CRAFTON HILLS COLLEGE
SPRING 2018 ENROLLMENT POLICIES

18-Week Session   January 16 – May 24

Last Day to Register..January 15
Session Start Date ....January 16
Add/Drop/Refund Date............................Refer to your Registration Statement
Last Day to Drop W/O "W" Grade ....Refer to your Registration Statement
Last Day to File for P/NP..February 9
Last Day to Drop W/"W" Grade ....Refer to your Registration Statement
Session End Date ....May 24

Refer to your Registration Statement for
Short-Term/Late-Start Course Dates

REGISTERING FOR CLASSES

The first few weeks of registration are open to students according to a priority system and their assigned priority day or any registration day thereafter. The student may check their registration date, under "My Priority Registration", by logging into their WebAdvisor account. A student cannot register before their assigned priority date. Since classes are filled on a first-come, first-served basis, we recommend that the student register as soon as their priority is available.

CATEGORIES OF PRIORITY REGISTRATION

Priority registration date and time is determined by the student's following qualifications:

- Priority level A, B, C, D, E, or F is based on the student's status.

- In order for priority registration eligibility, all students must complete the Steps to Success (CHC application, orientation, assessment, and educational plan with a counselor).

- ONLY degree applicable units completed or currently enrolled at CHC will be used to calculate priority registration.

EXCEPTIONS: The following groups of students are not eligible for priority registration.

- Students who have previously earned a Bachelor's degree or higher

- Students who have completed 100 or more combined degree applicable units within the San Bernardino Community College District

- Returning students who did not attend the immediately preceding semester

- Students who have been on academic or progress probation for the two immediately preceding terms

- High School students who have been approved for Concurrent Enrollment

Once you have determined your priority level, you may register on the days assigned to that priority or any registration day thereafter.

Continuing students are students who attended CHC during the immediately preceding semester (excluding summer term).

Attention Returning Students: Students who did not attend during the previous semester must submit an Application for Admission.

Priority	Categories
A	Active military or veterans Current/former Foster Youth Students accepted into the EOP&S, DSP&S or CalWORKS programs
B	Continuing students who have completed **45** to **90** units at CHC. Students accepted to and in good standing with the Left Lane, or S.T.E.M.-Trek cohort programs
C	Continuing students who have completed **30** to **44.9** units at CHC.
D	Continuing students who have completed **15** to **29.9** units at CHC.
E	Continuing students who have completed **0** to **14.9** units at CHC.
F	New students who have completed the student success process or met the pre-enrollment assessment waiver criteria prior to the registration date for Priority F.
Open	All students in the above listed priorities as well as: New students who have not completed the student success process Returning students who have not attended the immediately preceding semester Students who have previously earned a Bachelor's Degree or higher High School students who have been approved for Concurrent Enrollment to attend courses.

PREREQUISITES COREQUISITES AND DEPARTMENTAL RECOMMENDATIONS

When registering for classes, students are required to adhere to enrollment policies that relate to prerequisites, corequisites and departmental recommendations.

1. **PREREQUISITE** - a condition of enrollment students are required to meet in order to demonstrate readiness for enrollment in a course or educational program. Students registered in a class without having completed the prerequisite(s) may be dropped from the class. Prerequisite courses completed with a grade of D or F indicate unsatisfactory performance in those courses and do not satisfy the prerequisite.

2. **COREQUISITE** - a condition of enrollment consisting of a course a student is required to take simultaneously in order to enroll in another course.

3. **DEPARTMENTAL RECOMMENDATION** - a condition of enrollment a student is advised, but not required, to meet before or in conjunction with enrollment in a course or education program.

Students will not be allowed to enroll in a prerequisite course taken after the higher level course, except by Petition for Academic Exception.

CAMPUS DIRECTORY

TO REDLANDS

TO YUCAIPA

ADDITIONAL PARKING

SAND CANYON ROAD

CAMPUS DRIVE

EMERALD VIEW DRIVE (FIRE ACCESS)

Map not to scale

Updated: 6-8-15

$ ATM

🚌 Bus Stop

✚ Nurse's Station

P Police/Security

VP Visitor Parking

Parking Permits (Daily)

Parking permits/decals are required to park in all parking lots and on all college streets.

Daily parking permits available in all lots.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decal.

Smoking Areas

This is a smoke-free campus smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

District Police (909) 389-3275

#	Building	Abbr.
1	MAINTENANCE & OPERATIONS/ SHIPPING & RECEIVING	M&O
2	CHILD DEVELOPMENT CENTER	CDC
3	CRAFTON HALL	CHL
4	CLOCK TOWER BUILDING	CTB
5	WEST COMPLEX	WEST
6	CRAFTON CENTER	CCR
	Admissions & Records	
	Counseling	
	Disabled Student Services	
	EOPS	
	Financial Aid	
7	STUDENT SUPPORT BUILDING	SSB
	Health & Wellness Center	
8	LEARNING RESOURCE CENTER	LRC
9	PERFORMING ARTS CENTER	PAC
10	CENTRAL COMPLEX 1 POLICE (LADM 153)	CNTL 1
11	CENTRAL COMPLEX 2	CNTL 2
12	CANYON HALL	CYN
13	VISUAL ARTS	ARTS
14	EAST COMPLEX 1	EAST 1
15	EAST COMPLEX 2	EAST 2
16	PUBLIC SAFETY & ALLIED HEALTH	PSAH
17	GYMNASIUM	GYM
18	NORTH COMPLEX	NRTH
19	KINESIOLOGY, HEALTH EDUCATION & AQUATICS COMPLEX	KHA
20	ATHLETIC FIELD	AF
21	TENNIS COURTS	TC-CRTS