www.craftonhills.edu

Web/Telephone Registration
(For Detailed Web Instructions see page 17)

Before you log on or call, 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 19)
  (high school students see page28)
  for policies and procedures)
- Register
- Payment

Upon approval by the Admissions and Records Director, students currently enrolled in high school may register for the approved class(es) when open Web/Telephone registration begins. Please refer to the priority registration page in the schedule of classes. The high school application deadline is August 1, 2007.

Office Hours:

Monday-Thursday .... 8:00 am to 7:00 pm
Friday .... 8:00 am to 3:00 pm
(Hours are subject to change.)

If you have any problems with the
Web/Telephone system, call the
HELP line at (909) 389-3372 or
E-mail: admissions@craftonhills.edu

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

Web/Telephone Registration
for DSP&S, EOPS/CARE, and CalWORKs

Eligible students may register using
Web/Telephone June 27 - 29.
Please contact the Disabled Student Programs
& Services at (909)389-3325 or the
EOPS/CARE/CalWORKs Office at (909)389-3239
to determine your registration day and time.
DSP&S and EOPS/CARE/CalWORKs students who miss registering on June 27-29 must wait to register during their regular
registration which begins July 2. Please consult the grid on
page 20 to determine your priority group.

Student Email Accounts

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**
**Please make sure you know your student ID
and email address before you leave the
Admissions Office.
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 **Login** 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 E-mail 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:

http://www.sbccd.org/studentemail

Crafton Hills COLLEGE

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

valley college
San Bernardino Valley College

Web Registration
To Add and/or Drop Classes

1. Login to www.craftonhills.edu
2. Click on Apply/Register from the top menu.
3. Click on "Register / Add / Drop Classes" link.
4. Click on "Register / Add/ Drop/ Pay for Classes". Click on either Add Online,
   Drop Online or Payment Online
5. Login to Campus Central. (Initially Login = Student Email Address, Pin=Date of Birth)
   Refer to page for Student Email Account Information.
6. Click on the term you wish to register in.
7. 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.
   c. Repeat for all desired classes.
8. Click on "Drop a Section" if you wish to cancel registration for a class.
   a. Click on the four-digit reference number of the class you want to drop.
   b. Confirm your selection.
   c. Repeat for all desired classes.
9. If desired, click on "Purchase an AS Card". Once this purchase is made, the sale cannot be canceled online.
   Please note that an annual AS Card may not be purchased online at this time.
   Annual AS Cards are only available during the Fall Semester.
10. Click "Pay now with your credit card". Visa and Master Card are accepted.
    a. Enter your card number and expiration date and click "Continue".
    b. Confirm that the information you entered is correct, then click "Pay".
    c. If your payment is successful your account balance will be adjusted accordingly.
    d. Click "Return to Registration".
11. Once all transactions are complete, exit Web Registration by clicking on the "finished" 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 this window.
12. Logout of Campus Central by clicking on the "logout" link.

Congratulations!

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

After registering for classes, your **entire** registration balance **must** be paid within **two** business days after the date of registration. Payment by cash, check or money order must be made in person at the Admissions & Records Office walk-up windows. Outstanding registration fees may result in your classes being dropped. **Late Adds: You must be prepared to pay for class(es) at the time you add**.

For Telephone Registration, DIAL (909) 884-1441
A Voice Response Will Guide You Through Each Step

STEP 1

To access registration .... PRESS 1

To access grades (available January 14, 2008 for previous fall semester) .... PRESS 2

STEP 2

To Register for Classes

Enter your 9-digit social security number

(No dashes or spaces required) .... ☐☐☐☐☐☐☐☐☐

Enter your 6-digit birth date using your birth month, day, and year (mm/dd/yy)

Example: If you were born on February 12, 1972, enter 021272 ☐☐☐☐☐☐

STEP 3

Purchase AS Card

Yes .... PRESS 1

Otherwise .... PRESS any other key

STEP 4

To add a course .... PRESS 1

To drop a course .... PRESS 2

To review your schedule .... PRESS 3

To accept schedule, receive balance and complete call .... PRESS 6

STEP 5

Credit Card

To pay by credit card... PRESS 1

To skip this option .... PRESS any other key

STEP 6

Military Recruitment

Answer No .... PRESS 1

Answer Yes .... PRESS any other key

Courses to Add .... **Courses to Drop**

Reference #	Units	Course	Days	Time	Reference #
☐☐☐☐	☐	_____			☐☐☐☐
☐☐☐☐	☐	_____			☐☐☐☐
☐☐☐☐	☐	_____			☐☐☐☐
☐☐☐☐	☐	_____			☐☐☐☐
☐☐☐☐	☐	_____			☐☐☐☐
☐☐☐☐	☐	_____			☐☐☐☐

Log on to: www.craftonhills.edu or Dial (909) 884-1441
TO <u>CONFIRM</u> YOUR PRIORITY LEVEL ANY TIME ON OR AFTER JUNE 11, 2007
PRIORITY REGISTRATION <u>BEGINS</u> ON JULY 2, 2007
(JUNE 27TH for EOPS, DSP&S, and CalWORKs students)

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/Telephone either during your priority registration times
(see priorities A through F below) or during the open registration period July 18, 2007 - August 19, 2007.

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, or F) 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.

EOPS, DSP&S, CalWORKs, registration is June 27-29.
For more information contact the appropriate program office.

Priority A
- Students enrolled at CHC during the previous Spring or Summer 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.
  Priority A students register Monday, July 2 and Tuesday July 3.
  EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority B
- Students enrolled at CHC during the previous Spring or Summer 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.
  Priority B students register Wednesday, July 4 and Thursday, July 5.
  EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority C
- Students enrolled at CHC during the previous Spring 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.
  Priority C students register Friday, July 6 and Monday, July 9.
  EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority D
- Students enrolled at CHC during the previous Spring 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.
  Priority D students register Tuesday, July 10 and Wednesday, July 11.
  EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority E
- Students who attended CHC previously but not in the previous Spring or Summer semester AND have re-applied for admission.
  or Continuing or Returning Students who have previously earned a Bachelor's Degree or higher.
  or Continuing Students with 110 units or more.
  Priority E students register Thursday, July 12 and Friday, July 13.

Priority F
- 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 F.
  Priority F students register Monday, July 16 and Tuesday, July 17.

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

For Web Registration Instructions, log on to: www.craftonhills.edu

Web/Telephone Registration 6:00 AM - 11:59 PM				
Monday **June 25**	**Tuesday** **June 26**	**Wednesday** **June 27**	**Thursday** **June 28**	**Friday** **June 29**
		EOPS, **DSP&S,** **CalWORKs**	**EOPS,** **DSP&S,** **CalWORKs**	**EOPS,** **DSP&S,** **CalWORKs**

Web/Telephone Registration 6:00 AM - 11:59 PM				
Monday **July 2**	**Tuesday** **July 3**	**Wednesday** **July 4**	**Thursday** **July 5**	**Friday** **July 6**
Priority **A**	**Priority** **A**	**Priority** **B**	**Priority** **B**	**Priority** **C**

Web/Telephone Registration 6:00 AM - 11:59 PM				
Monday **July 9**	**Tuesday** **July 10**	**Wednesday** **July 11**	**Thursday** **July 12**	**Friday** **July 13**
Priority **C**	**Priority** **D**	**Priority** **D**	**Priority** **E**	**Priority** **E**

Web/Telephone Registration 6:00 AM - 11:59 PM				
Monday **July 16**	**Tuesday** **July 17**	**Wednesday** **July 18**	**Thursday** **July 19**	**Friday** **July 20-Aug 19**
Priority **F**	**Priority** **F**	**Open Registration** **and first day of** **high school** **registration**	**Open** **Registration**	**Open** **Registration**

Web Registration - www.craftonhills.edu
Telephone Registration - (909) 884-1441
Monday - Saturday, 6:00 am - 11:59 pm
Sunday, 6:00 am - 7:00 pm

After registering for classes, your **entire** registration balance
must be paid within **two** business days. Payment by cash, check or money order
must be made in person at the Admissions & Records Office walk-up windows.
Outstanding registration fees may result in your classes being dropped.

Late Adds: You must be prepared to pay for class(es) at the time you add.

The Walk-up windows located in the Admissions & Records Office are open
Monday through Thursday, 8:00 am - 7:00 pm and Friday 8:00 am - 3:00 pm
(Hours are subject to change.)