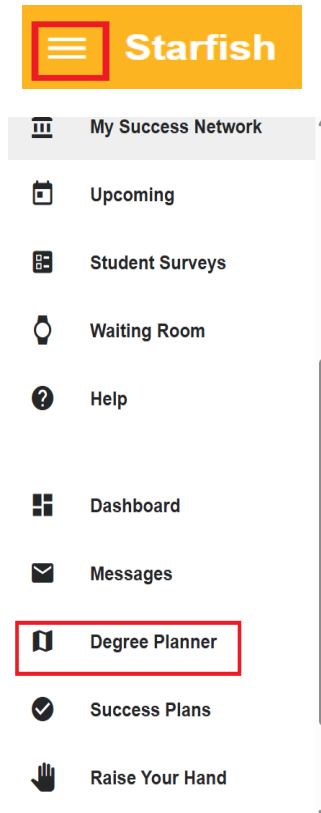
How to Access Starfish

- 🌐 Go to **craftonhills.edu**
- 🔑 Click **Logins** (top right corner)
- ★ Select **Starfish** from the list



View Your SEP in Starfish

- 📄 After logging in, click the **three lines (≡)** in the upper left corner
- 🎯 From the dropdown menu, select **Degree Planner**



Additional Starfish Resources

- [What is Starfish?](#)
- [Login to Starfish](#)
- [Create a Student Education Plan](#)
- [Explore Starfish Degree Planner](#)




Priority Registration

What is Priority Registration?






Priority registration gives you an earlier opportunity to register for classes—based on the number of units you’ve completed at Crafton Hills College or your participation in special programs that offer early access.

 To learn more about eligibility, review the **Priority Registration Dates & Eligibility**

Finish these three key steps in the Student Success Process to become eligible for priority registration:

-  Submit your CHC Application
-  Complete the Online Orientation
-  Develop your Student Education Plan

Where Do I Find My Registration Date?

-  Log in to Self-Service
-  Click on **“My Academics”**
-  Locate the correct term (e.g., *Fall 2025*)
-  Locate the blue information icon that says: **“Location: CHC”**
-  Your priority registration date will be listed here. If open registration is in progress, you are eligible to register

Register for Classes

 **Go to:** craftonhills.edu

 **Click: Logins** (top right) → **Self-Service**

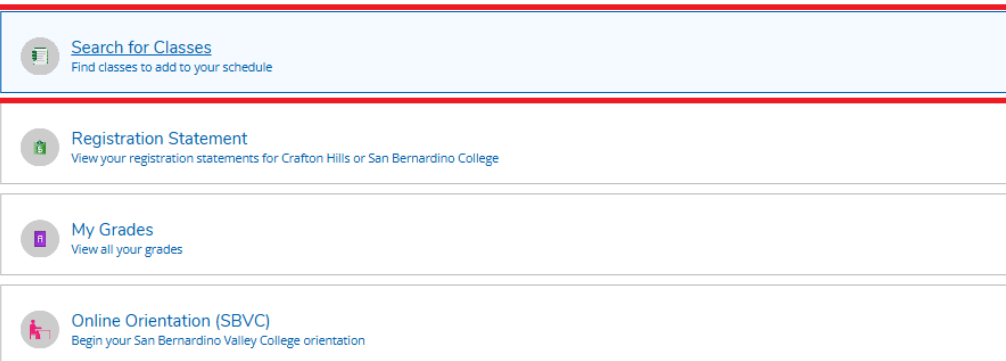
 **Click: Search for Classes**

 **Select:** The term you want to register for

 **Enter:** Course subject & course number (refer to your student education plan on Starfish)

 **Set Location: Crafton Hills College**

 **Click: Search, explore the [registration video tutorial](#)!**

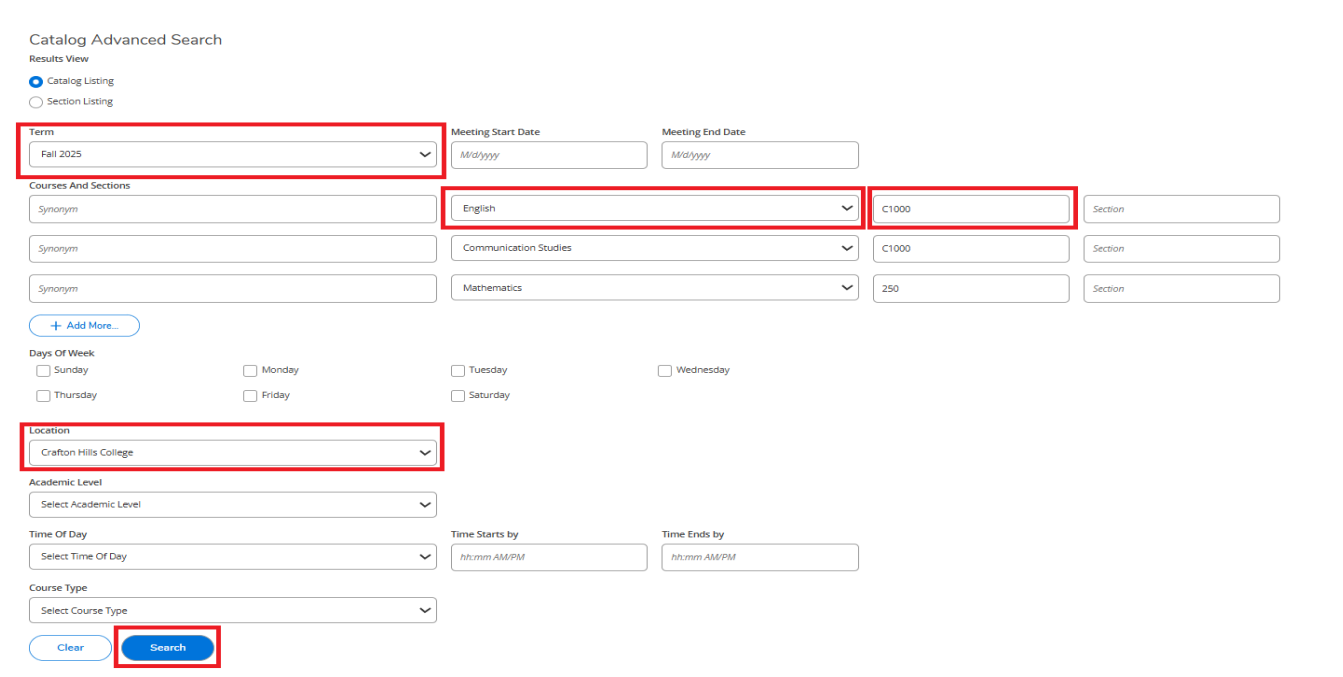


[Search for Classes](#)
Find classes to add to your schedule

[Registration Statement](#)
View your registration statements for Crafton Hills or San Bernardino College

[My Grades](#)
View all your grades

[Online Orientation \(SBVC\)](#)
Begin your San Bernardino Valley College orientation



Catalog Advanced Search
Results View
 Catalog Listing
 Section Listing

Term: Meeting Start Date: Meeting End Date:

Courses And Sections

<input type="text" value="Synonym"/>	<input type="text" value="English"/>	<input type="text" value="C1000"/>	<input type="text" value="Section"/>
<input type="text" value="Synonym"/>	<input type="text" value="Communication Studies"/>	<input type="text" value="C1000"/>	<input type="text" value="Section"/>
<input type="text" value="Synonym"/>	<input type="text" value="Mathematics"/>	<input type="text" value="250"/>	<input type="text" value="Section"/>

[+ Add More...](#)

Days Of Week
 Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Location:

Academic Level:

Time Of Day: Time Starts by: Time Ends by:






Course Type:

Register for Classes

 **You'll now see a list of available courses.**

To explore details for a specific course, click the **down arrow** next to **“View Available Sections”**

Each section will display:


-  **Available seats**
-  **Class dates and times**
-  **Location/ Modality**
-  **Instructor name**
-  Click the **course hyperlink** for more info.


Here, you can view:

 **Prerequisites**: Course(s) you must take before taking the course

 **Corequisites**: Course(s) you must take at the same time

 Instructor email

 **To add a class**, click **“Add Section to Schedule”** next to your desired course

 Once you've added your classes to your **Wish List**, click the **home icon** in the upper left-hand corner, view the next slide for a visual

[Registration Video Tutorial](#)

ENGL-C1000 Academic Reading & Writing (4 Credits)

In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. (Previously ENGL-101)

Requisites:

PREREQUISITE: Placement as determined by the college's multiple measures assessment process. - Must be completed prior to taking this course.

Locations:

Crafton Hills College, Crafton Off Campus (CHC)

Offered:

All Terms, All Years

[View Available Sections for ENGL-C1000](#)


Fall 2025

[ENGL-C1000-41 \(0628\)](#) 

Academic Reading & Writing

Runs from 9/15/2025 - 12/19/2025

[Add Section to Schedule](#)


Seats 	Times	Locations	Instructors
17 / 8 / 25 / 0	M/W/F 2:20 PM - 3:50 PM 9/15/2025 - 12/19/2025	Crafton Hills College, West Complex WEST (#5)-216 Lecture	Grozav, Johnina R. (Lecture)

[ENGL-C1000-42 \(0652\)](#) 

This course section uses open educational resources.

Academic Reading & Writing

[Add Section to Schedule](#)


Seats 	Times	Locations	Instructors
6 / 19 / 25 / 0	M/W 3:55 PM - 6:00 PM 8/25/2025 - 12/19/2025	Crafton Hills College, West Complex WEST (#5)-217 Lecture	Lapointe, Stacy T. (Lecture)

[ENGL-C1000-45 \(0676\)](#) 

This course section uses open educational resources.

Academic Reading & Writing

[Add Section to Schedule](#)

Seats 	Times	Locations	Instructors
2 / 23 / 25 / 0	T/Th 2:20 PM - 4:25 PM 8/25/2025 - 12/19/2025	Crafton Hills College, North Complex NRTN (#18)-102 Lecture	Ferrari, Edward R. (Lecture)

Finalize Registration

 On the Self-Service homepage, click **“My Academics.”**

 **View Your Course Selections**


The courses you added to your wish list will appear on this page

 **To register for all courses at once:**

Click **“Register Now”** (upper right corner)

 **To register one class at a time:**

Click **“Register”** under each course

 **Important Note:** If your class has co-requisites (for example, EMS-020), be sure to register for all co-requisites at the same time

View the next slide for a visual

Register for Classes

Search for courses...



Schedule

< > Fall 2025

Remove Unregistered Sections

Register Now

Location: CHC
Open registration is now in progress.

Location: SBVC
Open registration is now in progress.

California Assembly Bill 2248 already acknowledged for this term.

Filter Sections

Save to iCal

Print

Optional Services

Not Registered: 4 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ENGL-C1000-41: Academic Reading & Writing

✓ Not Registered

Credits: 4 Credits
Grading: Graded
Instructor: Grozav, Johnina R.
9/15/2025 to 12/19/2025
Seats Available: 17

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm		ENGL-C1000-41		ENGL-C1000-41		ENGL-C1000-41	
4pm							
5pm							
6pm							

Review Optional Fees & Confirm Registration



After clicking "**Register**"

You'll be prompted to review the **optional fees**. These are additional services or resources you may choose to include. Optional fees include: ASG discount sticker, BookSaver program, recreational fee, and student representation fee



Please note: **Optional fees come at an additional cost**



What to Expect

A list of optional fees you can **opt in** or **opt out** of

Each fee includes a **hyperlink** you can click to learn more



What to Do

Review each optional fee carefully

Decide whether to **add** or **opt out**

Click "**Add Services**" to finalize your registration, see the visual on the next slide

Optional Service Details

[Click here for more information regarding institutional and non-institutional charges.](#)

By checking the boxes,

I, authorize SBCCD to use my Federal (Title IV) and/or State financial aid to cover the fees I selected below. This authorization applies to the 2025-2026 academic year and can be modified or revoked at any time by submitting a written request to my Financial Aid Office at [CHC](#) or [SBVC](#).

I, understand that if I do not receive financial aid that I am responsible for any unpaid charges.

If I do not check off any fees below, I will not be charged these fees.

Offered Optional Services

	Site	Description
<input type="checkbox"/>	CHC	Semester ASG Discount Sticker Cost and Benefit
<input type="checkbox"/>	CHC	Semester BookSaver Program Compare Prices
<input type="checkbox"/>	CHC	Semester Recreational Fee Cost and Benefit
<input type="checkbox"/>	CHC	Semester Student Representation Fee Cost and Benefits

Add Services


Make a Payment


 After registering and reviewing your fees:

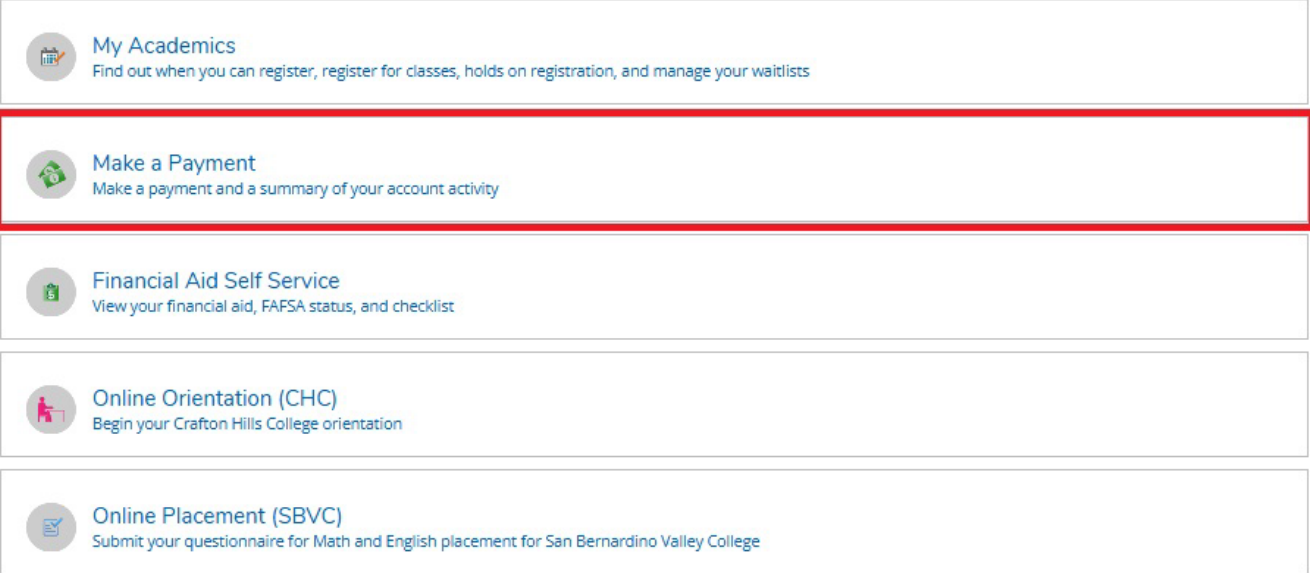
Click the  **Home** icon
Select **“Make a Payment”**






From there, you can:

 View your balance

 Pay securely online or visit the Admissions & Records office during open hours for in-person payment

 **Important:** Students are not dropped for non-payment



-  **My Academics**
Find out when you can register, register for classes, holds on registration, and manage your waitlists
-  **Make a Payment**
Make a payment and a summary of your account activity
-  **Financial Aid Self Service**
View your financial aid, FAFSA status, and checklist
-  **Online Orientation (CHC)**
Begin your Crafton Hills College orientation
-  **Online Placement (SBVC)**
Submit your questionnaire for Math and English placement for San Bernardino Valley College

You're officially registered for courses at Crafton Hills College. Welcome, Roadrunner!

Additional Resources

[Academic Calendar](#)

[Campus Map](#)

[Campus Parking](#)

[Fee Information](#)

[Important Dates and Deadlines](#)

[Video Tutorials](#)



0-14 Unit Milestones

0–14 Unit Milestones

Career Exploration

- 🔍 Explore and declare a major
- 🧠 Take career assessments
- 🎓 Attend major/career fairs and workshops
- 🤝 Volunteer or engage in service learning
- 👜 Explore the Career Center resources

Transfer Exploration

- 🗺️ Understand the transfer process
- 🏠 Attend university field trips and transfer-related workshops
- 🎓 Explore the University Transfer Center resources



Completion Coach Support

- 🌱 **Mentorship** – Encouragement and coaching from Crafton Hills College Alumni
- 🔗 **Referrals to campus resources** – Get connected to programs, services, and support
- 👉 *Meet Our Completion Coaches*

Academic Expectations and Progress Standards

Academic Expectations and Progress Standards

Academic Notice:

- The student has attempted at least 12 units and has earned a GPA below 2.0 for all work attempted

Progress Notice:

- The student has enrolled in at least 12 units and has received a "W", "I", or "NP" in 50% or more of all units enrolled

How to Address Academic Notice:

- 📅 Schedule a Counseling Appointment
- Work with a counselor to develop a plan that includes strategies for academic improvement

Visit the [Student Success website](#) for more information

Basic Needs Resources





Basic Needs Resources


Basic Needs Center

Crafton Hills College supports students with food, housing, and wellness security—essential for health, academics, and overall success.


[Basic Needs Resources Downloadable Guide](#)

Services Provided:

-  Food Assistance
-  Housing Resources
-  Mental Health Support
-  Financial Aid Resources

 **Location:** CCR-153 (See Campus Map)

 **Basic Needs Coordinator:** Erika Sherman

 **Phone:** (909) 389-3233

 **Email:** esherman@craftonhills.edu

 **More Info:** craftonhills.edu/basicneeds

Financial Aid & California College Promise Grant

Financial Aid & California College Promise Grant

Need Help Paying for College 💰

Financial Aid is available to help cover your college costs

How to Apply:

1. Complete the FAFSA or CADAA Dream Application
(Crafton Hills School Code: **009272**)
2. Log into Self-Service to view your financial aid status.
3. Once CADAA Dream Application has been processed, email financialaid@craftonhills.edu to open your file

California Promise Grant

- Covers full enrollment fees (\$46/unit) for eligible California residents attending community college.
- Not a cash award – covers tuition only; other fees still apply.
- Apply each academic year (covers Fall, Spring & Summer).
- Apply through the FAFSA or California Dream Act Application (for AB 540 students).

Financial Aid & California College Promise Grant

Crafton Hills College Scholarships

- For a list of Crafton Hills College scholarships available this year, visit the list of [Scholarship Opportunities](#)
- Review the Crafton Hills College Scholarship eligibility [here](#)

What Is Satisfactory Academic Progress (SAP)?




To remain eligible for financial aid at Crafton Hills College, you must meet three SAP standards:

- Maintain a cumulative GPA of 2.0 or higher
- Complete at least 67% of units attempted
- Finish your program within 150% of the required units

Health and Wellness

Health and Wellness

The Health & Wellness Center provides students with care for wellness, illness, and injury. Student health services are available to all registered students who pay the health fee. Students pay small additional fees for some services. Services include:

-  Emotional and Mental Health
-  Alcoholism and Addiction
-  Reproductive Health

Opioid Overdose Prevention Resources

Educational materials from the State Department of Public Health are available, including information on naloxone (opioid-reversal medication) and safe practices. Free Narcan (Naloxone) and Fentanyl test strips are available to students at the Health and Wellness Center per the Campus Opioid Safety Act, California Legislation SB 367



Location: SSB-101



Phone: (909) 389-3272



Email: healthwellness@craftonhills.edu




Emergency? Call **911** or

Campus Police: (909) 389-3275

Sexual Violence & Harassment Prevention


Sexual Violence & Harassment Prevention

Sexual Harassment Reporting & Response– Title IX

 When harassment is reported, the Title IX Coordinator explains both informal and formal options, including the grievance process

 The college investigates all reports, even if the victim doesn't file a formal complaint.

Investigations are **prompt, thorough, and impartial**, and the complainant is kept informed

 Identities are kept confidential as much as possible during investigations. If a student requests to stay anonymous, the college will honor this **when possible**, while still taking steps to address and prevent harassment

- [Access Care and Support](#)
- [Information for the Respondent](#)
- [Reporting and Privacy](#)
- [Resources](#)
- [SBCCD Board Policies and Divisions](#)
- [Sexual Violence Risk Reduction and Personal Safety](#)
- [Title IX Coordinator](#)

Your Rights & Responsibilities

Your Rights & Responsibilities


- San Bernardino Community College District does not discriminate on the basis of age, color, creed, religion, disability, marital status, veteran status, national origin, race, sex, sexual orientation, gender identity or gender expression
- Family Educational Rights and Privacy Act (FERPA) The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records
- Student Grievance Procedure: If you feel you have been treated unfairly, you have a right to complain. To ensure that your grievance receives a reasonable hearing, refer to SBCCCD Board Policy and Administrative Procedure 5530
- Standards of Student Conduct and Disciplinary Procedures: Students enrolled in the San Bernardino Community College District shall refrain from disruptive conduct which significantly interferes with the instructional program, college activities, or which endangers the health or safety of members of the college, including visitors to the campus. Disruptive conduct on the part of students shall be cause for disciplinary action in accordance with policies adopted by the San Bernardino Community College District Board of Trustees and pursuant to appropriate sections of the Education Code, the Business and Professions Code, the Health and Safety Code, and the Penal Code of California

Student Services, Campus Resources, & Student Life

Student Services, Campus Resources, Student Life

Crafton Hills College offers a wide range of student services designed to help students succeed academically and personally. Highlighted below are select services offered at Crafton Hills College:

 **Counseling** – Counselors support students in developing education plans (SEP), exploring majors and careers, navigating transfer pathways, and connecting to helpful resources

 **EOP&S / CARE / CalWORKs / NextUp / DREAMers** – Supports first-generation, low-income, foster youth, and/or single parents with academic counseling, financial assistance, priority registration, academic supplies, and more

 **Financial Aid**– Helps students navigate grants, scholarships, and work-study


 **Library** – Offers research support, workshops, study resources, and Chromebook checkouts


 **Student Accessibility Services (SAS)** – Ensures equal access to education for students with verified disabilities


 **Veterans Resource Center** – Assists veterans with benefits, counseling, and dedicated support


 Review all [Student Services](#)


Student Services, Campus Resources, Student Life

 **Athletics**- Join a team and compete in intercollegiate sports (cross country, swimming, and water polo) while developing teamwork, discipline, and school spirit

 **Associated Students of Crafton Hills College (ASCHC)**- Get involved by joining the Student Senate to build leadership skills, represent your peers, and help shape campus life

 **STEM Center**- The STEM Center is your gateway to success in **Science, Technology, Engineering, and Mathematics**. Our goal is to be a hub for academic support and exploration in the fields of STEM within our Roadrunner community!

 **Student Clubs**- Campus clubs give you the chance to develop life skills in a low-risk, safe environment. Explore active clubs

 **Tutoring Center**- Offers free academic support to help students succeed in their classes. Tutoring is available in a variety of subjects, both in-person and online

Challenge Process & Credit for Prior Learning

Challenge Process & Credit for Prior Learning

Challenge Process

If you are interested in challenging a prerequisite, please meet with a Crafton Hills College counselor who can walk you through the process

Credit for Prior Learning

Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment

- Meet with a counselor for more information

Credit for Prior Learning:



College Credit for Advanced Placement



College Credit for International Baccalaureate

(IB) Exams



Credit for Military Service / Training

(Joint Service Transcripts)



Industry-Recognized Credentials

(External Standardized Examinations)



Student-Created Portfolio Assessment



Credit by Examination

You're officially a Roadrunner!



We're excited to support your academic journey here at Crafton Hills College. Welcome to the Roadrunner community—your success starts now!