

Log on to: www.craftonhills.edu or dial (909) 884-1441
TO CONFIRM YOUR PRIORITY LEVEL ANY TIME ON OR AFTER APRIL 16, 2007
PRIORITY REGISTRATION BEGINS ON APRIL 25, 2007

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 May 16 - June 10 or June 17.

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 April 25 - 27.

For more information contact the appropriate program office.

Priority A

- Students enrolled at CHC during the previous spring 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, April 30 and Tuesday, May 1.
EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority B

- Students enrolled at CHC during the previous spring 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, May 2 and Thursday, May 3.
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, May 4 and Monday, May 7.
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, May 8 and Wednesday, May 9.
EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority E

- Students who attended CHC previously but not in the previous spring semester AND have re-applied for admission for Summer 2006.
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, May 10 and Friday, May 11.

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, May 14 and Tuesday, May 15.

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

Web/Telephone Priority Schedule

Web/Telephone Registration 6:00 AM - 11:50 PM				
Monday April 24	Tuesday April 25	Wednesday April 26	Thursday April 27	Friday April 28
	EOPS, DSP&S CalWORKs	EOPS, DSP&S, CalWORKs	EOPS, DSP&S, CalWORKs	
Telephone Registration - (909) 884-1441				
Monday April 30	Tuesday May 1	Wednesday May 2	Thursday May 3	Friday May 4
Priority A	Priority A	Priority B	Priority B	Priority C
Monday - Saturday, 6:00 am - 11:59 pm				
Monday May 7	Tuesday May 8	Wednesday May 9	Thursday May 10	Friday May 11
Priority C	Priority D	Priority D	Priority E	Priority E
Monday May 14	Tuesday May 15	Wednesday May 16	Thursday May 17	Friday May 18
Priority F	Priority F	Open Registration	Open Registration	Open Registration
Monday May 21	Tuesday May 22	Wednesday May 23	Thursday May 24	Friday May 25
Open Registration	Open Registration	Open Registration	Open Registration	Open Registration
Monday May 28	Tuesday May 29	Wednesday May 30	Friday May 31	Through June 11 (8-week) or June 17th
Open Registration	Open Registration	Deadline for High School Students	Open Registration	Open Registration

After registering for classes, your entire registration balance must be paid by the end of the following business day. Payment by cash, check or money order must be made in person at the Admissions & Records.
Outstanding registration fees may result in your classes being dropped.

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



www.craftonhills.edu

Web/Telephone Registration

(For Detailed Web Instructions see page 17)

Before you logon 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 (page 13)
- High School students see page 27 for policy and procedures)
- Register
- Payment

Upon approval by the Admission 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 May 30, 2007.

Office Hours:

Monday - Thursday 8:00 am - 7:00 pm
Friday 8:00 am - 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

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

Eligible students may register using Web/Telephone April 27 - 29. Please contact the Disabled Student Programs & Services at (909)389-3325 or the EOPS/CARE/CalWORKs Office at (909)389-3241 to determine your registration day and time. DSP&S and EOPS/CARE/CalWORKs students who miss registering on April 27 - 29 must wait to register during their regular registration which begins April 30. Please consult the grid on page 13 to determine your priority group.

Student E-Mail Accounts

As a student of the San Bernardino Community College District, you are provided with a student e-mail account. This is true regardless of where you are enrolled - Crafton Hills College campus or the San Bernardino Valley College campus. The e-mail 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 e-mail 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 e-mail on a periodic basis or forward your e-mail to another account that you do use regularly. Instructions on how to forward e-mail are provided at the "General Student E-mail Information" link below.

E-mail Account Format

Your e-mail 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 e-mail address before you leave the Admissions Office.

Your e-mail address is printed on both your "Residency Statement" and your "Registration Statement."

Accessing Your E-mail Account (First Time User)

To access your e-mail account the first time, please visit the following web site:

<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 e-mail 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 e-mail 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 e-mail 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 e-mail at SBCCD can be found at the following Internet web site:

<http://www.sbccd.org/studentemail>



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 E-mail Address, Pin=Date of Birth) Refer to page 16 for Student E-Mail Account Information.
6. Click on the term you wish to register for.
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. If desired, 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 by the end of the following business day. 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: 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

After registering for classes, your entire registration balance must be paid by the end of the following business day. 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.

STEP 1

To access registration PRESS 1
To access grades (August 13, 2007) 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 #

**You will be blocked from registering in a class
if you have not met the prerequisite.**

Q: What is a prerequisite?

A: A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrollment in a course or educational program. This may be a course that must be taken before another course or a passing score on an accepted placement test. For example, in order to enroll in English 101, you must have completed English 015 (or its equivalent at another college) with a grade of C or better or have received a passing score on the CHC placement test (or acceptable equivalent).

Q: What is a corequisite?

A: A corequisite is a condition of enrollment consisting of a course in which must be taken at the same time as another course. For example, if you wish to take Accounting 220, you must also enroll in Accounting 221.

Q: What is a departmental recommendation?

A: A departmental recommendation is a skill or a defined area of knowledge that the department faculty feel is important, if not essential, for a student to succeed in the course for which it is recommended. For example, the departmental recommendations for Psychology 100 are English 101, Math 090, and passing a reading test at or above the 12th grade level.

Q: How do I meet a prerequisite?

A: There are several ways to meet a prerequisite. First, a student may take the prerequisite course at Crafton Hills College. Second, a student may qualify for enrollment in the course based on the college placement procedure that is given to all new students in the course (students may also provide course placements from assessments taken at other colleges. Scores alone will not be accepted.) Finally, students may meet the prerequisite by having taken the equivalent course at another college. The student must provide a copy of the transcript or grade report (an unofficial copy of the transcript is adequate but official copies submitted to the admissions office are required by the third week of semester) to a counselor who will determine whether the course is equivalent to the prerequisite course at Crafton. If the course was taken at a private or out of state college or university, the student will need to provide a copy of the catalog description.

NOTE: Unofficial transcripts and course descriptions can often be accessed off the college or university website.

Q: If I haven't met the prerequisite, is there any possibility that I can still take the course?

A: A prerequisite challenge is a process that allows students to demonstrate that they can probably succeed in a course even though they have not completed the prerequisite. To begin this process, you need to see a counselor. The Counseling Center is located in the Student Services Building, SSB 201. See page 6 for hours that counselors are available.

NOTE: Prerequisites and corequisites cannot be waived.

Q: How long does a challenge take?

A: The college is required to respond to your challenge within five (5) working days. If the college does not give you a decision within five (5) working days, you are allowed to remain in the class.

Q: What do I do if I've taken the prerequisite course at another college?

A: You need to bring an official copy of your transcript to the Counseling Center so that a counselor can verify that the course you took at another college or university meets the prerequisite. An unofficial copy of your transcript may help, but we need the official one no later than the Friday of the third week after the term starts.

Q: What if I don't like the decision of my challenge?

A: You MAY have the right to an appeal. If you think you may want to appeal, check with the Counseling Center.

Students registered in classes in which they have not met the prerequisite requirements will be administratively withdrawn (see refund policy).

Questions: Call (909) 389-3366 or visit the Counseling Center (SSB-201)