www.craftonhills.edu

> **Forgot your student ID?**
> **Call 909- 884-1441**

Online Registration

(For Detailed Web Instructions see page 18)

Before you log on, 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 20, 21)**
  (high school students see page 30)
  for policies and procedures)
- **Register**
- **Payment**

Upon approval by the Dean of Student Services & Student Development/Designee students currently enrolled in high school may register for the approved class(es) when open Web registration begins. Please refer to the priority registration page in this schedule of classes. The high school application deadline is August 11, 2008.

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 online registration, call the toll free HELP line at (877) 241-1756 or E-mail: admissions@craftonhills.edu

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

Web Registration
for DSP&S, EOPS/CARE, and CalWORKs, National
Guardsmen, Reservist and Veterans

Eligible students may register using the
Web June 23-25
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 June 23-25 must wait to register during their regular registration which begins June 26. Please consult the chart on page
20 to determine your priority group.

Web Registration
To Add and/or Drop Classes

1. Login to www.craftonhills.edu (Username = Student Email Address/Password = 6 Digit Date of Birth)
2. Click on the "CHC" link next to "Register for Classes"
   CHC │ SBVC - Register for Classes
3. Select the semester in which you would like to register
4. 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 by clicking the red "Register" link
   c. Repeat for all courses in which you wish to register
5. Click on "Drop a Section" to remove yourself from courses
   a. Click the four-digit reference number next to the course you wish to drop
   b. Confirm your selection by clicking the red "Drop" link
   c. Repeat for all courses in which you wish to drop
6. If desired, click on "purchase an AS Card." Once this purchase is made, the sale cannot be cancelled online
   Please note that an annual AS Card may not be purchased online
   Annual AS Cards are only available during the fall semester
7. Click on "Select Payment Option Now." Visa and Master Card are accepted
   a. Enter your credit card information
   b. Enter the billing address for the credit card holder and click continue
   c. Confirm that the information that you entered is correct and then click "Pay"
   d. You will be issued a confirmation number
   e. Click on "Return to Registration"
8. Once all transactions are complete, exit Web Registration by clicking on the "Click here to complete your registration and receive your registration statement. You may click here even if you did not register online" 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 the window
9. Logout by clicking the "Log Out" Button

Forgot your student ID?
Call 909- 884-1441

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. **AFTER THE TERM BEGINS PAYMENT IS DUE AT TIME OF REGISTRATION. OUTSTANDING FEES WILL RESULT IN YOUR CLASSES BEING ADMINISTRATIVELY DROPPED.**

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!**
- **Know your student ID #**
- **Know your college email address**
  Forgot your student ID?
  Call 909- 884-1441
**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 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 Email 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

**San Bernardino
Community
College
District**

Crafton Hills COLLEGE

valley college
San Bernardino Valley College

Log on to: www.craftonhills.edu
TO UNDERLINE YOUR PRIORITY LEVEL ANY TIME ON OR AFTER JUNE 9, 2008
PRIORITY REGISTRATION BEGINS ON June 26, 2008
(JUNE 23RD 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 either during your priority registration times
(see priorities A through F below) or during the open registration period July 14 - August 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, Veteran's registration is June 23-25.
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 Thursday, June 26 & Friday, June 27.
  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 Monday, June 30 & Tuesday, July 1.
  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 Wednesday, July 2 & Thursday, July 3.
  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 Friday, July 4 & Monday July 7.
  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 Tuesday, July 8 & Wednesday, July 9.

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 Thursday, July 10 & Friday, July 11.

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 Registration 6:00 AM - 11:59 PM				
Monday June 23	**Tuesday June 24**	**Wednesday June 25**	**Thursday June 26**	**Friday June 27**
EOPS, DSP&S, CalWORKs Veteran's	EOPS, DSP&S, CalWORKs Veteran's	EOPS, DSP&S, CalWORKs Veteran's	Priority A	Priority A

Web Registration 6:00 AM - 11:59 PM				
Monday June 30	**Tuesday July 1**	**Wednesday July 2**	**Thursday July 3**	**Friday July 4**
Priority B	Priority B	Priority C	Priority C	Priority D

Web Registration 6:00 AM - 11:59 PM				
Monday July 7	**Tuesday July 8**	**Wednesday July 9**	**Thursday July 10**	**Friday July 11**
Priority D	Priority E	Priority E	Priority F	Priority F

Web Registration 6:00 AM - 11:59 PM				
Monday July 14	**Tuesday July 15**	**Wednesday July 16**	**Thursday July 17**	**Friday July 18**
Open Registration	Open Registration	Open Registration	Open Registration	Open Registration

Web Registration - www.craftonhills.edu
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 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.
**AFTER THE TERM BEGINS PAYMENT IS DUE AT TIME OF
REGISTRATION. OUTSTANDING FEES WILL RESULT IN YOUR CLASSES BEING
ADMINISTRATIVELY DROPPED.**

The Admissions & Records Office hours are
Monday through Thursday, 8:00 am - 7:00 pm and Friday 8:00 am - 3:00 pm
(Hours are subject to change.)