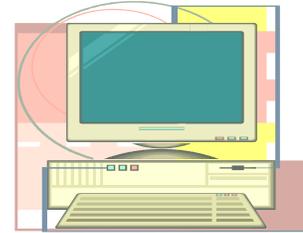


## Web Registration To Add and/or Drop Classes



1. Login to [www.craftonhills.edu](http://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 17 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. 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.**



## Registration Priorities

**Log on to: [www.craftonhills.edu](http://www.craftonhills.edu) or Dial (909) 884-1441**  
**TO CONFIRM YOUR PRIORITY LEVEL ANY TIME ON OR AFTER OCTOBER 2, 2006**  
**PRIORITY REGISTRATION BEGINS ON NOVEMBER 6, 2006**  
**(NOVEMBER 1ST 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 **November 22, 2006 - January 15, 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 November 1-5.**

**For more information contact the appropriate program office.**

#### **Priority A**

- Students enrolled at CHC during the previous Fall 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, November 6 and Tuesday November 7.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E**

#### **Priority B**

- Students enrolled at CHC during the previous Fall 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, November 8 and Thursday, November 9.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E**

#### **Priority C**

- Students enrolled at CHC during the previous Fall 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, November 10 and Monday, November 13.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E**

#### **Priority D**

- Students enrolled at CHC during the previous Fall 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, November 14 and Wednesday, November 15.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E**

#### **Priority E**

- Students who attended CHC previously but not in the previous Fall 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, November 16 and Friday, November 17.**

#### **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, November 20 and Tuesday, November 21.**

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



**For Web Registration Instructions, log on to: [www.craftonhills.edu](http://www.craftonhills.edu)**

Web/Telephone Registration 6:00 AM - 11:59 PM				
Monday October 30	Tuesday October 31	Wednesday November 1	Thursday November 2	Friday November 3
		EOPS, DSP&S, CalWORKs	EOPS, DSP&S, CalWORKs	EOPS, DSP&S, CalWORKs
Web/Telephone Registration 6:00 AM - 11:59 PM				
Monday November 6	Tuesday November 7	Wednesday November 8	Thursday November 9	Friday November 10
Priority A	Priority A	Priority B	Priority B	Priority C
Web/Telephone Registration 6:00 AM - 11:59 PM				
Monday November 13	Tuesday November 14	Wednesday November 15	Thursday November 16	Friday November 17
Priority C	Priority D	Priority D	Priority E	Priority E
Web/Telephone Registration 6:00 AM - 11:59 PM				
Monday November 20	Tuesday November 21	Wednesday November 22	Thursday November 23	Friday November 24
Priority F	Priority F	Open Registration and first day of high school registration	Open Registration	Open Registration

Web Registration - [www.craftonhills.edu](http://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.)