

Crafton Hills College

Summer 2008 Class Schedule



*Need
Financial Aid?
See pages 56-60.*

Summer Session 2008

Session 1

- 5-week classes: June 2-July 3
- 6-week classes: June 2-July 10
- 7-week classes: June 2 -July 17
- 8-week classes: June 2-July 24

Session 2

- 5-week classes : July 8-August 8
- 6-week classes: June 23-July 31
- 7-week classes June 23-August 7

See Summer Registration Dates on Back Cover

www.craftonhills.edu

Registration Phone Number: (909) 884-1441
11711 Sand Canyon Road, Yucaipa, CA 92399-1799



Prepare for Tomorrow, Start Taking Classes Today

Welcome Students



Dear Student:

Welcome to Crafton Hills College - one of the finest two-year institutions of higher education in the Inland Empire.

As a student at Crafton Hills College, you will have a multitude of opportunities.

Whether you are completing a program to prepare for transfer to a four-year college or university, an Associate in Arts or an Associate in Science, a certificate in an occupational program, or to take a course for retraining or general interest, I know you will find opportunities and experiences here that will be rewarding and stimulating. Our faculty and staff will provide you with excellent instructional and student services programs.

We are committed to helping you realize your educational and life goals.

Sincerely,

Gloria M. Harrison
President

CRAFTON HILLS COLLEGE MISSION STATEMENT

In a serene, welcoming environment, Crafton Hills College promotes learning through self-discovery and the acquisition and application of knowledge and skills.

This mission is carried out in a dynamic educational community that encourages intellectual curiosity and fosters an openness to a wide range of people and ideas.

DIRECTORY OF OFFICES (909) 794-2161

QUICK REFERENCE	BUILDING NO.	EXT.
Admissions & Records	SSA-213	3372
Bookstore	BK-101	3250
Cafeteria	College Center	3376
Career Center	SSB-201	3361
Counseling Center	SSB-201	3366
Disabled Students Programs & Services	SSB-110	3325
EOP&S/CalWORKs	SSA-307	3239
Financial Aid	CL-214	3242
Health & Wellness	SSB-101	3272
Job Placement	SSB-201	3361
Learning Resources	LR-LC (3rd Floor)	3312
Library	LR	3321
Parking Permits	LADM-150	3276
Police (Campus)	LADM-150	3275
Student Services	SSA-306	3354
Transfer Center	SSA-201	3361
Veterans' Services	SSA-212	3370

LEGEND ON CAMPUS (See map on inside back cover)

BC	Bookstore Complex
BK	Bookstore
CL	Classroom
CC	College Center
CHS	Chemistry & Health Science
CDC	Child Development Center
G	Gymnasium
LADM	Laboratory/Administration
LR	Library
LR-LC	Library/Learning Center
OE-1, OE-2	Occupational Education
PAC	Performing Arts Center
SSA	Student Services A
SSB	Student Services B
SCC	Student Center/Cafeteria
SCCSTFL	Student Center/Staff Lounge

LEGEND OFF-CAMPUS

CLNC	Clinic
DE	Distributed Education
FLD	Off-Campus Field
HOSP	Hospital
RIAL-RFD	Rialto Fire Department
SBCMC	San Bernardino County Medical Center
SBRSTC	San Bernardino Richard Sewell Training Center
SBRETC	San Bernardino Regional Emergency Training Center
VETS	Veterans' Hospital

Table of Contents

General Information

Add/Drop Classes, How to	16-17
Administration	62
Admission Procedure	10-11
Application Form	Insert A-F (Center)
Bookstore	9
Class Offerings	35-52
English Classes, Levels and Order of	40
Fee Schedule and Refund Policy	8
Financial Aid Information	56-60
How to Read the Schedule	34
Important Dates, Calendar of	2
Learning Skills Classes	19
Map of the Campus	Inside Back Cover
Math Classes, Levels and Order of	45
Mission Statement	Inside Front Cover
Offices, Directory of	Inside Front Cover
Parking Permits and Controls	8
Policies and Procedures	25-31
Application Procedure	27
Assessment	10, 25
Attendance	28
Canceling Classes	26
Children on Campus	26
Course Numbering System	28
Credit No/Credit Policy	28
Grades	28
Grievance Policy (Student)	29
High School Students	27
Language Requirement	26
Laws to Help Students	30
Matriculation	25
Matriculation Appeals	25
New Students	25
Non-Discrimination Policy	31
Prerequisites	28
Program Advisement	25
Repeating Courses	29
Residency	26-27
Student Conduct, Standards of	29
Substance Abuse Policy	32
Who May Apply	25
Withdrawing from Classes	29
Prerequisite & Corequisite	
Questions & Answers	18
Registration by Web/Telephone	13-17
Services for Students	6-7
Telecourses	20-24

Academic Programs

Allied Health	35
American Sign Language	35
Anatomy	35
Anthropology	35, 36
Art	36
Astronomy	36
Biology	36, 37
Business Administration	37
Chemistry	37
Child Development	37
College Life	37
Computer Information Systems	38
Economics	38
Emergency Medical Services	39
English	40, 41
Fire Technology	41
Geology	42
Health Education	42
History	43
Journalism	43
Learning Resources	43
Mathematics	44-46
Microbiology	46
Music	46, 47
Oceanography	47
Personal Career Development	47
Philosophy	47
Physical Education	48
Physics	49
Political Science	49
Psychology	49
Reading & Study Skills	50
Religious Studies	50
Respiratory Care	50
Sociology	51
Spanish	51
Speech Communication	51, 52
Theatre Arts	52



Calendar of IMPORTANT DATES - Summer 2008

Summer Sessions	Open Registration	Last Day to Register & Last Day to Drop Prior to 1 st Day	Session Start Date	Last Day to Add/Drop With Refund of Enrollment Fees Only	Last Day to Drop Without a "W"	Last Day to File for Credit/ No Credit	Last Day to Drop With a "W"	Session End Date
5 Weeks (Session 1)	05/19-06/01	06/01	06/02	Refer to dates on pages 3, 4 & 5 or your registration statement	Refer to dates on pages 3, 4 & 5 or your registration statement	06/05	Refer to dates on pages 3, 4 & 5 or your registration statement	07/03
5 Weeks (Session 2)	05/19-07/07	07/07	07/08			07/10		08/08
6 Weeks (Session 1)	05/19-06/01	06/01	06/02	Refer to dates on pages 3, 4 & 5 or your registration statement	Refer to dates on pages 3, 4 & 5 or your registration statement	06/12	Refer to dates on pages 3, 4 & 5 or your registration statement	07/10
6 Weeks (Session 2)	05/19-06/22	06/22	06/23			07/03		07/31
7 Weeks (Session 1)	05/19-06/01	06/01	06/02	Refer to dates on pages 3, 4 & 5 or your registration statement	Refer to dates on pages 3, 4 & 5 or your registration statement	06/12	Refer to dates on pages 3, 4 & 5 or your registration statement	07/17
7 Weeks (Session 2)	05/19-06/22	06/22	06/23			07/03		08/07
8 Weeks	05/19-06/01	06/01	06/02	Refer to dates on pages 3, 4 & 5 or your registration statement	Refer to dates on pages 3, 4 & 5 or your registration statement	06/19	Refer to dates on pages 3, 4 & 5 or your registration statement	07/24

- April 07 Confirmation of Registration Priority Date www.craftonhills.edu, click on [Apply/Register](#), then [My Priority Registration Information](#) or call (909) 884-1441
- April 28-30 Priority Web/Telephone Registration for EOPS, DSP&S, and CalWORKs students**
- May 1-16 Priority Web/Telephone Registration**
- June 12 Last date for Summer Financial Aid
- May 27 First date to place online book orders and online reservations
- May 28 First date to purchase textbooks at the Bookstore. You are advised not to buy your textbooks until you are officially enrolled in classes. All fees must be paid.
- June 11 First date to submit graduation packets
- June 12 Priority campus-based financial aid for Fall 2008
- June 16 Parking permit regulations enforced in all parking lots and on all college streets
- One week from the day your class begins Final date for book returns or exchanges
- July 1 Last date to submit graduation packets
- July 4 **HOLIDAY** - Independence Day (Observed), Campus Closed
- Final Exams Administered at the last class meeting**
- August 13 Fall deadline for High School Students to submit paperwork for admission
- August 20 Summer 2008 grades available at www.craftonhills.edu

*BOG (Board of Governors Grant Waiver) refund requests should be submitted no later than July 17, 2008
Please check your statement, you may have a balance due.*

You are advised not to buy your textbooks until you are officially registered into the class.

You are not officially registered until you have paid all fees.

Refer to your Registration Statement (class printout) or see pages 3, 4 & 5 for class start dates, drop dates, and withdrawal dates. Refer to page 8 of this schedule for refund information.

DATES

- June 26 - July 11 Priority Web/Telephone Registration for Fall 2008
- August 18 Beginning Fall 2008 Semester

EVENTS FOR FALL 2008

CRAFTON HILLS COLLEGE SECTION DATES

REF #	COURSE/SECTION	BEGIN	END	LAST DAY TO:		
				ADD	DROP	WITHDRAW
0002	AH-101-01	06/02/08	07/10/08	06/08/08	06/10/08	07/01/08
0004	AH-101-02	06/02/08	07/10/08	06/09/08	06/11/08	07/02/08
0008	ANAT-101-01	06/02/08	07/24/08	06/09/08	06/17/08	07/10/08
0009	ANAT-101-02	06/02/08	07/24/08	06/09/08	06/17/08	07/10/08
0010	ANAT-150-01	06/02/08	07/24/08	06/09/08	06/17/08	07/10/08
0011	ANAT-150-02	06/02/08	07/24/08	06/09/08	06/17/08	07/10/08
0012	ANTHRO-102-01	07/08/08	08/08/08	07/09/08	07/16/08	07/30/08
0014	ANTHRO-102-60	06/11/08	08/06/08	06/20/08	06/26/08	07/23/08
0016	ANTHRO-107-01	06/02/08	07/03/08	06/04/08	06/11/08	06/25/08
0018	ART-100-01	06/02/08	07/17/08	06/08/08	06/11/08	07/07/08
0020	ART-102-01	06/02/08	07/17/08	06/09/08	06/12/08	07/08/08
0022	ART-126X4-01	06/02/08	07/17/08	06/09/08	06/12/08	07/07/08
0006	ASL-101-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0024	ASTRON-150-60	06/12/08	08/07/08	06/22/08	06/27/08	07/24/08
0026	BIOL-100-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0028	BIOL-100-02	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0030	BIOL-123-60	06/04/08	07/23/08	06/11/08	06/18/08	07/11/08
0032	BUSAD-155-01	06/23/08	08/07/08	06/30/08	07/03/08	07/29/08
0040	CD-105-01	06/02/08	07/10/08	06/04/08	06/12/08	07/01/08
0042	CHC-100-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0034	CHEM-101-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0036	CHEM-101-02	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0038	CHEM-102-01	06/02/08	07/03/08	06/04/08	06/10/08	06/25/08
0044	CIS-062-01	06/23/08	07/07/08	07/07/08	06/26/08	07/02/08
0046	CIS-101-01	06/02/08	07/24/08	06/08/08	06/16/08	07/09/08
0048	CIS-101-02	06/02/08	07/24/08	06/08/08	06/16/08	07/09/08
0050	CIS-114-01	06/02/08	07/24/08	06/09/08	06/17/08	07/10/08
0052	CIS-163-01	06/02/08	07/24/08	06/08/08	06/16/08	07/09/08
0054	CIS-211-01	06/02/08	07/24/08	06/10/08	06/17/08	07/11/08
0056	ECON-200-70	06/02/08	07/10/08	06/08/08	06/12/08	06/30/08
0058	ECON-201-70	06/02/08	07/10/08	06/08/08	06/12/08	06/30/08
0060	EMS-020-01	06/24/08	07/31/08	06/30/08	07/02/08	07/23/08
0062	EMS-021X20-01	07/14/08	07/14/08	07/14/08	07/14/08	07/14/08
0064	EMS-022-01	06/30/08	07/07/08	06/30/08	06/30/08	07/07/08
0066	EMS-023-01	07/21/08	07/21/08	07/21/08	07/21/08	07/21/08
0074	ENGL-015-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0076	ENGL-015-02	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0078	ENGL-015-03	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0080	ENGL-101-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0082	ENGL-101-02	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0084	ENGL-101-03	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0088	ENGL-101-04	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0086	ENGL-101-70	06/02/08	07/10/08	06/08/08	06/12/08	06/30/08
0090	ENGL-102-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0092	ENGL-102-02	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0068	ENGL-914-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0072	ENGL-914-02	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0070	ENGL-914-03	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0094	FIRET-100-01	06/24/08	07/31/08	06/30/08	07/02/08	07/23/08

CRAFTON HILLS COLLEGE SECTION DATES

REF #	COURSE/SECTION	BEGIN	END	LAST DAY TO:		
				ADD	DROP	WITHDRAW
0096	FIRET-101-01	06/24/08	07/31/08	06/30/08	07/02/08	07/23/08
0098	GEOL-101-60	06/10/08	08/05/08	06/19/08	06/25/08	07/22/08
0100	GEOL-270X4-01	06/02/08	08/08/08	06/13/08	06/20/08	07/23/08
0102	HEALTH-102-01	06/02/08	07/10/08	06/08/08	06/11/08	07/01/08
0104	HEALTH-102-02	06/02/08	07/17/08	06/09/08	06/12/08	07/08/08
0106	HEALTH-263-01	06/02/08	07/17/08	06/09/08	06/12/08	07/08/08
0108	HIST-100-60	06/02/08	07/21/08	06/09/08	06/16/08	07/09/08
0110	HIST-101-01	06/02/08	07/10/08	06/09/08	06/11/08	07/02/08
0112	JOUR-135-70	06/05/08	08/07/08	06/05/08	06/05/08	08/07/08
0114	LIBR-100-01	06/02/08	07/03/08	06/04/08	06/10/08	06/25/08
0124	MATH-090-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0126	MATH-090-02	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0128	MATH-090-03	06/23/08	08/07/08	06/30/08	07/03/08	07/29/08
0132	MATH-095-01	06/02/08	07/10/08	06/08/08	06/11/08	07/01/08
0130	MATH-095-02	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0134	MATH-095-03	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0136	MATH-095-04	06/23/08	08/07/08	06/30/08	07/03/08	07/29/08
0138	MATH-102-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0140	MATH-102-02	06/23/08	08/07/08	06/30/08	07/03/08	07/29/08
0142	MATH-103-01	06/23/08	08/07/08	06/30/08	07/03/08	07/28/08
0144	MATH-108-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0146	MATH-108-02	06/23/08	08/07/08	06/30/08	07/03/08	07/29/08
0148	MATH-115-01	06/23/08	08/07/08	06/29/08	07/02/08	07/28/08
0150	MATH-151-01	06/23/08	08/07/08	06/30/08	07/03/08	07/28/08
0116	MATH-943X2-01	07/08/08	08/07/08	07/09/08	07/15/08	07/31/08
0118	MATH-943X2-02	06/03/08	07/03/08	06/04/08	06/10/08	06/26/08
0120	MATH-952-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0122	MATH-952-02	06/23/08	08/07/08	06/30/08	07/03/08	07/29/08
0152	MICRO-150-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0154	MUSIC-100-01	06/02/08	07/17/08	06/09/08	06/12/08	07/08/08
0156	MUSIC-103-01	06/02/08	07/17/08	06/09/08	06/12/08	07/08/08
0158	MUSIC-120-70	06/02/08	07/17/08	06/09/08	06/14/08	07/05/08
0160	MUSIC-132X4-01	06/02/08	07/17/08	06/09/08	06/12/08	07/08/08
0162	MUSIC-135X4-01	06/02/08	07/17/08	06/09/08	06/12/08	07/08/08
0164	OCEAN-101-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0166	OCEAN-101-60	06/09/08	08/04/08	06/18/08	06/24/08	07/21/08
0168	PCD-111-70	06/23/08	08/07/08	06/30/08	07/07/08	07/26/08
0176	PE-263-01	06/02/08	07/17/08	06/09/08	06/12/08	07/08/08
0178	PE/I-105X4-01	06/02/08	07/10/08	06/04/08	06/12/08	07/01/08
0180	PE/I-106X4-01	06/02/08	07/10/08	06/04/08	06/12/08	07/01/08
0184	PE/I-108X4-01	06/02/08	07/10/08	06/03/08	06/11/08	06/30/08
0182	PE/I-108X4-02	06/02/08	07/10/08	06/03/08	06/11/08	06/30/08
0186	PE/I-120X4-01	06/02/08	07/10/08	06/04/08	06/12/08	07/01/08
0188	PE/I-163X4-01	06/02/08	07/10/08	06/03/08	06/11/08	06/30/08
0190	PE/I-168X4-01	06/02/08	07/10/08	06/04/08	06/12/08	07/01/08
0172	PHIL-101-01	06/02/08	07/10/08	06/09/08	06/11/08	07/02/08
0174	PHIL-103-01	06/02/08	07/10/08	06/04/08	06/12/08	07/01/08
0192	PHYSIC-100-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0194	PHYSIC-100-02	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08

CRAFTON HILLS COLLEGE SECTION DATES

REF #	COURSE/SECTION	BEGIN	END	LAST DAY TO:		
				ADD	DROP	WITHDRAW
0196	POLIT-100-01	06/02/08	07/10/08	06/09/08	06/11/08	07/02/08
0198	POLIT-100-60	06/05/08	07/24/08	06/12/08	06/19/08	07/12/08
0200	PSYCH-100-01	06/02/08	07/03/08	06/04/08	06/11/08	06/25/08
0202	PSYCH-100-02	07/08/08	08/08/08	07/09/08	07/16/08	07/30/08
0204	PSYCH-108-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0206	PSYCH-108-02	06/23/08	08/07/08	06/30/08	07/03/08	07/29/08
0208	PSYCH-110-01	06/02/08	07/03/08	06/04/08	06/11/08	06/25/08
0210	READ-078X2-01	06/02/08	07/10/08	06/08/08	06/11/08	07/01/08
0212	READ-078X2-02	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0214	RELIG-101-01	06/02/08	07/10/08	06/09/08	06/11/08	07/02/08
0216	RESP-050-01	06/02/08	07/10/08	06/03/08	06/11/08	06/30/08
0218	RESP-051X4-01	08/11/08	08/14/08	08/11/08	08/11/08	08/13/08
0220	RESP-925X4-01	05/27/08	07/03/08	05/28/08	06/05/08	06/24/08
0222	SOC-100-01	06/02/08	07/03/08	06/04/08	06/11/08	06/25/08
0224	SOC-100-60	06/10/08	08/05/08	06/19/08	06/25/08	07/22/08
0226	SOC-141-01	06/23/08	08/07/08	06/30/08	07/03/08	07/29/08
0228	SPAN-015-01	06/23/08	08/07/08	06/29/08	07/02/08	07/28/08
0230	SPAN-101-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0232	SPEECH-100-01	06/02/08	07/03/08	06/04/08	06/10/08	06/25/08
0234	SPEECH-100-02	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0236	SPEECH-100-03	06/23/08	08/07/08	06/29/08	07/02/08	07/28/08
0238	SPEECH-111-01	06/23/08	07/31/08	06/29/08	07/02/08	07/22/08
0240	SPEECH-111-02	06/23/08	08/07/08	06/30/08	07/03/08	07/29/08
0242	SPEECH-135-70	06/05/08	08/07/08	06/05/08	06/05/08	08/07/08
0244	SPEECH-155-01	06/23/08	08/07/08	06/30/08	07/03/08	07/29/08
0246	THART-100-01	06/02/08	07/03/08	06/04/08	06/10/08	06/25/08
0248	THART-150X4-01	06/02/08	07/17/08	06/09/08	06/14/08	07/05/08
0250	THART-163X4-01	06/02/08	07/10/08	06/03/08	06/11/08	06/30/08

We're *your* writing center.



**WRITING
CENTER**
CRAFTON HILLS COLLEGE

And we're here to help you become a better writer with discussion conferences, by walk-in or by appointment. Our friendly writing consultants can help you with any paper for any class at any stage of the writing process.

We can help you with any kind of paper: English papers, science lab reports, resumes, poetry, short stories and fiction, and many more. It doesn't even need to be for school!

Come to the writing center to talk, write, study, or just take a break from school and sack out in our Lovesac foam bag chair. Remember—we're *your* writing center.

Where: 3rd floor of the Library (LR-331)

When: Monday-Thursday 9:00 am - 5:00 pm

(All Telephone Numbers are in the 909 Area Code)

ADMISSIONS OFFICE Room SSA-213, 389-3372**E-mail: admissions@craftonhills.edu**

The office maintains all student records and all forms necessary to maintain enrollment status. These forms include application for admission, transcript requests, enrollment verification, name/address changes, class repetition, and a variety of petitions.

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

ASSESSMENT CENTER Room SSB-202,**E-mail: assessment@craftonhills.edu 389-3361**

The CHC Assessment Center administers all assessment, basic skills and prerequisite challenge tests. Also available is the Wonderlic WBST ATB exam for Financial Aid students who are required to prove an Ability to Benefit. The Assessment Center also provides proctor services to non-Crafton Hills College students who attend other colleges and universities and want to take their tests in a location other than that school. Contact the Assessment Center for additional information. Study Guides available upon request.

Hours: Monday - Wednesday 8:00 am - 5:00 pm
 Thursday - 10:00 am - 5:00 pm
 Fridays during May only 10:00 am - 1:00 pm

BOOKSTORE Room BK-101, 389-3250**Website: <http://bookstore.craftonhills.edu>**

Hours: First Week/ Monday-Thursday 7:45 am - 7:00 pm
 Second Week/ Monday-Thursday 7:45 am - 6:00 pm
 The regular hours (begin June 16, 08):

Hours: Monday - Tuesday 7:45 am - 6:00 pm
 Wednesday - Thursday 7:45 am - 3:00 pm
 Closed Friday

CAFETERIA College Center, 389-3376

CHC's cafe features homemade chili, banana bread, fresh baked cookies, and corn bread. Fresh salads and fruit are available. We offer a variety of hot and cold sandwiches and, of course, all types of burgers and fries. Breakfast and lunch specials are also available.

Hours: Monday - Thursday 7:30 am - 5:00 pm

CalWORKs Room SSA-307, 389-3239**E-Mail: rchavira@craftonhills.edu**

The CalWORKs Program is designed to provide support and encouragement to TANF/CalWORKs recipients in order to help them reach their educational and career goals. Services include job placement, child care assistance, counseling, liaison representation with the county.

Hours: Monday - Thursday 8:00 am - 6:30 pm

CAMPUS BUSINESS OFFICE Room LADM-151, 389-3221

The CBO is available to collect credit by exam fees; chemistry fees, loan defaults; grant overpayments; and settle obligations for returned checks.

Hours: Monday - Thursday 8:00 am - 5:30 pm

CAREER CENTER Room SSB-202,**E-mail: careercenter@craftonhills.edu 389-3361**

The CHC Career Center provides free career assessments, online career programs and a listing of jobs available off campus. The Career Center also provides free unlimited access to various programs for career search information, occupations, and labor market trends. During the semester and at our annual Career Fair, various employer representatives will be available in the Career Center to accept applications, provide information and for recruitment of students for available positions. Various employers list job openings with the Career Center and these positions are posted on an Internet site for access from any computer. The Career Center staff is

available to help with resume writing and posting the resume on various websites.

Hours: Monday - Wednesday 8:00 am - 7:00 pm
 Thursday 10:00 am - 7:00 pm
 Friday (through May) 10:00 am - 3:00 pm

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE) OFFICE Room SSA-307, 389-3239

The CARE Program is an affiliate of the EOPS Program. The CARE Program is designed to provide educational support services to meet the needs of the single parent who is 18 years of age or older, head of household, with at least one child under the age of 14 years old, and is a recipient of TANF/CalWORKs. Services include financial assistance with child care, workshops, on and off campus referrals.

Hours: Monday - Thursday 8:00 am - 6:30 pm

COMMUNICATIONS Room LADM-153, 389-3276

Students can visit the Communications Office to purchase parking permits and pay for parking citations. Any lost and found items can be turned in or claimed here. Students unsure of a campus office or department phone number can reach the college telephone operator by calling this office.

Hours: Monday - Thursday 8:00 am - 9:00 pm

Crafton Hills College is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the College Police and Communications Office, located in LADM-153.

COUNSELING/TRANSFER CENTER Room SSB-201, 389-3366**E-mail: counselingcenter@craftonhills.edu or transfercenter@craftonhills.edu**

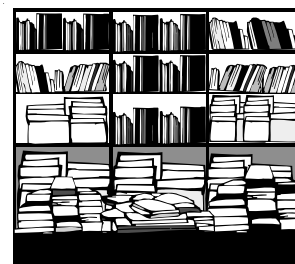
The Counseling and Transfer Center provides students with the information necessary to plan personal and educational goals. Counselors are available to assist individuals in identifying goals and developing a long term educational plan to reach the goal. A Veterans' Counselor is available on an appointment basis. Information and guidance are available to assist with developing plans to meet career/vocational goals as well as transfer goals. The Transfer Center schedules representatives from university programs to assist students with transfer questions and to review transcripts. Counselors see students on a walk-in basis during peak dates and on a walk-in or appointment basis during off-peak dates. Please call for more information.

Hours are as follows: June 2 - August 7:

Hours: Monday - Wednesday 8:00 am - 7:00 pm
 Thursday 10:00 am - 7:00 pm
 Friday (through May) 10:00 am - 3:00 pm

Counseling Hours:

Monday - Wednesday 9:00 am - 7:00 pm
 Thursday 10:00 am - 7:00 pm
 Friday (through May) 8:00 am - 3:00 pm
 Hours are subject to change - call to verify hours



(All Telephone Numbers are in the 909 Area Code)

DISABLED STUDENT PROGRAMS & SERVICES (DSP&S)

E-mail: mliceri@craftonhills.edu **Room SSB-110, 389-3325 • TTY 794-4105**

Disabled Student Programs & Services is composed of both programs and services. The learning disabled student may seek assistance in the Diagnostic Learning Center. Services available to disabled students include notetakers, readers, textbooks on tape, tram service.

Hours: Monday - Thursday 7:30 am - 5:30 pm

DISTRIBUTED EDUCATION 441 W. 8th Street, San Bernardino 384-4325

E-mail: distributed@sbccd.cc.ca.us

The Distributed Education office coordinates the televised and computer-delivered courses for students of Crafton Hills College in Yucaipa and San Bernardino Valley College. Televised courses are broadcast on Channel 24, KVCR-TV, and typically have 5 campus meetings. KVCR is also available on cable and satellite systems; check with your TV system provider for specific channel. Online courses require access to a computer system with an Internet connection. Online courses may have up to five campus meetings, and Hybrid courses have weekly campus meetings. Registration procedures, fees, and academic credits are the same as equivalent traditional classroom courses.

The Internet site is <http://learnonline.sbccd.cc.ca.us>

Hours: Monday - Friday 8:30 am - 4:30 pm

EMERGENCY TRAINING CENTER... 2235 E. Perimeter Rd San Bernardino 389-3208

This center was funded by a grant from the Federal Aviation Administration. The center is used for training fire fighting personnel nationwide in the proper tactics for fighting aircraft interior and exterior fires and proper rescue techniques.

Hours: Monday-Thursday 8:00am-5:30 pm

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S)..... Room SSA-307, 389-3239

E-Mail: rchavira@craftonhills.edu

The EOP&S Program is a state funded effort that provides special services to full time community college students. The program's aim is to serve and encourage students from various backgrounds to continue their education at the community college level. Eligible students are provided with the necessary academic and personal support services to enable them to succeed at Crafton Hills College.

Hours: Monday - Thursday 8:00 am - 6:30 pm

FINANCIAL AID OFFICE Room CL-214, 389-3223

You may be eligible for financial assistance to help meet your educational expenses. There are many Federal and State aid programs available. Each has different qualifications and each is designed to meet special needs. Application forms are kept as simple as possible.

Hours: Monday - Thursday 9:00 am - 6:00 pm

HEALTH AND WELLNESS CENTER Room SSB-101 389-3272 or 389-3273

Registered Nurses/Public Health Nurses/Nurse Practitioner are available to provide urgent care, first aid and primary care services for illness or injury. Some other services include: health evaluation and counseling, health advocacy and promotion, physical exams, medications, laboratory testing,

blood pressure screening, immunizations, TB skin testing, pregnancy testing, birth control, emergency contraception, cervical and breast cancer screening, STD testing and treatment, HIV/AIDS testing, body fat testing, nutrition and weight management, stress evaluation and counseling, crisis counseling, personal counseling by a licensed Marriage Family Therapist, alcohol and drug abuse evaluation and counseling, vision and hearing tests, referrals to low-cost community health services and more.

Hours: Monday - Thursday 8:00 am - 4:00 pm

INTERNATIONAL STUDENTS Room SSA-213 389-3372

Crafton Hills College is approved by the Immigration and Naturalization Service to admit non-immigrant F-1 Visa International students. The number of such students permitted to enroll may be limited at the discretion of the President of the College. In order to be considered for admission, all applicable materials must be submitted by the following deadlines:

May 1 for Fall Semester
November 1 for Spring Semester
March 15 for Summer Session

To obtain the required materials and procedures, contact the International Counselors located in SSB-201 or call 389-3366.

THE LEARNING CENTER Library, 3rd floor 389-3312

This facility houses both a Writing Center and a Math Center. Instruction and tutorial help in a variety of subjects are available to students. The Learning Center accommodates language activities, the viewing of current telecourses and offers videotape programs on many topics. Students may take advantage of lab offerings such as note taking and test preparation. Come and investigate your resources.

Hours: Monday - Thursday 7:30 am - 9:30 pm

LIBRARY 389-3321
For reference help dial 389-3322 or 389-3323

The Library has 64 Internet computers for student and community use. We have a collection of over 60,000 volumes, periodicals, video and audio tapes, as well as a periodical system with full-text capacity available on-line at home and at the college for our students. Reference librarians are available to assist in locating your information.

Hours: Monday - Thursday (June 11 - 14) 7:30 am - 6:00 pm
 Monday - Thursday (June 18 - Aug 2) 7:30 am - 9:30 pm

STUDENT SENATE OFFICE SCC-107 389-3410

The Student Senate Office provides support for the Student Senate and student clubs and organizations; sells Omnitrans bus passes and discount tickets to some area theme parks; and issues ID and AS cards. Our office is also a great place for information and/or directions. If you have questions, if you're lost, please stop by and let us help you.

Hours: Monday - Thursday 7:30 am - 5:30 pm
 Extended Hours one day/week pending employee availability

VETERANS SERVICES Room SSA-213, 389-3256

This office provides veterans with assistance regarding VA educational benefits. If you have any questions, please call or stop by the Admissions and Records Office.

Hours: Monday - Thursday 8:00 am - 4:00 pm
 Friday (through May) 8:00 am - 3:00 pm
 (Hours are subject to change)



FEE SCHEDULE

(All fees are subject to change)

MANDATORY FEES

Enrollment Fee **\$20.00 per unit**

Non-Resident Fee \$206.00 per unit

Includes mandatory enrollment fees.

Health Fee Fall/Spring \$14.50; Summer \$11.50

Accident Insurance Fee Fall/Spring \$1.50; Summer \$1.50

Student Center Fee \$1 per unit, (maximum \$10 per year)
Assessed Summer - Spring

Capital Outlay Fee \$15.00 per semester
(Citizen of a foreign country who is also a resident of a
foreign country)

Student Representation Fee \$1.00

This fee may be waived for moral, religious, political, or financial reasons. For more information, please call the Student Senate Office at (909) 389-3410.

OPTIONAL FEES

AS (Associated Student) Sticker:

- \$15.00 annual • \$7.50 semester

Schedule of Classes Free on campus

- \$1.00 (if mailed in U.S.)
- \$7.00 (if mailed outside of U.S.)

Transcripts:

- First two requests are free
- Subsequent requests \$3.00 each
- Priority requests (same day) \$5.00 each
- Online requests \$5.00 (includes service charge)

CHC Catalog \$4.00 (on campus)

- \$6.00 (if mailed in U.S.)
- \$16.00 (if mailed outside of U.S.)

Enrollment Verifications \$3.00 each

REFUNDS (Board Policy #5033)

If a class is cancelled . . . You will automatically be mailed a refund of the enrollment fees for any class cancelled by the College. If this class is your only class for the term, you will receive a refund of all fees except the parking fee and AS Card fee. To receive a refund of the parking fee, you must complete a "Request for Refund" form and attach the parking decal to the form. Turn in this form and the decal to the Communications Office, LADM-153. To receive a refund of the AS Card fee, complete a "Request for Refund" and attach the semester/annual sticker to the form. Turn in this form and the sticker to the Student Services Office, SSA-306.

If you drop a class BEFORE the first day of the term, you will automatically be mailed a refund of enrollment fees. If you wish to receive a refund of the parking fee, you must request a refund in the Communications Office, LADM-153 and attach the parking decal to the "Request for Refund" form. A \$10 refund processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.

If you drop a class AFTER the first day of the term and within the first 10% of the term, you will automatically be mailed a refund of enrollment fees. A \$10 refund processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.

If you WITHDRAW from the COLLEGE... You are eligible for a refund of enrollment fees if you withdraw **during the first 10% of the term**. To be eligible for a refund of the other fees, you must withdraw PRIOR to the FIRST day of the term. A \$10 refund processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.

- You are **NOT** eligible for a refund if you drop a class **AFTER** the first 10% of the term.
- You are **NOT** eligible for a refund if you are dropped by your instructor.

ALLOW 6-8 WEEKS FOR ALL REFUND CHECKS.

If you wish to apply the refund credit toward registration in another class, you must submit the drop and add forms at the same time, within the time frame.

**ALL OTHER FEES ARE NON-REFUNDABLE
AS OF THE FIRST DAY OF CLASS.**

HEALTH FEE • STUDENT CENTER FEE • STUDENT REPRESENTATION FEE • PARKING FEE

To receive a refund of any/all of the above fees, you must:

1. Drop ALL classes **BEFORE** the beginning of the term.
2. Turn in your "Request for Refund" form, along with your parking decal to the Student Services Office within the first 30 days of instruction. You must REQUEST the refund; it is not automatic. A \$10.00 refund processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.

PARKING PERMITS

Parking permits are required in **ALL PARKING LOTS** and on **ALL STREETS** at Crafton Hills College. Permits are available in the Communications Office. Daily parking permits are dispensed by vending machines in Parking Lot D. To purchase annual or semester parking permits or make payments for citations, go to the Communications Office, LADM-153, between 8:00 am and 6:00 pm, Monday through Thursday.

Parking Permits:

Fall/Spring	\$20.00
Summer	\$15.00
Daily Parking	\$1.00

While accurate at time of printing, fees may be changed by Board action at any time.

PARKING CONTROLS

Parking permits must be displayed as indicated on the purchased permit. Vehicles without displayed parking permits are ticketed between 7:00 am and 10:00 pm, Monday through Thursday and between 7:00 am and 4:30 pm, Friday. **Illegally parked vehicles are ticketed at all times.**

STUDENT HEALTH AND ACCIDENT FEES

- A. A health and accident insurance fee will be paid by students at the time of registration. The receipts will be expended only to defray the cost of student health services and student accident insurance as provided in Education Code 72246.
1. The health fee for students enrolled in Fall & Spring Semester shall be \$14.50 and \$11.50 in the summer.
 2. The accident insurance fee shall be \$1.50 for all semesters. See part C for TV classes.

The Health and Accident Fee is non-refundable unless all courses in which the student is enrolled are cancelled or the student withdraws from all courses prior to the first day of the term.

- B. Exemptions - Certain individuals are exempt from health and accident fees by code exemption or action of the Board of Trustees:
1. Apprentices attending college under an approved training program.
 2. Students who depend exclusively upon prayer for healing in accordance with the teaching of a bona-fide religious sect, denomination or organization.
- C. Exempted students who do not pay health or accident insurance fees are not eligible for health services or coverage under the accident insurance policy.
- D. International students must purchase a Student Accident and Sickness Medical Expense Plan or show evidence of equal coverage and provide results of a negative tuberculosis skin test or chest x-ray performed in the United States.

BOOKSTORE

Our Bookstore is Self Service.

Students have the opportunity to select their own textbooks. Please be sure to make your selections carefully (SEE REFUND POLICY BELOW).

Refund Policy - Refunds will be granted in full **ONLY** if the following conditions are met:

Current Cash Register Receipt, Registration Printout and Personal I.D. required.

Check the Bookstore website for book titles and prices as they become available:

<http://bookstore.craftonhills.edu>

We are sorry we cannot buy back OR exchange workbooks.



No Exceptions. If purchase is charged, original credit card must be presented. New texts must be in brand new condition; if they are not, refunds will be 75% of the new price.

Shrunk-wrap packages are not returnable if original package is unwrapped. (Publisher Policy)

No Refunds on supplies, clothing, review, study aides or other non-textbooks.

Time Limit: **Spring & Fall - First 3 Weeks Only**
 Summer - First Week Only

After Refund Period, books must be returned by the following business day of purchase: **I.D. and receipts are required.** During finals of each semester, used textbooks may be bought back by the Bookstore if they have been requisitioned by the instructor for the coming semester. Watch for buy back dates.

Credit Card Policy - Credit cards must be signed. I.D. required. Credit card holder must be present.

Check Cashing Policy - Student must present a State picture I.D. or Driver's License and their registration printout schedule. If check signer is not present, a photo copy of their driver's license or picture State I.D. may be accepted. Checks must be imprinted with correct address and written for the exact amount of purchase only. Student I.D. number and phone number needed. No out of state or two party checks accepted.

Please Note: Books paid for by check must be returned within the refund period. A \$25.00 service charge will apply to each returned check.

THE CAMPUS BOOKSTORE

**Come See
What's in
Store
for You!**



Crafton Hills College is more than just a bookstore. Along with textbooks, we offer a vast array of school supplies, study aids, backpacks, clothing, snacks, beverages, greeting cards and gifts galore. We provide on campus convenience for your special book orders, gift cards, and amusement park discount cards.

Call (909) 389-3250 for specific hours during the first two weeks of the semester.
<http://bookstore.craftonhills.edu>

Step 1: Be admitted as a student.

You are a CONTINUING student:

- Attended the previous spring semester
- Skip to Step 4

You are a RETURNING student:

- Attended in the past, but not last spring
- Must complete an application
- Once status has been reactivated, skip to Step 3 if not, go to Step 4

You are a NEW student:

- Never attended Crafton Hills College before
- Must complete an application (online or in person)
- Have transcripts from any/all previous schools sent to the Admissions & Records Office

The Admissions and Records Office is located in SSA-213, Park in Lot B or C. A decal is required and can be purchased in Lot D for \$1.

For questions or additional information you can contact the Admissions and Records Office at (909) 389-3372 or email at admissions@craftonhills.edu

The **Admissions and Records Office** is responsible for admitting and enrolling students at Crafton Hills College. The Admissions and Records Office is located in the SSA, Room 213, under the clock tower at the west end of campus (see campus map located on the last page of the schedule of classes).

The hours of the Admissions and Records Office are:

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

Step 2: Participate in Assessment Process

Every new student is strongly encouraged to participate in the assessment process. This process is designed to assist students in choosing the correct classes. The assessment process is required to determine placement in English and mathematics classes at Crafton Hills College. The assessment instrument is a multiple-choice instrument covering reading comprehension, sentence skills, arithmetic and elementary algebra. Although you are not required to prepare for the assessment, since it is designed to measure our current skills in each area assessed, we strongly recommend that you take time to review (particularly in math). Review materials are available to you at the Counseling Center and on the Crafton Hills College website under the Counseling heading. We require that you pick up or access this review information prior to taking the test so that you can determine whether review might benefit you.

No appointment is necessary to participate in assessment but every student will be asked to take some time to at least go through the review materials to see what types of information they will be assessed on before they take the assessment test. Students who come into the Counseling Center will be strongly encouraged to return to take the assessment at some time the following day or after.

**Assessment Testing is held in the
Counseling Center, SSB-201 (2nd Floor)**

(Parking permits are required for all parking lots and streets at Crafton Hills College. Daily parking permits are dispensed by vending machines for \$1.00 in Parking Lot D. Park in Lot B or C for closest location.)

Walk-in hours subject to change. Please call to verify.

Through May 30, 2008

Monday - Thursday	8:00 am - 5:00 pm
Friday April 28 - May 30	10:00 am - 1:00 pm
Saturday May 3	8:00 am - 10:00 am
May 10	
May 17	
May 31	

June 2 - August 7, 2008

Monday - Wednesday	8:00 am - 5:00 pm
Thursday	10:00 am - 5:00 pm
Friday	Closed

Please bring your 7 digit Crafton Hills College identification number and valid picture identification.

Plan on two hours to complete the assessment process. For questions or study guides you may contact the assessment center at (909)389-3361 or email at assessment@craftonhills.edu

NOTE: As a new student, you may obtain an assessment exemption if you fall into one of the following categories:

1. You have completed an Associate of Arts or Science degree or higher. (Provide Transcript)
2. You have completed 30 or more semester units of college work at another college or university. (Provide Transcript)
3. You have completed prerequisite courses with a grade of "C" or better. If you have not completed prerequisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. You have scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide Scores)
5. You are only enrolling in courses at Crafton Hills College to maintain a certificate or license requirements.
6. You are only enrolling in 6 units or less of courses for personal enrichment (e.g., PE, Music, Art) up to a cumulative total of 12 units (once you have reached 12 units of course work you will be required to participate in the assessment process).
7. You have taken a placement exam at one of the other San Bernardino or Riverside County community colleges or you have taken the Accuplacer Assessment Test at another college in the last two years and you provide scores and placement recommendations from the other college. (Provide Placement Results)

If any of the waiver criteria apply to you, visit the Counseling Center, SSB-201 to obtain an assessment waiver. You are responsible for supplying the documentation for the waiver and for completing the waiver process at the Counseling Center before you will be eligible to register.

Step 3: Participate in a New Student Counseling/Orientation Session and Develop an Educational Plan

This session will provide you with information about degrees, certificates and transfer. Information about registration procedures, financial aid, and services available at the college will also be provided. This session will last approximately 2 hours. Check with the Counseling Center for a schedule of orientation sessions.

Every new student is strongly encouraged to develop a Student Educational Plan (SEP) with a counseling faculty member before they enroll in classes. The SEP provides you with a plan to reach your educational or career goal and specifies the courses required to reach your goal. You are asked to meet with a counseling faculty member during the orientation session who will assist you in developing a first semester SEP. After the SEP is completed, you will be able to access it through Campus Central at www.craftonhills.edu at anytime. Financial Aid and EOPS students are required to have a current SEP on file.

The Counseling Office is located in SSB-201. Park in Lot B or C. A decal is required and can be purchased in a lot D for \$1.

Step 4: Select your classes

Take the time to look through the list of course offerings, beginning on page 35 of this schedule or online at www.craftonhills.edu. As you make your selections, think about the hours in the day you have available to take classes, and make sure that the classes you have chosen are not held at conflicting times. Stop by the Counseling Center, SSB-201 if you would like help selecting your classes.

Use the chart on page 19 for guidance on the right level of English, reading and math for you to begin your studies. Remember to select some alternate courses as backups, in case your first-choice classes are already full by the time you register.

Step 5: Calculate your fees. (Fees are subject to change pending legislative action)

Each course listed in the schedule will tell you how many semester "units" of credit have been assigned to it. Your fees will be based on these units. Use Steps A, B, C, and D (and E if applicable) below to do a preliminary calculation of your fees:

- A. If you are a resident of California, multiply the number of units you will be taking by \$20.00 and enter the total here: _____
Example: If you are taking 6 units, the total will be \$120.00)

Don't forget to include the expense of parking, books and supplies in your calculation of what it will cost you to take classes.

NOTE: If you are a non-California resident, multiply the total number of units by \$206.00 (\$186 + 20).

- B. Add the required Health and Accident Fee of:
Fall or Spring \$16 • Summer \$13
- C. Add a \$1 Student Representation fee. This is a fee voted in by CHC students to support student senate and federal lobbying efforts on behalf of the student body. For more information, contact the Student Senate Office, SCC-107 in the College Center, (909) 389-3410. This fee may be waived for moral, religious, political or financial reasons.
- D. Add the Student Center Fee \$1 per unit
(maximum of \$10 per year) Assessed Summer - Spring

Add the totals of items A, B, C and D above :

$$A) \text{ ______ } + B) \text{ ______ } + C) \text{ ______ } + D) \text{ ______ } = \text{ ______ }.$$

- E. If you are both a citizen of a foreign country and a resident of a foreign country, add the Capital Outlay Fee (\$8).

Your preliminary calculations will be confirmed when you register.

At the time of registration you will be given the option of purchasing an Associated Student (AS) Card. The cost is \$7.50 for one semester and \$15 for the full year. (Annual AS Cards are only available for purchase during the Fall Semester.) Purchasing an AS Card gives you access to a variety of incentives offered exclusively to AS Card holders including 5% off all purchases at the Bookstore, discounts at our Cafeteria, discount movie tickets and more! Once you purchase an AS Card, you may not cancel service.

Step 6: Register at www.craftonhills.edu

See pages 13 to 17 for detailed instructions on how to register by Web/Telephone. The first few weeks of Web/Telephone registration are open to students according to a priority system. Use the charts on pages 13 and 14 to identify your priority and the first day you will be able to use Web/Telephone registration.

You can register by Web/Telephone on your assigned priority day or any registration day thereafter. You cannot register before your assigned day. Since classes are filled on a first-come, first-served basis, we recommend that you register as soon as your priority is available.

Step 7: Pay your fees.

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.**

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

Any fees covered by financial aid will be paid automatically at the time you register. The AS Card and a parking permit are optional and at your expense. Please check your registration statement (printout). You may have a balance due.

Do you need financial assistance to attend college?

You may qualify for a fee waiver (Board of Governor's Grant) if you or your parents qualify according to one of the following:

- Low income • CalWORKS/TANF recipient • SSI recipient
- Child or spouse of disabled or deceased veteran.

Fee waiver forms are available in the Financial Aid Office, CL-214.

Visit the office for additional instructions and advice on how to proceed in obtaining a fee waiver. The fee waiver must be processed 24 hours prior to registering by web/telephone. **Fee waivers do not cover books. You will still have a small balance with Admissions & Records.**

The Financial Aid Office has a variety of other programs that may assist low-income students in reaching their goals. See page 56 of this schedule for more detailed information.

Admissions & Records**Office Hours**

**Monday - Thursday from 8:00 am to 7:00 pm, and on
Fridays (through May) from 8:00 am to 3:00 pm.
(Hours are subject to change)**

The Web/Telephone Registration Services are open

**Monday - Saturday from 6:00 am to 11:59 pm
and on Sunday from 6:00 am to 7:00 pm**

Welcome to Crafton! Questions?

Need help? Problems in School? The Student Success Program is here for you

Is it your first semester at Crafton or in college? Are you confused about how to use telephone registration, or about what the abbreviations mean in the schedule? Or possibly you are considering dropping out due to financial, child care or health problems? Before you give up or drop out, give the Student Success Program a call. The Student Success Program is here to help.

The Student Success Program was created to help students hook up with the resources and support they need to remain in school and be successful. Rebecca Orta, the Student Success Advisor has successfully completed her goal at Crafton and understands the demands of being a student.

We encourage you to give the Student Success Program a call or stop by the office if you have any questions or encounter any problems with attending or successfully completing your course work.

Visit us in the Student Services/Counseling Building (SSB-214),

Call 389-3450

E-mail: rorta@craftonhills.edu

Summer Hours beginning June 4, 2008

Monday-Wednesday

8:00 am - 6:00 pm

Thursday

10:00 am - 6:00 pm



Log on to: www.craftonhills.edu or dial (909) 884-1441
TO CONFIRM YOUR PRIORITY LEVEL ANY TIME ON OR AFTER APRIL 07, 2008
PRIORITY REGISTRATION BEGINS ON APRIL 28, 2008

Registration is open to students according to a priority system.
 This priority system has been created to make your registration as easy as possible.

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 28 - 30.

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 Thursday, May 1 and Friday, May 2.
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 Monday, May 5 and Tuesday, May 6.
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, May 7 and Thursday, May 8.
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, May 9 and Monday, May 12.
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 2008.
 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, May 13 and Wednesday, May 14.

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 Wednesday, May 15 and Tuesday, May 16.

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 28	Tuesday April 29	Wednesday April 30	Thursday May 1	Friday May 2
EOPS, DSP&S CalWORKs	EOPS, DSP&S, CalWORKs	EOPS, DSP&S, CalWORKs	Priority A	Priority A
Telephone Registration - (909) 884-1441				
Monday May 5	Tuesday May 6	Wednesday May 7	Thursday May 8	Friday May 9
Priority B	Priority B	Priority C	Priority C	Priority D
Monday - Saturday, 6:00 am - 11:59 pm				
Monday May 12	Tuesday May 13	Wednesday May 14	Thursday May 15	Friday May 16
Priority D	Priority E	Priority E	Priority F	Priority F
Monday - Saturday, 6:00 am - 11:59 pm				
Monday May 19	Tuesday May 20	Wednesday May 21	Thursday May 22	Friday May 23
Open Registration	Open Registration	Open Registration	Open Registration	Open Registration
Monday - Saturday, 6:00 am - 11:59 pm				
Monday May 26	Tuesday May 27	Wednesday May 28	Thursday May 29	Friday May 30
Open Registration	Open Registration	Open Registration	Open Registration	Open Registration
Monday - Saturday, 6:00 am - 11:59 pm				
Monday June 2	Tuesday June 3	Wednesday June 4		
Open Registration	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 16)

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 13-14)
- High School students see page 27 for policy and procedures
- Register
- Payment

Upon approval by the Dean of Student Services & Student Development or Designee, 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.

Office Hours:

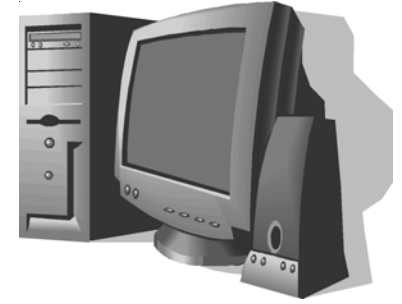
Monday - Thursday 8:00 am - 7:00 pm
 Friday 8:00 am - 3:00 pm
 (Hours are subject to change)

If you have any problems with the Web/Telephone system, call the **HELP** line at (877) 241-1756 or
E-mail: admissions@craftonhills.edu

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

Eligible students may register using Web/Telephone April 28 - 30. 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 28 - 30 must wait to register during their regular registration which begins May 1. Please consult the grid on page 14 to determine your priority group.

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 35 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 cancelled 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. 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 20, 2008) 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 #
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**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?

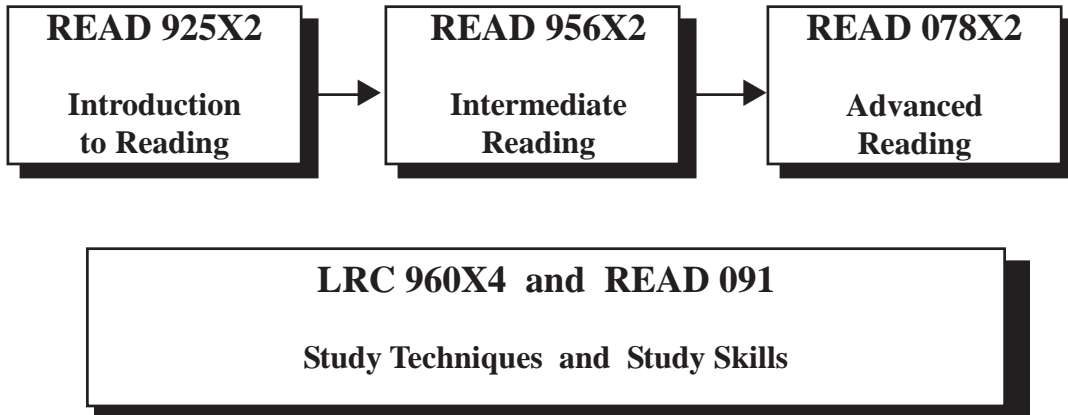
A: You MAY have the right to an appeal. If you think you may want to appeal, check with the Counseling Center.

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

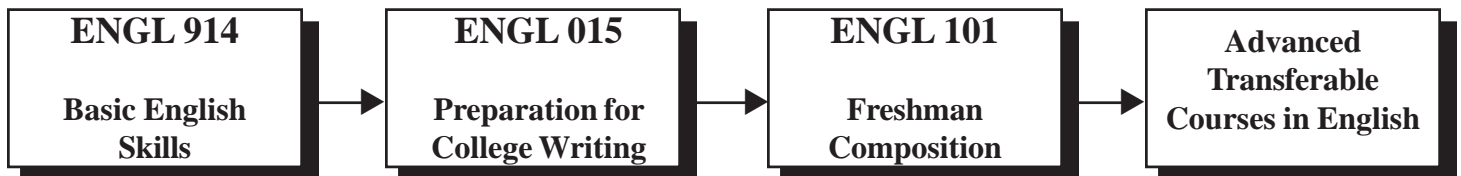
Questions: Call (909) 389-3366 or visit the Counseling Center (SSB-201)

Improving your reading, writing, and math skills is an important step in meeting your educational goals. There are several possible starting points for you to enter at the right level. Starting at the right class will let you move from class to class successfully and get to the point you need in the shortest amount of time. **Your Counselor will help you decide** on the best class by using your placement test results, high school and/or college grades, learning skills, motivation, and other factors. **A Counselor can show you the skills needed for each class.**

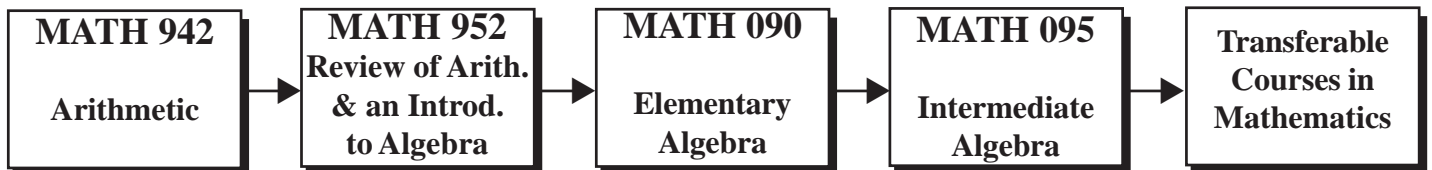
Reading



English



Math:



Visit The Learning Center
3rd floor of the Library
7:30 a.m. to 9:30 p.m.
Monday - Thursday

Distributed Education Courses

Television and Online



General Information

The Office of Distributed Education coordinates the televised and computer-delivered courses available to SBCCD students of Crafton Hills College in Yucaipa, and San Bernardino Valley College. Television courses are broadcast by KVCR-TV. KVCR is also available on cable and satellite systems; check with your TV system provider for specific channel. Online courses require accessibility to a computer system with an Internet connection, and may have up to five meetings on campus. Fees and academic credits are the same as equivalent traditional classroom courses.

Mission Statement

The mission of the Distributed Education Program of the San Bernardino Community College District is to expand access and provide greater flexibility to distant learners utilizing current and new technologies to deliver educational opportunities and to facilitate the attainment of students' personal and academic goals.

Office Location

Office of Distributed Education, & Technology Services
SBCCD Annex
441 West Eighth Street
San Bernardino, 92401
909-384-4325

Office Hours

Monday - Friday 8:30 a.m. to 4:30 p.m.

Distributed Education Site

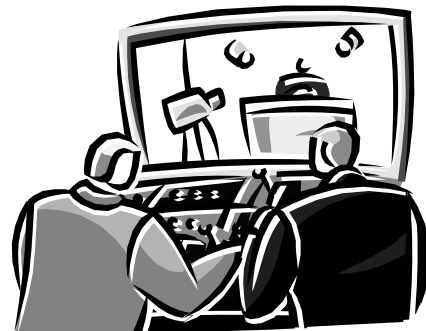
<http://learnonline.sbccd.cc.ca.us>

Requirements for Television Courses

- A television capable of receiving KVCR-TV via antenna (24), cable, or satellite.
- Be able to attend campus meetings, usually 5 per semester, and view programs weekly.

Registration

The preferred method of registration is online. The procedure for registering online is found on page 16.



INTERNET APPLICATION FOR ADMISSION

1. Using a computer with Internet connection, enter the address, <http://ccentral.sbccd.cc.ca.us>.
2. At that page, see on the left, **Crafton**. Under the campus heading, find the link titled **Application**, click on that link.
3. You may skip some of the steps and verify that you are already admitted by clicking on **Check System** after entering **ONLY** the first section of personal information, otherwise fill in all the blanks.
4. At the bottom, click on **Submit** (this process does **not** register you into classes).



Distributed Education Courses

Television and Online



ARE YOU A CANDIDATE FOR ALTERNATE DELIVERY CLASSES?

This assessment is being provided to help you decide if alternative delivered learning (TV or Online) is appropriate for you. This exercise is an indicator but not a definitive answer. This assessment covers two parts: Learning Style and Technical Aspects for TV and ONLINE.

Learning Style

- Do you stay on task without direct supervision?
- Can you prioritize your own workload and adhere to timelines?
- Do you usually understand and properly interpret written materials especially instructions?
- Could you allocate as much time in your schedule as you would for a “traditional” class but with more flexibility?
- Are you able to attend some class meetings on campus (usually 5 in a semester)?
- Would you enjoy the new experience of learning by way of television or a computer?
- If you answered YES to the “Learning Style” questions, continue to the next section.
- If you answered NO to any one of these questions, speak with an academic counselor before enrolling in a TV or Online class.

Technical Aspects for TV

- Do you have a television receiver available to you that can display broadcast channels?
- Can this television receive KVCR-TV, either with an antenna, satellite or a cable system?
- Do you have a video recorder as an option to record the programs for viewing according to your schedule?
- If you miss a program, could you go to the campus Learning Center to view the program?
- Would you be willing to lease the programs for a course on VHS tape as an option?
- If you answered YES to the “Technical Aspects for TV” questions, you meet the conditions for television delivery.
- If you answered NO to any one of these questions, speak with an academic counselor before enrolling in a TV or Online class.

Technical Aspects for ONLINE

- Do you have a computer system available to you that can access the Internet?
- Could you “go online” on a weekly basis, sometimes twice a week or more?
- Have you opened and sent e-mail messages?
- Have you installed a program after “downloading” it from a remote computer to your computer?
- Do you know how to “copy and paste” text from a word processing document to an email message?
- If you answered YES to the “Technical Aspects for ONLINE” questions, you meet the conditions for online delivery.
- If you answered NO to any one of these questions, speak with an academic counselor before enrolling in a TV or Online class.

Conditions

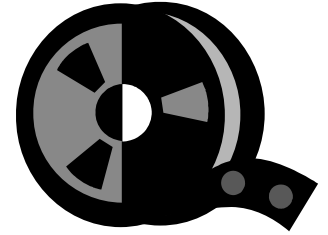
The TV and Online courses require structure, which you will create for yourself. You will need self-discipline to adhere to your self-made schedule. Much of the material covered in a Distributed Education course will require that you learn from reading textbooks, Internet-based articles, and written materials from the instructor. For some of the courses online, lectures are recorded by the instructor, which means you must use either a portable audio or a CD-Rom drive with a headphone or speaker.

Benefits

The beauty of Distributed Education learning is the flexibility of time available for you, as the student, to access the virtual classroom or to view TV programs. You can set your class time around your work schedule and family or social activities. You will soon realize the savings normally incurred with driving time and vehicle-related costs. If you take only D.E. courses you won't have to deal with parking constraints on a weekly basis. Plus, there may also be a reduction in childcare costs. You could also benefit by combining D.E. courses with traditional classes on campus. Now it's your choice. Check with an academic counselor to determine which classes you need, and see if they are offered via alternate delivery. Distributed Education may not be for everybody. However, for those who are self-motivated, it could prove to be an invaluable and rewarding experience.

Distributed Education Courses

Telecourse Information



WHAT IS A TELECOURSE?

Telecourses are professionally produced programs designed for broadcast in conjunction with classes that meet occasionally on campus, usually 5 meetings per semester. Each series is titled to reflect the subject matter of the course. A set of programs, up to 26, comprises a series and may be 30 or 60 minutes each in viewing time.

Telecourse Viewing Options

The printed airing times of the telecourses reflect those of only PBS affiliate KVCR-24, San Bernardino/Riverside. These telecourse programs are broadcast purposely in coordination with the semester system of the San Bernardino Community College District, CHC and SBVC. Other PBS stations also broadcast telecourses, as do consumer satellite systems (PBSU). However, those programs might not be shown within the timeframe of the academic courses offered by this Community College District.

The Learning Centers of both campuses accommodate the viewing of current telecourses. Conditions and restrictions apply. Call the Learning Center for specific information.

ACT Media offers a lease of the entire series of telecourse programs for an academic course, at a cost of around \$65. These VHS tapes are to be returned at the end of the academic semester. Seattle Community College District and ACT Media offer some of the telecourses streamed in a "video on demand" format. The service is available to students enrolled in telecourses worldwide (must have Internet Broadband Connectivity such as DSL, Cable Modem, or Wireless). The access fee is \$55 per telecourse. Contact ACT at (800) 745-5480 or access the "www.actmedia.org" Internet site.

How to Succeed in a Distributed Education Course

Successful students claim that determination, planning, and self-motivation are needed to complete a course that lacks the regular meetings of an on-campus structure. Here is a plan of action that might help you.

1. Attend the first campus meeting to meet the instructor, understand the course goals and requirements, and receive the course syllabus and assignments. Access the instructor's web site to get a copy of the syllabus and learn what is expected of you as an online student.
2. Read the study materials related to assignments as presented by the instructor. Take notes and highlight important information.
3. Watch the telecourse programs weekly. If you have a VCR, record the programs to review them, or make an appointment at the college Learning Center to view the programs. For online classes, log in to your online system weekly to keep up with new messages from the instructor and classmates.
4. Complete the assignments in the telecourse study guide and textbook after each program viewing. For online classes, be aware of due dates and don't wait until the last hour to send them.
5. Formulate a list of questions during your study time to present to the instructor at the telecourse campus meetings or to post by email to your online class.
6. Form a study group with other members of the class to review and discuss the content of the course.

Distributed Education Schedule (Telecourses)

Course	Meeting Day	Meeting Dates	Meeting Times	Meeting Location	Instructor Information
ANTHRO 102 (60)	Wednesdays	June 11, June 25, July 16, July 23, August 06	7:00-8:50pm	LADM-224	Kathryn Sorensen (909) 794-2161 Ext. 2664 ksorensen@craftonhills.edu
ASTRON 150 (60)	Thursdays	June 12, June 26, July 17, July 31, August 07	6:00-7:50pm	LADM-121	Staff
BIOL 123 (60)	Wednesdays	June 04, June 18, July 02, July 16, July 23	7:00-8:50pm	LADM-224	Mark Jonasson Office: LADM-226 (909) 389-3226 mjonasson@craftonhills.edu
GEOL 101 (60)	Tuesdays	June 10, June 24, July 15, July 29, August 05	6:00-7:50pm	LADM-106	Richard Hughes Office: LADM-105 (909) 389-3237 rihughes@craftonhills.edu
HIST 100 (60)	Mondays	June 02, June 16, July 30, July 07, July 21	6:00-7:50pm	LADM-121	Mario Perez Office: SSA-333 (909) 389-3352 maperez@craftonhills.edu
JOUR 135 (70)	Thursdays	June 05, August 07	7:00-8:50pm	LADM-224	Rick Hogrefe Office: SSA-314 (909) 389-3235 rhogrefe@craftonhills.edu
OCEAN 101 (60)	Mondays	June 09, June 23, July 14, July 28, August 04	6:00-7:50pm	LADM-121	Staff
POLIT 100 (60)	Thursdays	June 05, June 19, July 03, July 10, July 24	6:00-7:50pm	LADM-121	Volkan Kalender Phone: (909) 389-2668 vkalende@craftonhills.edu
SOC 100 (60)	Tuesdays	June 10, June 24, July 15, July 22, August 05	7:00-8:50pm	LADM-121	Patricia Shelby (909) 794-2161 Ext. 2610 pashelby@mac.com
SPEECH 135 (70)	Thursdays	June 05, August 07	7:00-8:50pm	LADM-224	Rick Hogrefe Office: SSA-314 (909) 389-3235 rhogrefe@craftonhills.edu

Distributed Education Schedule (Online/Hybrid Courses)

Course	Meeting Dates/Time	Notes	Meeting Location	Instructor Information
CIS 062 (01)	Not applicable	This is an online course with no on-campus meetings. Participation in this class requires that a student has access to a computer that is connected to the Internet.	Not applicable	Catherine Pace-Pequeno Office: CHS-236 Phone: (909) 389-3430 cpequeno@craftonhills.edu
CIS 211(01)	Not applicable	This is an online course with no on-campus meetings. Participation in this class requires that a student has access to a computer that is connected to the Internet.	Not applicable	Ann Willer awiller@craftonhills.edu
ECON 200 (70)	Not applicable	This course is entirely online, using the Blackboard management system. Contact the instructor for more information, fmansourian@craftonhills.edu .	Not applicable	Farhad Mansourian Office: SSA-329 Phone: (909) 389-3348 fmansourian@craftonhills.edu
ECON 201 (70)	Not applicable	This course is entirely online, using the Blackboard management system. Contact the instructor for more information, fmansourian@craftonhills.edu .	Not applicable	Farhad Mansourian Office: SSA-329 Phone: (909) 389-3348 fmansourian@craftonhills.edu
ENGL 101 (70)	Not applicable	This course is entirely online, using the Blackboard management system. Contact the instructor for more information, jashon@craftonhills.edu	Not applicable	Judith Ashton Office: LADM-300F Phone: (909) 389-3205 jashon@craftonhills.edu
JOUR 135 (70)	06/05/08 & 08/07/08 7:00-8:50pm	This class includes televised lectures aired on KVCR-TV and online requirements. Students must attend the first class meeting. At that time, instructions for the online components of the class will be distributed. Please note carefully the specific dates and times that students will be required to attend class.	LADM-224	Rick Hogrefe Office: SSA-314 (909) 389-3235 rhogrefe@craftonhills.edu
MUSIC 120 (70)	Not applicable	This course is entirely online, using the Blackboard management system. Contact the instructor for more information, mmconne@craftonhills.edu	Not applicable	Mark McConnell Office: PAC-310 (909) 389-3293 mmconne@craftonhills.edu
PCD 111 (70)	Not applicable	This course is entirely online, using the Blackboard management system. Contact the instructor for more information, akosmatk@craftonhills.edu	Not applicable	Arnie Kosmatka Office: SSB-206 (909) 389-3285 akosmatk@craftonhills.edu
SPEECH 135 (70)	06/05/08 & 08/07/08 7:00-8:50pm	This class includes televised lectures aired on KVCR-TV and online requirements. Students must attend the first class meeting. At that time, instructions for the online components of the class will be distributed. Please note carefully the specific dates and times that students will be required to attend class.	LADM-224	Rick Hogrefe Office: SSA-314 (909) 389-3235 rhogrefe@craftonhills.edu

WHO MAY APPLY

Admission to Crafton Hills College is open to those who meet any one of the following requirements:

1. Eighteen years of age or older and can benefit from instruction offered by the college, or
2. A high school graduate, or
3. Have a G.E.D (General Education Development Certificate), or
4. Have a California High School Proficiency Certificate or
5. Out-of-state residents and citizens of other countries here on student visas may also attend, subject to regulations. (Contact Admissions & Records).

NEW STUDENTS

(If you have never taken a course at CHC)

Before you register you must:

1. Fill out an application (inside schedule) or online www.craftonhills.edu. (a) take it to the Admissions Office in the Student Services Building (SSA), Room 213, or (b) mail it to the address on the application.
2. Have your official high school/college/university transcripts sent to the Admissions & Records Office
3. Participate in the assessment process to determine placement levels in English, Mathematics and Reading. The assessment schedule is on page 10 of this schedule. You must apply before you can go through the assessment process.
4. Participate in a New Student Orientation Session and develop a Student Educational Plan (SEP).

STUDENT MATRICULATION

New, non-exempt students enrolling in California community colleges must participate in a matriculation process. Matriculation is a process which brings together a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. The agreement includes an admission process, college orientation, pre-enrollment assessment, advisement and counseling for course selection, a suitable program of studies, and follow-up on student progress. The student agrees to express at least a broad educational objective at entrance. He or she also agrees to declare a specific educational objective within a reasonable period of enrollment, attend class and complete coursework diligently, and maintain progress toward an educational goal. The purpose of Matriculation is to ensure access to appropriate programs and courses offered by community colleges to all students who can benefit, and to facilitate successful completion of student educational objectives in accordance with applicable standards of educational quality as determined by the Board of Governors and local trustees.

MATRICULATION APPEALS

The college provides an appeals process for review of the following matriculation concerns:

1. Review of placement decisions.
2. Waiver & challenge of prerequisites.
3. Complaint of unlawful discrimination: If a student feels that assessment, orientation, counseling, prerequisites, or any other matriculation procedure is being applied in a discriminatory manner, he or she should consult with the Vice President of Student Services or designee (SSA-306).

ASSESSMENT

All new students entering Crafton Hills College who intend to complete a program of study at the college must be assessed for placement in English, mathematics and reading prior to enrollment. Exceptions will be made for those who have:

1. You have completed an Associate of Arts or Sciences degree or higher. (Provide Transcript)
2. You have completed 30 or more semester units of college work at another college or university. (Provide Transcript)
3. You have completed prerequisite courses with a grade of "C" or better. If you have not completed prerequisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. You have scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide Test Scores)
5. You are only enrolling in courses at Crafton Hills College to maintain a certificate or license requirements.
6. You are only enrolling in 6 units or less of courses for personal enrichment (e.g., PE, Music, Art) up to a cumulative total of 12 units (once you have reached 12 units of course work you will be required to participate in the assessment process).
7. You have taken a placement exam at one of the other San Bernardino or Riverside Counties community colleges or you have taken the Accuplacer Assessment Test at another college in the last two years and you provide scores and placement recommendations from the other college. (Provide Placement Results)

PROGRAM ADVISEMENT FOR CONTINUING STUDENTS

Counselors and faculty advisors are available in the Counseling Office during registration to assist students with planning their semester program of classes. Students are not required to stop at the Counseling Office if:

1. They are not on cumulative semester academic or progress probation.
2. They are a continuing student and they have a counselor-approved Student Education Plan (SEP) for the coming semester.
3. They already have a college degree.

La falta de un dominio completo del idioma inglés no prohibirá su admisión ni su participación en los prog-ramas educativos de Crafton Hills College. Sin embargo, en muchas clases, el estudiante necesitará entender el inglés hablado y escrito y la habilidad de hablar y escribir en inglés. Cualquier estudiante, con habilidades limitadas en inglés, que trate de matricularse será dirigido al Centro de Asesores/Carreras en la oficina SSB-201. Se recomienda que los estudiantes con un dominio limitado en inglés se inscriban en clases que se enfocan en desarrollar ese dominio (vea Reading 925X2 y LRC 960x4 para conseguir el dominio del idioma (inglés) que es necesario para tener éxito o para asegurar la seguridad personal en otras clases.

LANGUAGE REQUIREMENT

Limited English language skills will not prevent your admission and participation in the educational programs at Crafton Hills College. However, in many courses the student will need the ability to understand spoken and written English and the ability to speak and write English. Any student with limited English language skills who attempts to register will be referred to the Counseling Center in room SSB-201.

SHORT-TERM CLASSES

Students must be registered prior to the day of the first class meeting. Consult the Schedule of Classes for details on where classes are held and when they begin.

For a detailed listing of deadline dates for late start/short term classes, go to www.craftonhills.edu and click on Classes/Programs.

CANCELING CLASSES

The college reserves the right to cancel any class that does not meet minimum size requirements established by the District. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college.

CHILDREN ON CAMPUS AND IN THE CLASSROOM

Please be advised that children are not to be brought into the classroom or left unattended on the campus.

Crafton Hills College staff are well aware of the fact that in most cases children are brought to class or on the campus due to hardship situations. Children left unattended on the campus are exposed to a multitude of dangers due to the construction of the campus (stairs, ledges, etc.) and the terrain. In addition, they are often a distraction to faculty and others and, therefore, disrupt the educational process.

You are asked to please make arrangements for the care of your children. If assistance is needed in this regard, the Counseling Center is able to provide referral information.

RESIDENCY

Determination of Residence

- A. Adults — every person who is married or who is 18 years of age or older on the residence determination date may determine his or her own residence.
- B. Minors — those persons under 18 years of age may establish residence in accordance with the following:
 1. Married minors may establish their own residence.
 2. If the parents are separated permanently, the residence of the minor is the residence of the parent with whom he/she lives.
 3. If both parents are deceased, and there is no court-appointed guardian, the minor may establish his/her own residence.
 4. A student who remains in the state after his/her parents, who had legal residence in California, have established residence elsewhere, shall be entitled to retain resident classification until he/she has attained the age of majority and has resided in the state the minimum time necessary to become a resident so long as continuous attendance is maintained at the institution.
 5. A student may combine his/her time as a resident minor with his/her time as a resident adult to establish the one year necessary for California resident classification.

Required Documents For Residence Determination (Title 5: 54024(e))

The following factors are considered in determining California residency (a minimum of 3 must be provided):

1. Ownership of residential property or continuous occupancy of rented or leased property in California.
2. Registering to vote and voting in California.
3. Licensing from California for professional practice.
4. Active membership in service or social clubs.
5. Presence of spouse, children or other close relatives in the state.
6. Showing California as home address on federal income tax form.
7. Payment of California state income tax as a resident.
8. Possessing California motor vehicle license plates.
9. Possessing a California driver's license.
10. Maintaining a permanent military address or home of record in California while in the armed forces.
11. Establishing and maintaining active California bank accounts.
12. Being the petitioner for a divorce in California

Students Seeking Reclassification of Residence

Students who have been classified as non-residents are not automatically reclassified as residents. It is the responsibility of the students to request reclassification to residency status. The petition for reclassification must be submitted to the Admissions & Records office prior to registration for the term in which the student is seeking reclassification. The petition must be accompanied by documentation which verifies the student's intent to become a California resident, evidence of physical presence in California and evidence of financial independence. The law clearly states that the burden of proof of residence rests with the student. This request must be approved by the Dean of Student Services & Student Development Designee of Admissions & Records. Please call (909) 389-3372 for an appointment.

APPLICATION PROCEDURE

Every student must file an official application for admission. New students may submit their application online at www.craftonhills.edu. Returning students must complete a new application. The application (located in the center of this schedule) may be submitted by:

1. Mail (Address on back cover)
2. In person • Office Hours:

8:00 am to 7:00 pm	Monday through Thursday
8:00 am to 3:00 pm	Friday (through May)

Hours are subject to change.

If the applicant meets all admission requirements, acceptance for admission is automatic.

HIGH SCHOOL STUDENTS

Crafton Hills College may admit high school students who are capable of benefiting from advanced scholastic courses (i.e., college level), and are seeking educational opportunities not otherwise available to them.

To be eligible:

- You must have the recommendation of your high school principal.
- You must have parental consent.
- You must demonstrate adequate preparation in the discipline to be studied.
- You must have a GPA of 3.0 or higher (for vocational courses a 2.0 GPA is required).

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. **Late Adds: You must be prepared to pay for classes at the time you add**

Procedure:

Students who meet the eligibility requirements must submit (prior to the deadline) the following:

- Completed and signed CHC application
- Completed and signed Special Student Attendance form
- Completed and signed health form
- Official high school transcripts in a sealed envelope

All applications will be reviewed and decided by the Dean of Student Services. Upon approval, students may register for the **approved** classes beginning at open registration. (Check dates on page 2)

*** Course changes without prior approval by the Dean of Student Services & Student Development designee will result in an administrative withdrawal without notice.**

Crafton Hills College may restrict the admission/enrollment of high school students during any session based on any of the following criteria:

1. Age
2. Completion of a specified grade level, or
3. Demonstrated eligibility for instruction using assessment methods and procedures.

Once accepted into Crafton Hills College, all student records become property of the College and the student, regardless of age. Student records are administered in accordance with the Family Educational Rights to Privacy Act (FERPA), subsequently; no information will be disseminated to anyone other than the student. The student may give written permission to release information; however, in no case will information be released or discussed over the telephone. Regular attendance in class is a matter between the student and the instructor.



COURSE NUMBERING SYSTEM

Courses offered at Crafton Hills College make possible the selection of curricula that meet the requirements for most regular college and university majors as well as curricula that prepare the student for productive life in the community.

- 010-099** Multipurpose courses, but not generally applicable to the Baccalaureate degree.
- 100-299** Basic lower division courses applicable to the Associate degree; may also apply to Baccalaureate degree.
- 900-999** Courses not applicable to the Associate degree.

COURSE PREREQUISITES

Students planning to take a course that has a prerequisite, must have completed the prerequisite or will be blocked from registering in the class.

If a student feels they have met the prerequisite bring evidence (transcripts or placement scores from another college) to the Counseling Office to determine appropriate placement).

Courses having a prerequisite are identified in this class schedule with a notation of the prerequisite. Course descriptions are found in the current Crafton Hills College Catalog. Contact the Counseling Center during registration if you have questions arising from curricula sequence prerequisites.

ATTENDANCE

Regular and prompt attendance is expected of every student. Instructors may drop students who incur excessive absences. After a student has been dropped from a class for excessive absences, reinstatement will be at the discretion of the instructor.

Students may be dropped by the instructor for not attending the first class meeting. You are not entitled to a refund.

CREDIT/NO CREDIT GRADE POLICY

If you wish to be graded in any class on a Credit/No Credit basis, you must indicate by the end of the 4th week, or in the case of Summer Session or short-term course(s), no later than the end of the first 30% of the term.

You may take up to fifteen (15) units of Credit ("CR") courses to apply toward graduation requirements.

No course in your major or required by your major may be taken for Credit ("CR"); that is, subjects in your major must be taken for a letter grade basis. However, if you have completed courses for Credit ("CR") and subsequently declared a major in that course of study, the rule may be waived.

Units from Credit/No Credit courses will apply toward graduation, but are not included in the grade point average.

NON-DEGREE APPLICABLE COURSES

Courses numbered in the 900s do not apply toward a degree and are designed to provide the fundamental skills necessary for successful completion of other college courses. These include precollegiate courses in reading, writing, computation, learning skills, and study skills. Non-degree applicable courses are indicated by numbers from 900 to 999. In accordance with Title V, Section 55758.5 (b), grades earned in non-degree applicable courses are not included when calculating a student's degree-applicable grade point average.

Students will not receive credit for more than 30 units of basic skills course work taken in the San Bernardino Community College District. Basic Skills coursework earned in another community college district will not be counted toward the 30-unit limit.

WHAT ABOUT GRADES?

The following grading system has been adopted by Crafton Hills College for both day and evening students:

SYMBOL DEFINITION		GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory; units awarded not counted in GPA)	
NC	No Credit (less than satisfactory or failing; units not counted in GPA)	

By law, the instructor is the final authority on assignment of grades. When reported to the Admissions & Records Office, grades represent the instructor's decision as to the student's achievement. Grade changes are initiated through the instructor from whom the grade was received.

No grade will be changed for any reason or under any circumstances after three (3) years from the end of the term in which the grade was assigned. (SBCCD Board Policy 5040)

Note: When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud bad faith, or incompetence, shall be final. (California Education Code Section 76224(a); California Code of Regulation Sections 55760 (a) and 55758; SBCCD Board Policy 5540).



STUDENT GRIEVANCE POLICY

In accordance with Board Policy 5530, a student may initiate grievance proceedings against a college employee for any of the following reasons:

- Any act or threat of intimidation, harassment, discrimination or physical aggression.
- Any arbitrary action or imposition of sanctions without proper regard to due process as specified in college procedures.

Every effort shall be made to resolve a student complaint at the lowest level possible. A student must first attempt to resolve the issue directly by contacting the college employee most closely related to the origin of the alleged problem. Students not satisfied with the results of this attempt may then confer with the successive supervisors most closely related to the problem. The supervision succession to follow is generally the faculty chair, coordinator or supervisor, the appropriate dean, and then the appropriate vice president. If the alleged problem is still unresolved, the student may request a formal hearing by submitting a written request to any manager or employee in any area for delivery to the Vice President of Student Services who will assess which manager or vice president is to oversee the grievance process.

STANDARDS OF STUDENT CONDUCT

Creating a proper campus environment is also very important for academic and individual success. The SBCCD Board of Trustees has established district-wide standards of student conduct which will be enforced at all times. These rules of conduct are particularly important in large common areas such as the cafeteria, bookstore, vending areas, campus quads, and other highly frequented areas.

IN THE CLASSROOM

Creating a proper teaching and learning environment is imperative for getting a good education. Everyone at Crafton Hills College is responsible for helping to create this environment, including students. Simple rules of courtesy apply.

1. **Respect for the Instructor.** This includes arriving on time, not leaving early, bringing appropriate materials, not speaking with other students while the instructor or another student is talking, not bringing food or drink into the classroom, not being loud, boisterous, or argumentative.
2. **Respect for Other Students.** This includes not interfering with the rights of others to listen and participate, not being disrespectful, not using inappropriate language or harassing others in any way.
3. **Academic Honesty.** Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests or assignments, turning in work which is not one's own (i.e., plagiarism), talking during tests, furnishing false information to college personnel, or knowingly misrepresenting oneself to the college is grounds for disciplinary action. The consequences of cheating are severe and may include receiving a grade of "F" for the class or possible expulsion from the college.

4. **Instructor's Rights.** An instructor has the right to remove a student from class at any time he or she considers a student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Vice President of Student Services for disciplinary action as warranted.
5. **Student's Rights.** All students have a right to due process. If a conflict occurs, the student must first discuss the problem with the instructor. If this does not resolve the problem, the student should follow the procedures detailed in SBCCD Board Policy 5530, Student Grievances.

REPEATING COURSES

Generally students may take a course only once. The following are exceptions:

1. Certain activity-based courses may be repeated when the faculty have determined that students are best able to achieve the objectives of the course through repetition. If a course number includes the notation x2, x3, or x4, then the course may be taken 2, 3, or 4 times.
2. In accordance with Title 5, Section 55763 (c), students may also repeat courses that are necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Grades issued for repeating a course under this circumstance shall be included in the computation of the GPA.
3. Courses in which a substandard grade (D, F, or NC) was issued may be repeated one time. Only the units and grade for the course taken the second time will be used to compute the GPA and to count for degree or certificate requirements.
4. Courses in which a standard grade (A, B, C or CR) was issued may be repeated one time only upon petition establishing circumstances that will justify such repetition. Grades issued for repeating a course under this petition process will **not be counted** in the computation of the GPA.

Courses in which an "Incomplete" (I) has been recorded may not be repeated until a letter grade has been recorded.

Grades, once entered on a student's academic record, remain permanent unless changed by the instructor of record or pursuant to Education Code Section 76224. No grade will be changed after 36 months.

Student permanent records shall reflect all work attempted so that the student's transcript is a true and complete academic record pursuant to Administrative Code, Title 5, Section 55761. Prior course repetition actions by other accredited colleges may be honored when a student's permanent record is reviewed for degree or certificate requirements.

STUDENT WITHDRAWAL

Students are permitted to withdraw from classes with the notation of "W" on their permanent record through the first 75% of a class section. Students enrolled after the 75% will receive a grade in the class from the instructor according to the grading system of the college.

LAWS TO HELP STUDENTS:

Title IX

Congress passed Title IX of the Educational Amendment in 1972. Sex discrimination is prohibited in federally assisted, education programs. Title IX states: *No person in the United States shall, on the basis of sex, be excluded from participations in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.*

Title II

Title II of the Education Amendments of 1976 is Federal Legislation regarding Vocational Education. One of the purposes is to help all students receive the job training needed to become financially secure. Part of the law is: *To develop and carry out programs of Vocational Education within each state so as to overcome sex discrimination and sex stereotyping in Vocational Education programs and thereby furnish equal educational opportunities in Vocational Education to persons of both sexes.*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Federal and state laws do not permit access to or release of any information contained in student educational records to any unauthorized party or agency without proper court orders or signed waivers from the individual involved.

Crafton Hills College maintains a student record of everyone admitted which relates to requests for admission; transcripts of college work attempted; semester class enrollment data; placement test data; requests for financial assistance; VA authorization benefit forms. The College does not maintain a public directory.

Students may challenge the content of records by filing the proper petition. Grade revisions can be changed only by the instructor of record unless there is an administrative error. The college administrator in charge of record maintenance at Crafton Hills College is the Vice President, Student Services in the Student Services Building, Room 306.

Crafton Hills College students have the right to review their educational records at any time the Records Office is open. This office is extremely busy at certain times during the year and students will be invited to wait until records are computed and transcripts updated.

DISTRICT POLICE

It is a policy of the Board of Trustees for the San Bernardino Community College District to protect members of the entire college community and the property of Crafton Hills College. In accordance with this policy, the District maintains a Police Department 24 hours a day, 7 days a week. The officers are sworn and duly Commissioned Police Officers of the State of California as defined in section 830.32 of the Penal Code and 72330 of the California Education Code and authority extends to anywhere within the state.

FOR NON-EMERGENCIES: Contact the San Bernardino Community College District Police Department Office at (909) 389-3276. Our business office is located in the Lab Administration Building Communication Center Room 153 on the Crafton Hills Campus. Call this number to locate and/or turn in lost articles or to relay concerns for personal safety along with parking rules and regulations.

TO REPORT ANY CRIMINAL ACTION OR A LIFE-THREATENING EMERGENCY: Contact the San Bernardino Community College District Police Department at (909) 389-3275. Be aware that when the office is closed on nights and weekends the San Bernardino County Sheriff will dispatch for the District Police Department.

The San Bernardino Community College District is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the Communications Center room 153 and on the District Police website <http://www.sbccd.org>.



Non-Discrimination Policy

San Bernardino Community College District and its two colleges, Crafton Hills College and San Bernardino Valley College, are committed to non-discrimination. Our goal is to provide equal opportunities for all community members in all areas of the college including admission, student financing, student support facilities and activities, and employment. Federal laws and district policies strictly prohibit all types of discrimination, including sexual harassment and inequities based on race, color, religion, sex, age, marital status, physical disabilities or mental impairments, or sexual orientation. The District's non-discrimination policies are supported by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; and sections 503 and 504 of the Rehabilitation act of 1972, as amended.

Crafton Hills College is further committed to overcoming sex discrimination and sex stereotyping in career and technical education programs.

Students, job applicants, and employees may complain of any action which they believe discriminates against them on the above-cited grounds.

For information regarding the college's equal opportunity/affirmative action policies or to file a complaint, contact John Matulich, Vice Chancellor of Human Resources and Employee Relations District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. Telephone (909) 382-4041.

For information regarding the requirements of Section 503 and 504 of the Rehabilitation Act of 1973 or to file a complaint, contact Alex Contreras, Vice President, Student Services, Student Services Building, Room 306.

Complaints of sexual harassment may be registered with the College President or the Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. Telephone (909) 382-4041.

El Distrito de Colegios de la Comunidad de San Bernardino, y sus dos colegios, San Bernardino Valley College y Crafton Hills College, están comprometidos a no discriminar. Nuestra meta es proveerles la oportunidad igual a todos los miembros de la comunidad, en todos los aspectos del colegio, incluso los servicios de admisión de ayuda financiera, de facilidades & actividades estudiantiles y del empleo.

Las leyes federales y la políticas del Distrito prohíben absolutamente todo tipo de discriminación, incluso el acoso sexual, y la desigualdad, sea basada en la raza, el color, la religión, el sexo, la edad, el estado civil, la deshabilidad física o impedimentos mentales, o la orientación sexual. Las políticas antidiscriminatorias están apoyadas por los requisitos de los Títulos VI y VII del Acta de Derechos Civiles del 1964 con sus enmiendas; el Títulos IX de las Enmiendas de la Educación del 1972; el Acta sobre la Discriminación en el Empleo por la Edad del 1975; y Secciones 503 y 504 del Acta de Rehabilitación del 1972 con sus enmiendas.

Además, Crafton Hills College se compromete a vencer la discriminación por el sexo y los estereotipos sexuales en los programas de la educación vocacional. La falta de facilidad con el uso del inglés no será barrera a la admisión ni a la participación en los programas de la educación vocacional.

Los estudiantes, los solicitantes para el empleo y los empleados pueden quejarse de cualquiera acción que les parezca discriminar contra ellos por uno de los motivos antes descritos. Para información sobre la política del distrito o para quejarse: Póngase en contacto con:

Gloria Harrison, President or John Matulich, Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. Telephone (909) 382-4041.

AMERICANS WITH DISABILITIES ACT OF 1990 STATEMENT OF POLICY

It is the policy of Crafton Hills College to make our services, facilities, programs, and accommodations accessible to all people including people with disabilities, and comply fully with the provisions of the Americans with Disabilities Act of 1990.

If a disability prevents you from fully using our facility or enjoying our services and programs, we would like your input and ideas on how we can serve you better.

Any concerns, comments, or suggestions should be directed to the Vice President of Administrative Services at (909) 389-3210.

In compliance with the **Student Right to Know and Campus Security Act** of 1990 (Public Law 101-542), it is the policy of the San Bernardino Community College District and Crafton Hills College to make available to all students the completion rates of certificate, degree, or transfer-seeking first-time, full-time students entering college beginning in Fall 1995, and annually thereafter. This information is available in the college library and on the web at

<http://cccoco.edu>

Information on crime rates is available in the Communications Center (LADM-153)



Substance Abuse Policy and Resource Information

- San Bernardino Community College District strives to maintain a workplace free from the illegal use, possession or distribution of controlled substances as defined in the Controlled Substances Act. Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by employees in the workplace or on District business is prohibited. Employees shall not use illegal substances or abuse legal substances in a manner which impairs performance of assigned tasks.

- All employees are required to comply with this policy as a condition of their continued employment. An employee who violates this policy will be subject to disciplinary action which may include termination.

- Any employee convicted under a criminal drug statute for improper conduct in the workplace must report this conviction within five working days to the District Human Resources.

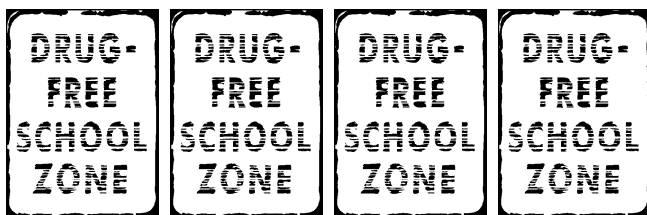
Standard of Student Conduct Policy 6060

Disciplinary action for good cause may be imposed upon a student by an instructor, an administrator, or the Board of Trustees for misconduct of the following while attending college classes or college sponsored activities:

- The use, sale or possession of hallucinogenic drugs or substance or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or the presence on campus of anyone under the influence of such drugs or substances.

- The use or possession of alcoholic beverages on college property or at any college sponsored event or the presence on campus of anyone under the influence of alcohol.

- Any student who violates this policy will be subject to disciplinary action which may include expulsion.



- Illicit drugs use and alcohol abuse account for two-thirds of violent behavior, one-half of all injuries, one-third of all emotional difficulties and one-third of all academic problems on college campuses. Students must be aware that substance abuse leads to financial, health, psychological, work, school and legal problems. **For more information on health risks associated with Alcohol and other Drugs please refer to www.craftonhills.edu then link to Student Resources and Health & Wellness Center.**

Are you at Risk?

- If you answer yes to one or more of the following, there is a problem.
 - Have you blacked out after using drugs or alcohol?
 - Have you been arrested during or after you were drinking or using drugs?
 - Do you drink or use drugs to get wasted?
 - Has someone close to you, talked with you about your alcohol or drug usage?
 - Does a family member have an alcohol or other drug problem, or had one in the past?

Confidential Resources for Help:

Health and Wellness Center	(909) 389-3272
CHC, Counseling Center	(909) 389-3366
Alcoholics Anonymous Meeting Referrals	(909) 825-4700
Alcoholics Anonymous Website:	www.alcoholics-anonymous.org
Narcotics Anonymous Meeting Referrals	(909) 795-0464
Narcotics Anonymous Website:	www.na.org/index.htm
National Database of Drug and Alcohol Treatment	www.samhsa.gov
Alcohol and your College Experience	www.factsontap.org
Drug Help	www.drughelp.org
California Alcohol & Drugs Programs	www.adp.state.ca.us

Procedure to Add Classes Online After the Term Begins

If you do **not** have access to the internet, take the Authorization Code to the Admissions & Records Office for assistance (Computers are available.)

Attend the first class meeting of the course you wish to add
If space is available, ask the instructor for an Authorization Code

1. Login to www.craftonhills.edu (Username = Student Email Address Initial Password= 6 Digit Date of Birth)
If you have forgotten your password click on the "Help" link at the login prompt or call 1-877-241-1756
2. Click on "CHC" link next to "Register for Classes"
 CHC | SBVC - "Register for Classes"
3. Click on the appropriate term
4. Click on "Add New Section"
5. Enter the 4 digit reference # in the box provided and press Enter
(only one class can be added at a time)
6. When prompted, enter the Authorization Code the instructor has provided
7. Follow the prompts and instructions on the screen
8. Pay **ALL** registration fees immediately to avoid being administratively dropped from all your classes. Pay online using Visa or MasterCard
The Authorization Code should be used **IMMEDIATELY** to guarantee official enrollment.

IMPORTANT!

The "Use by" date printed on the Authorization Code label is the **LAST** date for students to add courses and last date to receive refund of enrollment fees for full term classes. You will **NOT** be permitted to add the class once the date has expired



STUDENT RESPONSIBILITIES:

- You are 100% responsible for officially adding the class; **NEVER** assume the instructor will add you
- You **MUST** be prepared to pay for your class at the time you add; Financial Aid/BOG recipients **MAY** still owe fees
- You are 100% responsible for knowing all registration deadlines and policies; Check CHC website or class schedule
- You are 100% responsible for dropping a class; **NEVER** assume the instructor will drop you
- A registration class/fee statement will be e-mailed to you after adding and paying for the class(es)

Note:

Your registration class/fee statements will not be mailed

If you experience difficulties in using the Authorization Code you **MUST** contact the Admissions and Records Office on or before the "Use by" (last date to add) date printed on your Authorization Sticker.

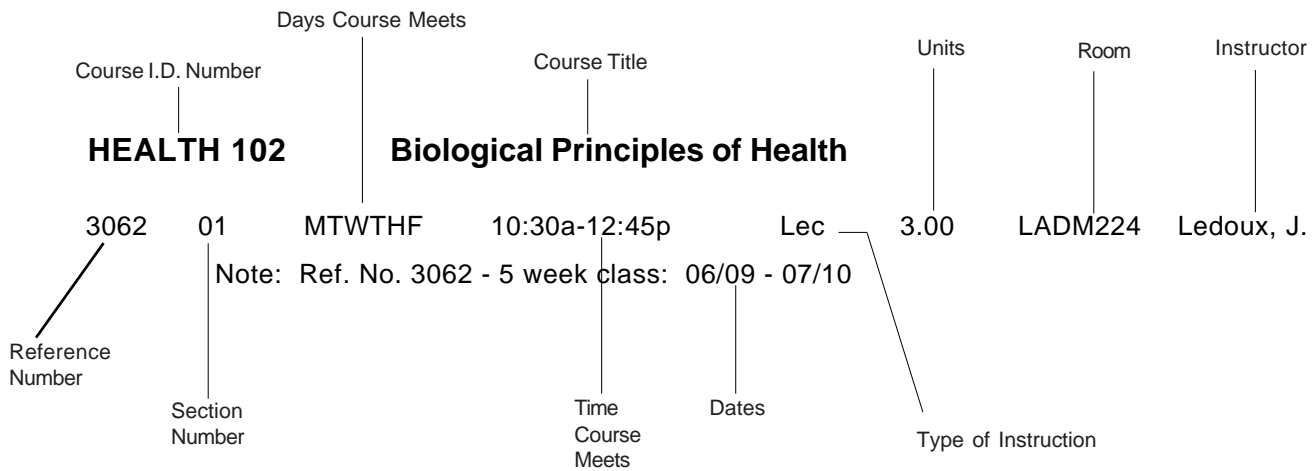
Telephone # (909) 389-3372 • Email: admissions@craftonhills.edu

YOU MAY NOT:

- Attend a class that you have **NOT** officially added (instructors will **NOT** add you)
- Add beyond the "Use by" (last day to add deadline) date printed on your authorization code sticker
- Add a class for which you have not successfully met the pre-requisite
- Add a class if you have an academic or financial holds
- Obtain a registration statement form from the Admissions & Records Office if you have an owing balance

You are advised **NOT** to purchase textbooks/materials if you have not officially added the class and/or you have an owing balance. Text books and class materials may not be 100% refundable after purchase, check with the Bookstore for details.

HOW TO READ THE SCHEDULE OF CLASSES



Financial Aid Now



Ask Me How

Many hundreds of our students are missing out on the Board of Governor's Waiver (BOG) by not completing the Free Application for Federal Student Aid (FAFSA). Even if you do not qualify for any Federal Grant programs, you could receive a Board of Governor's Waiver from the State of California. The Waiver covers the \$20.00* per unit tuition. You could use the cost savings for books!

In addition to the Waiver, there are Pell grants, Supplemental Educational Opportunity grants, a Federal Work-Study program, and scholarships.

To learn more about scholarships, grants, loans and the work-study program, drop by the Financial Aid Office on campus and ask for the Free Application for Federal Student Aid (FAFSA) and The Student Guide from the U.S. Department of Education or go to:

www.fafsa.ed.gov

Our school code is: **009272**

**For more information,
call Financial Aid.**

(909) 389-3223

** Accurate at the time of printing.*

Ref Sec Days Time Type/Units Room Instructor

ALLIED HEALTH

AH 101 Medical Terminology 3.00 Units

Instruction in the usage, spelling, pronunciation, and meaning of terminology used to describe the human body.

Associate Degree Applicable
Course credit transfers to CSU.

0002	01	MTW	10:30a-01:20p	LEC	3.00	CHS-123	Bell,R
Note: Ref. No. 0002 - 6 week class: 06/02 - 07/10							
0004	02	TWTH	06:00p-08:50p	LEC	3.00	CHS-123	Bell,T
Note: Ref. No. 0004 - 6 week class: 06/02 - 07/10							

AMERICAN SIGN LANGUAGE

ASL 101 American Sign Language I 4.00 Units

Introduction to American Sign Language as used by the deaf community in the United States.

NOTE: This course corresponds to the first year of high school American Sign Language.

Associate Degree Applicable
Course credit limited transfer CSU & UC.
Contact a counselor for details.
DEPARTMENTAL RECOMMENDATION: ENGL 015

0006	01	MTWTH	07:30a-10:20a	LEC	4.00	CDC-115	Pelletier,A
Note: Ref. No. 0006 - 6 week class: 06/23 - 07/31							

ANATOMY

ANAT 101 Essentials of Human Anatomy and Physiology 4.00 Units

Lecture and laboratory course emphasizing the basic structural, functional, and developmental stages of the human body. Introductory survey of the human body in one semester. Essentials of structure and function in each of the eleven body systems covered.

Associate Degree Applicable
Course credit transfers to CSU.

0008	01	MTWTH	10:30a-12:10p	LEC	4.00	LADM-224	Jonasson,M
		MW	07:30a-10:30a	LAB		LADM-225	Jonasson,M
Note: Ref. No. 0008 - 8 week class: 06/02 - 07/24							
0009	02	MTWTH	10:30a-12:10p	LEC	4.00	LADM-224	Jonasson,M
		TTH	07:30a-10:30a	LAB		LADM-225	Jonasson,M
Note: Ref. No. 0009 - 8 week class: 06/02 - 07/24							

Ref Sec Days Time Type/Units Room Instructor

ANAT 150 Human Anatomy and Physiology I

4.00 Units

This is a lecture and laboratory course emphasizing an advanced understanding of the structural and functional aspects of the human body. This course is the first in a two semester series. The course covers biochemistry, cytology, cellular metabolism, histology, osteology, articulations, myology, and the integumentary, and nervous systems.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) BIOL SEQ B

0010	01	MTWTH	12:20p-02:00p	LEC	4.00	LADM-224	Jonasson,M
		MW	02:00p-05:00p	LAB		LADM-225	Jonasson,M
Note: Ref. No. 0010 - 8 week class: 06/02 - 07/24							
0011	02	MTWTH	12:20p-02:00p	LEC	4.00	LADM-224	Jonasson,M
		TTH	02:00p-05:00p	LAB		LADM-225	Jonasson,M
Note: Ref. No. 0011 - 8 week class: 06/02 - 07/24							

ANTHROPOLOGY

ANTHRO 102 Cultural Anthropology 3.00 Units

Introduction to the nature of human culture through a survey of the range of cultural phenomena of tribal and peasant peoples, linguistics, and other related topics.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) ANTH 4
DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

0012	01	TWTH	07:30a-10:30a	LEC	3.00	LADM-224	Sorensen,K
Note: Ref. No. 0012 - 5 week class: 07/08 - 08/08							

0014	60	W	07:00p-08:50p	LEC	3.00	LADM-224	Sorensen,K
			06/11/08				
		W	07:00p-08:50p	LEC		LADM-224	Sorensen,K
			06/25/08				
		W	07:00p-08:50p	LEC		LADM-224	Sorensen,K
			07/16/08				
		W	07:00p-08:50p	LEC		LADM-224	Sorensen,K
			07/23/08				
		W	07:00p-08:50p	LEC		LADM-224	Sorensen,K
			08/06/08				
		ARR	1.25 HRS/WK	LEC			Sorensen,K

Note: Ref. No. 0014 - 8 week class: 06/11 - 08/06
 This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Lab/Administration Building (LADM), Room 224 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.



Ref	Sec	Days	Time	Type/Units	Room	Instructor
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ANTHROPOLOGY

ANTHRO 107 The United States and the North American Indians 3.00 Units

A survey of the history and culture of North American Indian groups from first contact to the present, including examination of American policies, traditional cultural elements, and current issues.

This course is also offered as HIST-107.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

0016	01	TWTH	07:30a-10:20a	LEC 3.00	LADM-224	Sorensen,K
Note: Ref. No. 0016 - 5 week class: 06/02 - 07/03						

ART

ART 100 Art History I: Prehistoric Art to Medieval Art 3.00 Units

Survey of outstanding periods in the history of Western Art, tracing the relationship between the arts and the society which produced them. Required of all art majors and open to non-art majors.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) ART 2

CAN (California Articulation Number) ART SEQ A

0018	01	MW	06:00p-09:20p	LEC 3.00	BC-101	Staff
Note: Ref. No. 0018 - 7 week class: 06/02 - 07/17						

ART 102 Art History II: Renaissance Art to Modern Art 3.00 Units

Survey of the arts and history in Western Europe from Renaissance to the Twentieth Century. Required of all art majors and open to non-art majors.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) ART 4

CAN (California Articulation Number) ART SEQ A

0020	01	TWTH	10:30a-01:10p	LEC 3.00	PAC-309	Staff
Note: Ref. No. 0020 - 7 week class: 06/02 - 07/17						

ART 126X4 Painting 3.00 Units

Exploration of concepts, techniques, and materials of painting.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) ART 10

Note: ART 126X4 may be taken 4 times

0022	01	MTWTH	09:00a-10:15a	LEC 3.00	OE1-101	Staff
		MTWTH	10:16a-12:45p	LAB	OE1-130	Staff
Note: Ref. No. 0022 - 7 week class: 06/02 - 07/17						

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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ASTRONOMY

ASTRON 150 Introduction to Astronomy 3.00 Units

Introduction to the ideas, concepts, and theories of astronomy including celestial motion, properties and evolutions of the solar system, stars, galaxies, and cosmology.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATION: PHYSIC 100

0024	60	TH	07:00p-08:50p	LEC 3.00	LADM-121	Thurman,L
			06/12/08			
		TH	07:00p-08:50p	LEC	LADM-121	Thurman,L
			06/26/08			
		TH	07:00p-08:50p	LEC	LADM-121	Thurman,L
			07/17/08			
		TH	07:00p-08:50p	LEC	LADM-121	Thurman,L
			07/31/08			
		TH	07:00p-08:50p	LEC	LADM-121	Thurman,L
			08/07/08			
		ARR	1.25 HRS/WK	LEC		Thurman,L

Note: Ref. No. 0024 - 8 week class: 06/12 - 08/07

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Lab/Administration Building (LADM), Room 121 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

BIOLOGY

BIOL 100 General Biology 4.00 Units

Study of the biological principles including those in cellular biology, human anatomy and physiology, animal and plant structure and function, genetics, evolution, and ecology.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0026	01	MTWTH	10:00a-12:15p	LEC 4.00	CHS-122	Greyraven,C
		MW	07:30a-09:45a	LAB	LADM-211	Greyraven,C
Note: Ref. No. 0026 - 6 week class: 06/23 - 07/31						
0028	02	MTWTH	10:00a-12:15p	LEC 4.00	CHS-122	Greyraven,C
		TTH	12:30p-02:45p	LAB	LADM-211	Greyraven,C
Note: Ref. No. 0028 - 6 week class: 06/23 - 07/31						

BOLD print on time pattern denotes evening classes

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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BIOL 123 Ecology and Environment 3.00 Units

Study of the basic concepts of ecology including the physical environment, ecosystems, energy production and transfer, and the impact of humans on ecosystems.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0030	60	W	07:00p-08:50p 06/04/08	LEC 3.00	LADM-224	Jonasson,M
		W	07:00p-08:50p 06/18/08	LEC	LADM-224	Jonasson,M
		W	07:00p-08:50p 07/02/08	LEC	LADM-224	Jonasson,M
		W	07:00p-08:50p 07/16/08	LEC	LADM-224	Jonasson,M
		W	07:00p-08:50p 07/23/08	LEC	LADM-224	Jonasson,M
		ARR	1.25 HRS/WK	LEC		Jonasson,M



Note: Ref. No. 0030 - 8 week class: 06/04 - 07/23

This telecourse includes televised lectures aired weekly on KVCRC-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the LAB/ADMINISTRATION Building (LADM), Room 224 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

BUSINESS ADMINISTRATION**BUSAD 155 Human Relations in the Workplace 3.00 Units**

Examination of individual, group and organizational behavior as it affects performance and productivity in the workplace.

This course is also offered as SPEECH-155.

Associate Degree Applicable

Course credit transfers to CSU.

0032	01	TTH	06:00p-09:30p	LEC 3.00	BC-104	Newman,R
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Note: Ref. No. 0032 - 7 week class: 06/23 - 08/07

CHEMISTRY**CHEM 101 Introduction to Chemistry 4.00 Units**

A one-semester course introducing the study of matter and its properties. Topics include atomic structure, bonding, nomenclature, stoichiometry, chemical reactions, periodic table and organic chemistry. Includes a laboratory component that emphasizes concepts discussed in lecture.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

CAN (California Articulation Number) CHEM 6

PREREQUISITE: MATH 090 or eligibility for MATH 095 as

determined through the Crafton Hills College assessment process

0034	01	MTWTH	08:00a-10:15a	LEC 4.00	CHS-242	Kimbrough,P
		MW	10:25a-02:50p	LAB	CHS-232	Kimbrough,P
						Note: Ref. No. 0034 - 6 week class: 06/23 - 07/31
0036	02	MTWTH	08:00a-10:15a	LEC 4.00	CHS-242	Kimbrough,P
		TTH	10:25a-02:50p	LAB	CHS-232	Kimbrough,P
						Note: Ref. No. 0036 - 6 week class: 06/23 - 07/31

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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CHEM 102 Introduction to Organic Chemistry 4.00 Units

A one-semester course introducing the study of organic compounds. Topics include structure, nomenclature, properties, reactions, synthesis and biochemistry. Includes a laboratory component that emphasizes concepts discussed in lecture.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

CAN (California Articulation Number) CHEM 8

PREREQUISITE: CHEM 101 or CHEM 150

0038	01	MTWTH	07:00a-09:25a	LEC 4.00	CHS-237	Boebinger,K
		MTW	09:35a-12:55p	LAB	CHS-238	Boebinger,K
						Note: Ref. No. 0038 - 5 week class: 06/02 - 07/03

CHILD DEVELOPMENT**CD 105 Child Growth and Development 3.00 Units**

Study of human development from conception through adolescence within cultural and family contexts. Examination of cognitive, physical, social and emotional development. Observational study of children.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0040	01	TTH	06:00p-09:50p	LEC 3.00	CDC-115	McPeck,C
						Note: Ref. No. 0040 - 6 week class: 06/02 - 07/10

COLLEGE LIFE**CHC 100 Student Success and the College Experience 3.00 Units**

Introduction to the college experience, including academic and self-assessment strategies for success.

Associate Degree Applicable

Course credit transfers to CSU.

0042	01	MTWTH	08:00a-10:15a	LEC 3.00	CL-110	Dial,T
						Note: Ref. No. 0042 - 6 week class: 06/23 - 07/31
						Note: This section is linked to ENGL 914-03. This means students enrolling in CHC 100-01 (directly above) must also enroll and remain enrolled in ENGL 914-03. For more information about this learning community, see a counselor.

For a detailed listing of deadline dates go to www.craftonhills.edu and click on Classes/Programs

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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COMPUTER INFORMATION SYSTEMS

IMPORTANT NOTES for CIS 062:

- (1) This is an online course with no on-campus meetings.
- (2) The instructor can be reached at cpequeno@craftonhills.edu.
- (3) Participation in this class requires that a student has access to a computer that is connected to the Internet.



CIS 062 Introduction to Online Learning 1.00 Unit

Introduction to online learning with an emphasis on the skills necessary to become a successful online learner. Note: This course should be taken before enrolling in an online course.

*Graded on Credit/No Credit basis only.
Associate Degree Applicable*

0044	01	ARR	9 HRS/WK	LEC 1.00		Pace-Pequeno, C
Note: Ref. No. 0044 - 2 week class: 06/23 - 07/07						

CIS 101 Introduction to Computer and Information Technology 3.00 Units

Introduction to computer and information technology. Includes an overview and the use of computer software including word processing, spreadsheets, presentation applications and databases. No previous computer experience is required.

This course is also offered as BUSAD-230.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) CSCI 2

0046	01	MW	08:00a-10:50a	LEC 3.00	LADM-216	Romano, N
Note: Ref. No. 0046 - 8 week class: 06/02 - 07/24						

0048	02	MW	06:00p-08:50p	LEC 3.00	LADM-216	Romano, N
Note: Ref. No. 0048 - 8 week class: 06/02 - 07/24						

CIS 114 C++ Programming I 3.00 Units

Introduction to the C++ programming language. Includes program development and implementation.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

DEPARTMENTAL RECOMMENDATIONS: CIS 101

0050	01	TTH	06:00p-08:50p	LEC 3.00	LADM-216	Walter, M
Note: Ref. No. 0050 - 8 week class: 06/02 - 07/24						

CIS 163 Introduction to PhotoShop 3.00 Units

Design, creation, and manipulation of original and existing images and photographs using PhotoShop.

Associate Degree Applicable

Course credit transfers to CSU.

0052	01	MW	11:00a-01:50p	LEC 3.00	LADM-216	Walter, M
Note: Ref. No. 0052 - 8 week class: 06/02 - 07/24						

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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CIS 211 Cascading Style Sheet (CSS) Web Design 3.00 Units

Introduction to Cascading Style Sheets (CSS) and their application to the design and creation of Web sites.

Associate Degree Applicable

Course credit transfers to CSU.

PREREQUISITE: CIS 111

0054	01	ARR	6 HRS/WK	LEC 3.00		Willer, A
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Note: Ref. No. 0054 - 8 week class: 06/02 - 07/24



(1) This is an online course with no on-campus meetings.

(2) The instructor can be reached at awiller@craftonhills.edu.

(3) Participation in this class requires that a student has access to a computer that is connected to the Internet.

ECONOMICS

ECON 200 Principles of Macroeconomics 3.00 Units

Introduction to the basic mechanisms of macroeconomics, including key concepts, theories, policies and institutions such as GDP, fiscal and monetary policies, the Federal Reserve System, the classical and Keynesian theories, and budget deficit.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) ECON 2

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and MATH 090 as determined through the Crafton Hills College assessment process

0056	70	ARR		LEC 3.00 -		Mansourian, F
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Note: Ref. No. 0056 - 6 week class: 06/02 - 07/10



This course is entirely online, using the Blackboard management system.

Contact the instructor for more information, fmansourian@craftonhills.edu.

ECON 201 Principles of Microeconomics 3.00 Units

An introduction to economic principles that govern production, exchange, distribution and consumption in a capitalist economy.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) ECON 4

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and MATH 095 as determined through the Crafton Hills College assessment process

0058	70	ARR		LEC 3.00 -		Mansourian, F
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Note: Ref. No. 0058 - 6 week class: 06/02 - 07/10



This course is entirely online, using the Blackboard management system.

Contact the instructor for more information, fmansourian@craftonhills.edu.

For current updated information on classes,
go to www.craftonhills.edu

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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EMERGENCY MEDICAL SERVICES

The four classes described below - EMS 020, EMS 021X20, EMS 022 and EMS 023 - must be taken together as blocked.

NOTE: There will be a MANDATORY ORIENTATION for all students enrolled in these four classes on Monday, June 23, 2008 from 9:00am to 12:00 Noon in OE1-127.

FINANCIAL AID ALERT: This class will not qualify for, or will reduce eligibility for, Federal Financial Aid. Contact the Financial Aid Office (CL-214).

EMS 020 Emergency Medical Technician-I/ EMT-Basic 6.00 Units

Introduction in all facets of U.S. DOT T22CCR required of basic life support measures, CPR, and the use of appropriate emergency medical equipment and supplies.

Associate Degree Applicable
PREREQUISITES: Must be 18 years of age at the time of registration. Must be able to provide proof of a clear Department of Justice background check upon completion.
COREQUISITES: EMS 021X20, EMS 022, EMS 023, and meet U.S. DOT Requirements
DEPARTMENTAL RECOMMENDATIONS: Good dexterity and coordination abilities, the ability to work in small areas in different positions and at times on the ground or floor, and good physical condition with the ability to lift up to 150 pounds

EMS 021X20 Preventing Disease Transmission for Emergency Medical Technician-I/EMT-Basic 0.50 Unit

Disease transmission and infection control practices, including occupational exposure management and legal concerns. Designed for emergency medical services, hospital and public safety personnel

Graded on Credit/No Credit basis only.
Associate Degree Applicable
Note: EMS 021X20 may be taken 20 times
COREQUISITES: EMS 020, EMS 022, and EMS 023

EMS 022 Basic Life Support for Emergency Medical Technician-I/EMT-Basic 0.50 Unit

Knowledge and skills of cardiopulmonary resuscitation (CPR) for victims of all ages including ventilation devices, automated external defibrillator, and foreign-body airway obstruction. This course meets the 2005 Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the healthcare provider level.

Graded on Credit/No Credit basis only.
Associate Degree Applicable
COREQUISITES: EMS 020, EMS 021X20, and EMS 023

EMS 023 Hazardous Materials First Responder Awareness for Emergency Medical Technician-I/EMT-Basic 0.50 Unit

Instruction in the recognition of hazardous materials events, action responses to the events and hazard assessment techniques. Satisfies the requirements for all healthcare workers at the hazardous materials awareness level.

Graded on Credit/No Credit basis only.
Associate Degree Applicable
COREQUISITES: EMS 020, EMS 021X20, and EMS 022

NOTE: There will be a MANDATORY ORIENTATION for all students enrolled in these four classes on Monday, June 23, 2008 from 9:00am to 12:00 Noon in OE1-127.

EMS 020:						
0060	01	TWTH	08:30a-12:05p	LEC	6.00	OE1-127 Jeffers,C
		TWTH	01:00p-04:35p	LAB		OE1-127 Jeffers,C
		ARR	2.67 HRS/WK	CLINC		OE1-127 Jeffers,C
		ARR	4 HRS/WK	FIELD		OE1-127 Jeffers,C

Note: Ref. No. 0060 - 6 week class: 06/24 - 07/31
FINANCIAL AID ALERT: This class will not qualify for, or will reduce eligibility for, Federal Financial Aid. Contact the Financial Aid Office CL-214.
IMPORTANT: You must also register in EMS 021X20, EMS 022 and EMS 023.

EMS 021X20:						
0062	01	M	09:00a-12:50p	LEC	0.50	OE1-127 Verosik,E
		M	02:00p-05:50p	LEC		OE1-127 Verosik,E

Note: Ref. No. 0062 - 1 week class: 07/14 - 07/14
FINANCIAL AID ALERT: This class will not qualify for, or will reduce eligibility for, Federal Financial Aid. Contact the Financial Aid Office CL-214.
IMPORTANT: You must also register in EMS 020, EMS 022 and EMS 023.

EMS 022:						
0064	01	M	09:00a-12:50p	LEC	0.50	OE1-120 Commander,J
			06/30/08			
		M	02:00p-05:50p	LEC		OE1-120 Commander,J
		M	09:00a-12:50p	LAB		OE1-120 Commander,J
			07/07/08			
		M	02:00p-05:50p	LAB		OE1-120 Commander,J

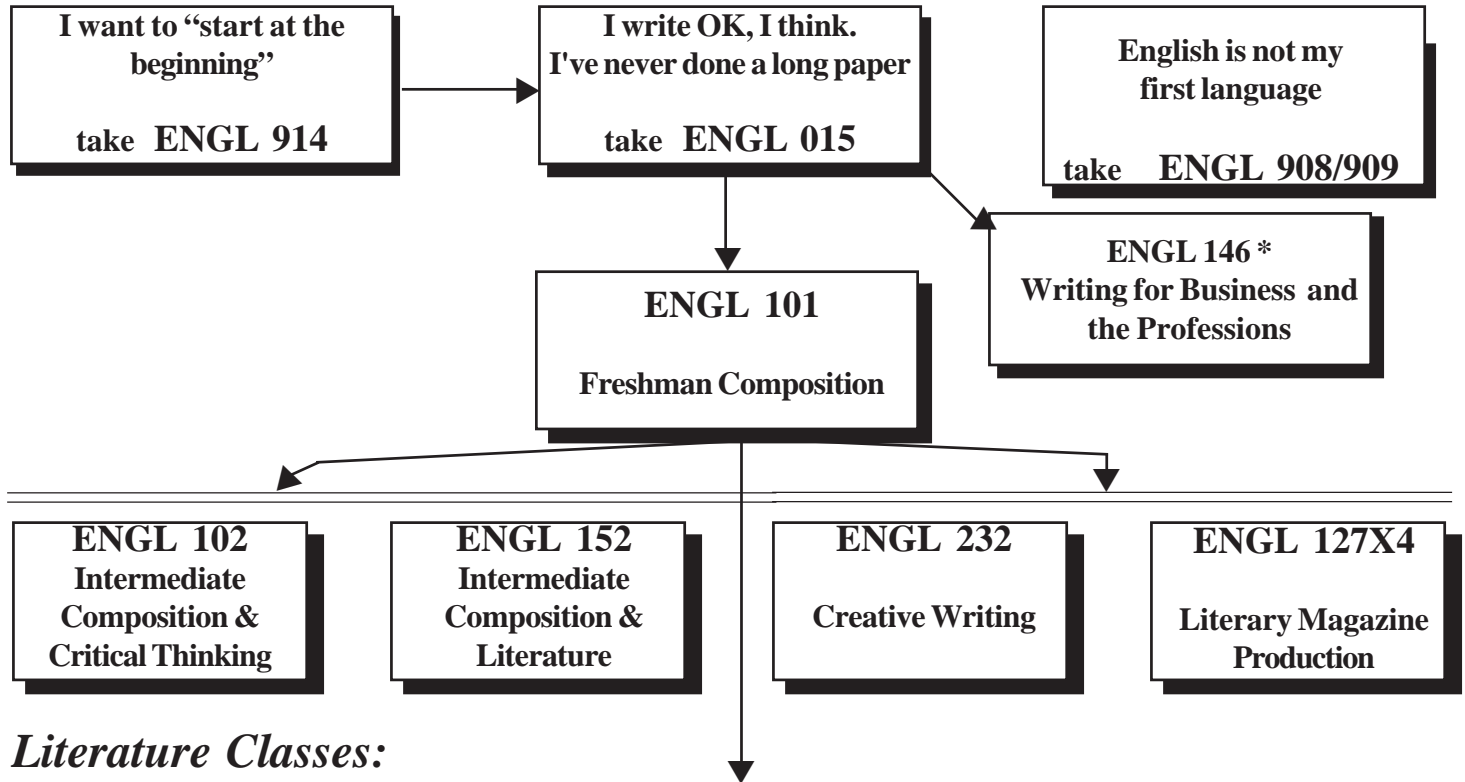
Note: Ref. No. 0064 - 2 week class: 06/30 - 07/07
FINANCIAL AID ALERT: This class will not qualify for, or will reduce eligibility for, Federal Financial Aid. Contact the Financial Aid Office CL-214.
IMPORTANT: You must also register in EMS 020, EMS 021X20 and EMS 023.

EMS 023:						
0066	01	M	09:00a-12:50p	LEC	0.50	OE1-127 Commander,J
		M	02:00p-05:50p	LEC		OE1-127 Commander,J

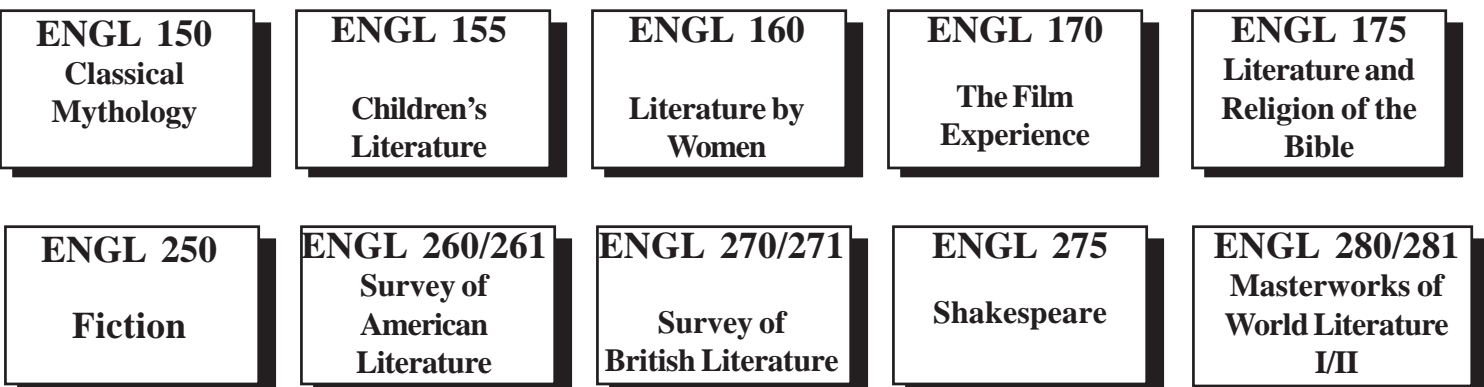
Note: Ref. No. 0066 - 1 week class: 07/21 - 07/21
FINANCIAL AID ALERT: This class will not qualify for, or will reduce eligibility for, Federal Financial Aid. Contact the Financial Aid Office CL-214.
IMPORTANT: You must also register in EMS 020, EMS 021X20 and EMS 022.

Levels and Order of English Classes

The ability to think and reason and communicate using written language is an essential skill. There are several possible starting points for you to enter at the right level. Starting at the right class will let you move from class to class successfully and get to the point you need in the shortest amount of time. A Counselor can show you the skills needed for each class and help you decide.



Literature Classes:



*Meets associate degree graduation requirement in English but does not fulfill the transfer requirement to CSU or UC.



Visit The Writing Center In the Learning Center 3rd floor of the Library Building

Monday - Thursday	7:30 a.m. - 4:30 p.m.
Friday	7:30 a.m. - 4:00 p.m.
Saturday	9:00 a.m. - 1:00 p.m.

Ref Sec Days Time Type/Units Room Instructor

ENGLISH

ENGL 914 Basic English Skills 4.00 Units

Instruction in basic English grammar, including parts of speech, sentence construction, subjects, predicates, objects, verb tenses, spelling rules, vocabulary development, agreement, case, voice, usage, capitalization, and proper punctuation. Includes instruction in the principles of writing effective paragraphs, including framing topic sentences, developing appropriate support, and using transitions.

Not Applicable to the Associate Degree

0068	01	MTWTH	07:30a-10:20a	LEC 4.00	CL-217	Bartlett,R
Note: Ref. No. 0068 - 6 week class: 06/23 - 07/31						
0070	03	MTWTH	10:30a-01:20p	LEC 4.00	CL-219	Nellis, J
Note: Ref. No. 0070 - 6 week class: 06/23 - 07/31						
Note: This section is linked to CHC 100-01. This means students enrolling in ENGL 914-03 (directly above) must also enroll and remain enrolled in CHC 100-01. For more information about this learning community, see a counselor.						
0072	02	MTWTH	06:00p-08:50p	LEC 4.00	CL-217	Loan,J
Note: Ref. No. 0072 - 6 week class: 06/23 - 07/31						

ENGL 015 Preparation for College Writing 4.00 Units

Study of the fundamental skills necessary for effective expository writing.

Associate Degree Applicable

PREREQUISITE: ENGL 914 or eligibility for ENGL 015 as determined through the Crafton Hills College assessment process

0074	01	MTWTH	07:30a-10:20a	LEC 4.00	CL-216	Bouslough,G
Note: Ref. No. 0074 - 6 week class: 06/23 - 07/31						
0076	02	MTWTH	01:30p-04:30p	LEC 4.00	CL-217	Race,A
Note: Ref. No. 0076 - 6 week class: 06/23 - 07/31						
0078	03	MTWTH	06:00p-08:50p	LEC 4.00	CL-219	Blades,J
Note: Ref. No. 0078 - 6 week class: 06/23 - 07/31						

ENGL 101 Freshman Composition 4.00 Units

Instruction in writing compositions from personal, reflective, and argumentative perspectives.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) ENGL 2

CAN (California Articulation Number) ENGL SEQ A

PREREQUISITE: ENGL 015 OR eligibility for ENGL 101 as

determined through the Crafton Hills College assessment process

0080	01	MTWTH	07:30a-10:20a	LEC 4.00	CL-219	Hamlett,C
Note: Ref. No. 0080 - 6 week class: 06/23 - 07/31						
0082	02	MTWTH	10:30a-01:20p	LEC 4.00	CL-217	Bartlett,R
Note: Ref. No. 0082 - 6 week class: 06/23 - 07/31						
0084	03	MTWTH	01:30p-04:30p	LEC 4.00	CL-216	Estus,S
Note: Ref. No. 0084 - 6 week class: 06/23 - 07/31						

0086	70	ARR		LEC 4.00		Ashton,J
Note: Ref. No. 0086 - 6 week class: 06/02 - 07/10						
This course is entirely online, using the Blackboard management system. Contact the instructor for more information.jashton@craftonhills.edu.						

0088	04	MTWTH	06:00p-08:50p	LEC 4.00	LR-347	Race,A
Note: Ref. No. 0088 - 6 week class: 06/23 - 07/31						

Ref Sec Days Time Type/Units Room Instructor

ENGL 102 Intermediate Composition and Critical Thinking 4.00 Units

Instruction in writing compositions reflecting critical thinking and employing rhetorical skills beyond those taught in Freshman Composition (ENGL 101), including summary, analysis, evaluation, rebuttal, and argument. Includes instruction in the analysis of argumentative prose, various rhetorical techniques, the principles of inductive and deductive reasoning, and the informal fallacies. Requires substantial analytical reading and writing.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

PREREQUISITE: ENGL 101

0090	01	MTWTH	10:30a-01:20p	LEC 4.00	CL-216	Cowles,R
Note: Ref. No. 0090 - 6 week class: 06/23 - 07/31						
0092	02	MTWTH	06:00p-08:50p	LEC 4.00	CL-216	Rawley,J
Note: Ref. No. 0092 - 6 week class: 06/23 - 07/31						

FIRE TECHNOLOGY

FIRET 100 Fire Protection Organization 3.00 Units

Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. This course is a prerequisite for the Firefighter I Basic Training Academy.

Associate Degree Applicable

Course credit transfers to CSU

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and MATH 090 as determined through the Crafton Hills College assessment process

0094	01	TWTH	01:00p-03:50p	LEC 3.00	OE2-214C	Sullivan,D
Note: Ref. No. 0094 - 6 week class: 06/24 - 07/31						

FIRET 101 Fire Prevention Technology 3.00 Units

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. This is a prerequisite course for the Fire Academy.

Associate Degree Applicable

Course credit transfers to CSU.

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and MATH 090 or higher

0096	01	TWTH	09:00a-11:50a	LEC 3.00	OE2-214C	Delaossa,R
Note: Ref. No. 0096 - 6 week class: 06/24 - 07/31						

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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GEOLOGY

GEOL 101 Introduction to Geology 3.00 Units

An introduction to the study of the earth with emphasis on the materials that make up the earth. Lecture is the same as GEOL 100.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0098	60	T	06:00p-07:50p	LEC 3.00	LADM-106	Hughes,R
			06/10/08			
		T	06:00p-07:50p	LEC	LADM-106	Hughes,R
			06/24/08			
		T	06:00p-07:50p	LEC	LADM-106	Hughes,R
			07/15/08			
		T	06:00p-07:50p	LEC	LADM-106	Hughes,R
			07/29/08			
		T	06:00p-07:50p	LEC	LADM-106	Hughes,R
			08/05/08			
		ARR	1.25 HRS/WK	LEC		Hughes,R

Note: Ref. No. 0098 - 8 week class: 06/10 - 08/05

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Lab/Administration Building (LADM), Room 106 at CRAFTON HILLS COLLEGE.

GEOL 270X4 Geology of the Eastern Sierra Nevada 1.00 Unit

Discussion and observation of the physical and historical geology and natural history of the Pacific Coast province of the United States, with specific emphasis on the geology of Eastern Sierra Nevada and a mandatory three day field studies in the Eastern Sierra Nevada.

Associate Degree Applicable

Course credit transfers to CSU.

Note: GEOL 270X4 may be taken 4 times

0100	01	ARR	1.8 HRS/WK	LEC 1.00		Hughes,R
		ARR	5.4 HRS/WK	LAB		Hughes,R

Note: Ref. No. 0100 - 5 week class: 06/02 - 08/08

This class requires a field trip to the Eastern Sierras. All participants pay an accommodations fee. The class will meet on campus Monday June 16 and Monday June 30, from 6-8pm in LADM 106. Students must attend a field trip to successfully complete the course, field trip dates are July 18-20.

BOLD print on time pattern denotes evening classes

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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HEALTH EDUCATION

HEALTH 102 Biological Principles of Health 3.00 Units

Examines the nature and scope of healthful living, including the principles of health resources, trends in disease prevalence, infectious and non-infectious diseases and the risk factors associated with them (smoking, substance abuse, improper diet and inactivity).

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0102	01	MTWTH	10:30a-12:45p	LEC 3.00	BC-101	Ledoux,J
						Note: Ref. No. 0102 - 6 week class: 06/02 - 07/10
0104	02	TTH	06:00p-09:20p	LEC 3.00	BC-101	Maloney,C
						Note: Ref. No. 0104 - 7 week class: 06/02 - 07/17

HEALTH 263 Nutrition and Health 3.00 Units

Review of the literature on the basic nutrients: protein, fat, carbohydrate, vitamins, minerals and water. Development of the skills necessary to analyze, evaluate, and prescribe a dietary intake for healthy individuals. The relationship between lifestyle factors and disease in America is also examined, along with an in-depth analysis of emotional stress.

This course is also offered as PE-263.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATION: MATH 952 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process

0106	01	TTH	01:30p-04:50p	LEC 3.00	BC-101	Maloney,C
						Note: Ref. No. 0106 - 7 week class: 06/02 - 07/17

**Parking is at a premium
the first few weeks**



Please Carpool !

Ref Sec Days Time Type/Units Room Instructor

HISTORY

HIST 100 History of the United States to 1877 **3.00 Units**

Survey of American history from the pre-Columbian period to the end of the Reconstruction Era in 1877.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) HIST 8

CAN (California Articulation Number) HIST SEQ B

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

0108	60	M	06:00p-07:50p	LEC	3.00	LADM-121	Perez,M
			06/02/08				
		M	06:00p-07:50p	LEC		LADM-121	Perez,M
			06/16/08				
		M	06:00p-07:50p	LEC		LADM-121	Perez,M
			06/30/08				
		M	06:00p-07:50p	LEC		LADM-121	Perez,M
			07/07/08				
		M	06:00p-07:50p	LEC		LADM-121	Perez,M
			07/21/08				
		ARR	1.25 HRS/WK	LEC			Perez,M



Note: Ref. No. 0108 - 8 week class: 06/02 - 07/21

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Lab/Administration Building (LADM) Room 121 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section in this schedule for more detailed information.

HIST 101 History of the United States 1865 to Present **3.00 Units**

Survey of American history from 1865 to the post-industrial, consumer society of the early 21st century.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) HIST 10

CAN (California Articulation Number) HIST SEQ B

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

0110	01	TWTH	07:30a-10:15a	LEC	3.00	BC-101	Perez,M
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Note: Ref. No. 0110 - 6 week class: 06/02 - 07/10

Ref Sec Days Time Type/Units Room Instructor

JOURNALISM

JOUR 135 Mass Communication in Society **3.00 Units**

An introduction to contemporary mass media including television, radio, film, print media and computer-mediated communication. Exploration of the theories, history, effects, and role of mass communication. Critical analysis of mass media messages.

This course is also offered as SPEECH-135.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0112	70	TH	07:00p-08:50p	LEC	3.00	LADM-224	Hogrefe,R
			06/05/08				
		TH	07:00p-08:50p	LEC		LADM-224	Hogrefe,R
			08/07/08				
		ARR	5.1 HRS/WK	LEC			Hogrefe,R



Note: Ref. No. 0112 - 10 week class: 06/05 - 08/07

Note: This class includes televised lectures aired on KVCR-TV and online requirements. Participation in this class requires that students access to a computer that is connected to the Internet, has a CD-ROM drive, and has sound output (speakers or headphones). Students must attend the first class meeting on Thursday June 5, 2008 in the Lab/Administration Building (LADM) Room 224. At that time, instructions for the online components of the class will be distributed. Please note carefully the specific dates and times that students will be required to attend class on campus.

LIBRARY SCIENCE

LIBR 100 Introduction to Library Research and Information Competency **3.00 Units**

Introduces the fundamentals of information competency and the efficient use of library resources, electronic databases and the Internet through the process of evaluating, analyzing and citing research materials and relevant issues surrounding the access and use of information. This course will prepare students for college-level research in all disciplines.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0114	01	MTWTH	10:30a-01:10p	LEC	3.00	LR-309	Hendrickson,C Winningham,L
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Note: Ref. No. 0114 - 5 week class: 06/02 - 07/03

For current updated information on classes,
go to www.craftonhills.edu

**Parking is at a premium
the first few weeks**



Please Carpool !

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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MATH

MATH 943X2 Review Arithmetic Topics 0.50 Unit

The review of a few specific fundamental operations involving whole numbers, fractions, or decimals, as determined by diagnostic information. Students requiring extensive review will be directed to MATH 942.

Graded on Credit/No Credit basis only.

Not Applicable to the Associate Degree

Note: MATH 943X2 may be taken 2 times

0116	01	TTH	07:30a-10:00a	LAB 0.50	LR-309	Staff
Note: Ref. No. 0116 - 5 week class: 07/08 - 08/07						
0118	02	TTH	06:00p-08:30p	LAB 0.50	LR-309	Staff
Note: Ref. No. 0118 - 5 week class: 06/03 - 07/03						

If purchasing a used book for Math 952, new software must be purchased at an additional expense.

MATH 952 Prealgebra 4.00 Units

This course prepares students for elementary algebra, MATH 090, providing a transition from arithmetic to algebra, covering operations with signed numbers, solving simple single variable linear equations, combining like terms, ratios, proportions, percents and their applications, perimeter, area, and volume of common geometric figures. Fractions and decimals are reviewed throughout the course.

Not Applicable to the Associate Degree

PREREQUISITE: MATH 942 or equivalent as determined through the Crafton Hills College assessment process

0120	01	MTWTH	07:30a-10:20a	LEC 4.00	LR-348	Staff
Note: Ref. No. 0120 - 6 week class: 06/23 - 07/31						
0122	02	TWTH	06:00p-09:15p	LEC 4.00	BC-105	Staff
Note: Ref. No. 0122 - 7 week class: 06/23 - 08/07						

MATH 090 Elementary Algebra 4.00 Units

Manipulation of algebraic expressions including ones with integer exponents and factoring, solving increasingly difficult equations and their applications, graphing lines and drawing conclusions from the graph. Introduction of rational expressions. Students are expected to be proficient with the arithmetic of positive and negative numbers including fractions upon entering MATH 090.

Associate Degree Applicable

PREREQUISITE: MATH 952 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process

0124	01	MTWTH	07:30a-10:20a	LEC 4.00	CL-111	Staff
Note: Ref. No. 0124 - 6 week class: 06/23 - 07/31						
0126	02	MTWTH	10:20a-01:20p	LEC 4.00	LR-348	Staff
Note: Ref. No. 0126 - 6 week class: 06/23 - 07/31						
0128	03	TWTH	06:00p-09:15p	LEC 4.00	LR-348	Staff
Note: Ref. No. 0128 - 7 week class: 06/23 - 08/07						

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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MATH 095 Intermediate Algebra 4.00 Units

Study of rational exponents and radicals; quadratic, absolute value, rational and radical equations; complex numbers; absolute value, linear, non-linear, and systems of inequalities; operations with functions; introduction to exponential and logarithmic functions; graphs of the basic functions and their translations.

Associate Degree Applicable

PREREQUISITE: MATH 090 or eligibility for MATH 095 as determined through the Crafton Hills College assessment process

0132	01	MTWTH	10:30a-01:20p	LEC 4.00	CHS-237	Staff
Note: Ref. No. 0132 - 6 week class: 06/02 - 07/10						
0130	02	MTWTH	07:30a-10:20a	LEC 4.00	OE2-214A	Staff
Note: Ref. No. 0130 - 6 week class: 06/23 - 07/31						
0134	03	MTWTH	10:30a-01:20p	LEC 4.00	CL-111	Staff
Note: Ref. No. 0134 - 6 week class: 06/23 - 07/31						
0136	04	TWTH	06:00p-09:15p	LEC 4.00	CHS-237	Staff
Note: Ref. No. 0136 - 7 week class: 06/23 - 08/07						

MATH 102 College Algebra 4.00 Units

Study of logarithms, sequences, series, mathematical induction, the Binomial Theorem, graphing conic sections, inverse functions, operations with radicals, systems of quadratic equations, and solving systems of three or more linear equations in three or more variables by matrices, and determinants; introduction to graphing rational functions, and the theory of equations.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

CAN (California Articulation Number) MATH 10

PREREQUISITE: MATH 095 or eligibility for MATH 102 as determined through the Crafton Hills College assessment process

0138	01	MTWTH	10:30a-01:20p	LEC 4.00	CDC-115	Staff
Note: Ref. No. 0138 - 6 week class: 06/23 - 07/31						
0140	02	TWTH	06:00p-09:15p	LEC 4.00	CL-111	Staff
Note: Ref. No. 0140 - 7 week class: 06/23 - 08/07						

MATH 103 Plane Trigonometry 4.00 Units

Study of the circular functions, DeMoivre's Theorem and applications. Emphasis is placed on mastering trigonometric identities and the solution of trigonometric equations.

Associate Degree Applicable

Course credit transfers to CSU.

CAN (California Articulation Number) MATH 8

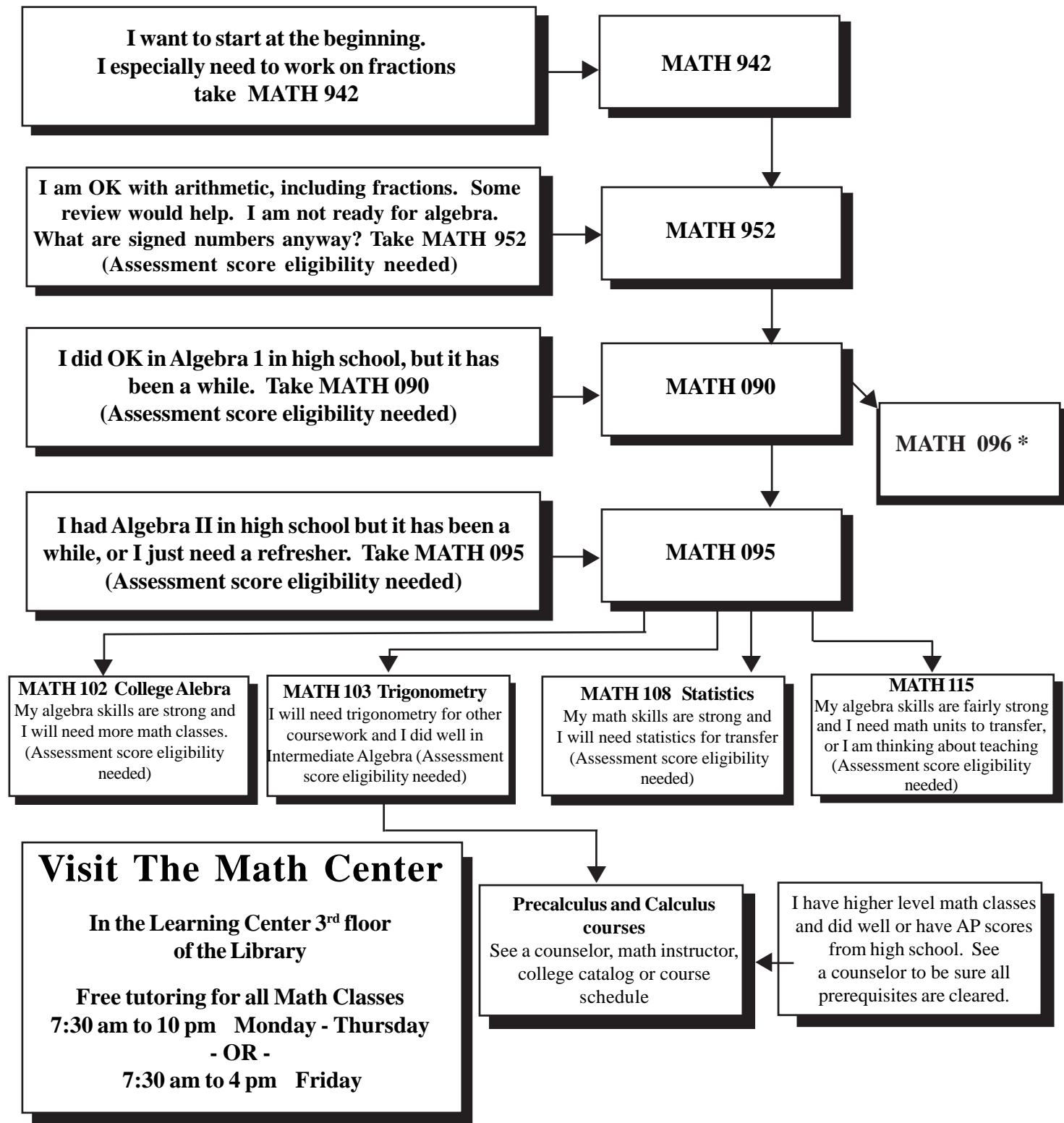
PREREQUISITE: MATH 095 or eligibility for MATH 103 as determined through the Crafton Hills College assessment process

0142	01	MTWTH	07:30a-09:50a	LEC 4.00	LADM-112	Staff
Note: Ref. No. 0142 - 7 week class: 06/23 - 08/07						

Since there are often changes in faculty schedules, please check the online schedule at www.craftonhills.edu for current faculty assignments.

Levels and Order of Mathematics Classes

The ability to think and reason using mathematical concepts is an essential skill. There are several starting points for you to enter at the right level. Starting at the right class will let you move successfully from class to class and to get to the point you need in the shortest amount of time. Start with the assessment test in the Counseling Center. Based on your eligibility determined on the assessment, choose the statement that best describes you, meet with a counselor to discuss the path and to be sure all prerequisites are cleared and follow that path. A counselor can also show you a sheet with the skills needed for each class and help you interpret the assessment scores. They also have a more detailed sheet explaining the differences between MATH 102, 108 and 115.



* Meets associate degree graduation requirement for Mathematics

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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MATH

MATH 108 Statistics 4.00 Units

Introduction to probability, descriptive and inferential statistics, with application to the natural sciences, business, economics, and behavioral sciences.

This course is also offered as PSYCH-108.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) STAT 2

PREREQUISITE: MATH 095 or eligibility for MATH 108 as

determined through the Crafton Hills College assessment process

DEPARTMENTAL RECOMMENDATION: MATH 117

0144	01	MTWTH	07:30a-10:20a	LEC 4.00	LADM-121	Staff
Note: Ref. No. 0144 - 6 week class: 06/23 - 07/31						

0146	02	TWTH	06:00p-09:15p	LEC 4.00	PAC-308	Staff
Note: Ref. No. 0146 - 7 week class: 06/23 - 08/07						

MATH 115 The Ideas of Mathematics 3.00 Units

Sets, propositional logic, and the applications to topics from discrete mathematics including enumeration techniques and finite probability spaces.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

PREREQUISITE: MATH 095

0148	01	MW	06:00p-09:30p	LEC 3.00	PAC-309	Staff
Note: Ref. No. 0148 - 7 week class: 06/23 - 08/07						

MATH 151 Precalculus 4.00 Units

A preparation for calculus including the study of polynomials, trigonometric, logarithmic and exponential functions; inequalities; graphing techniques; sequences and series; conic sections; and the Binomial Theorem. An introduction to proofs and limits. Any trigonometry class will meet the prerequisite. Please see a counselor.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

CAN (California Articulation Number) MATH 16

PREREQUISITE: MATH 103 or eligibility for MATH 151 as determined through the Crafton Hills College assessment process

0150	01	MTWTH	10:30a-12:50p	LEC 4.00	LADM-112	Staff
Note: Ref. No. 0150 - 7 week class: 06/23 - 08/07						

Since there are often changes in faculty schedules, please check the online schedule at www.craftonhills.edu for current faculty assignments.

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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MICROBIOLOGY

MICRO 150 Medical Microbiology 5.00 Units

Study of microbiology, emphasizing the biology of microorganisms including bacteria, fungi, protozoans, helminths, and viruses. Introduces fundamental principles of medical microbiology including microbial cultivation, metabolism, genetics, growth, and control. Principles of epidemiology, disease transmission and a survey of communicable diseases are also included.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

CAN (California Articulation Number) BIOL 14

PREREQUISITE: CHEM 101

0152	01	MTWTH	10:30a-12:45p	LEC 5.00	LADM-304	Casale,W
		MTWTH	08:00a-10:15a	LAB	LADM-201	Casale,W
		MTWTH	01:15p-03:30p	LAB	LADM-201	Casale,W

Note: Ref. No. 0152 - 6 week class: 06/23 - 07/31

MUSIC

MUSIC 100 Fundamental Skills in Music 3.00 Units

Basic music theory and practical applications to develop an understanding of the elements of music. Study of pitch, rhythm, notation, and sight reading. Includes sight singing and introduction to keyboard and simple rhythmic instruments.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0154	01	TWTH	07:50a-10:29a	LEC 3.00	PAC-309	McClurg,B
Note: Ref. No. 0154 - 7 week class: 06/02 - 07/17						

MUSIC 103 Appreciation of American Popular Music 3.00 Units

Study of American popular music.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0156	01	TWTH	07:50a-10:30a	LEC 3.00	PAC-308	McNaughton,B
Note: Ref. No. 0156 - 7 week class: 06/02 - 07/17						

MUSIC 120 Appreciation of Musical Literature 3.00 Units


Introduction to musical literature. This course is designed to develop an understanding of music and musicians in a societal and historical context.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0158	70	ARR		LEC 3.00		McConnell,M
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Note: Ref. No. 0158 - 7 week class: 06/02 - 07/17

 This course is entirely online, using the Blackboard management system. Contact the instructor for more information, mmcconne@craftonhills.edu.

Ref Sec Days Time Type/Units Room Instructor

MUSIC 132X4 Guitar 2.00 Units

Progressive study of the basic techniques of playing guitar.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
Note: MUSIC 132X4 may be taken 4 times

DEPARTMENTAL RECOMMENDATION: MUSIC 100

Table with columns: Ref, Sec, Days, Time, Type/Units, Room, Instructor. Rows for 0160 01 TWTH 10:30a-12:30p LEC 2.00 PAC-308 McNaughton,B and 0160 01 TWTH 10:30a-12:30p LAB PAC-308 McNaughton,B

MUSIC 135X4 Piano 2.00 Units

Progressive class instruction in piano, including scale techniques, sight-reading, ensemble playing, basic literature, keyboard techniques, and musicianship skills.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
Note: MUSIC 135X4 may be taken 4 times

DEPARTMENTAL RECOMMENDATION: MUSIC 100

Table with columns: Ref, Sec, Days, Time, Type/Units, Room, Instructor. Rows for 0162 01 TWTH 12:30p-01:45p LEC 2.00 PAC-225 McClurg,B and 0162 01 TWTH 01:46p-02:45p LAB PAC-225 McClurg,B

OCEANOGRAPHY

OCEAN 101 Elements of Oceanography 3.00 Units

Study of the basic principles of oceanography, including geology, physics, chemistry, and biology of the oceans. Topics include the structure of the earth and sea floor, the physics and chemistry of the ocean, atmospheric wind and ocean circulation, waves, currents, tides, marine plants and animals, ecological concepts, and environmental concerns.

Associate Degree Applicable
Course credit transfers to CSU.
Limited transfer to UC; contact a counselor for details.

Table with columns: Ref, Sec, Days, Time, Type/Units, Room, Instructor. Row for 0164 01 MTWTH 10:30a-12:45p LEC 3.00 CHS-242 Staff

Table with columns: Ref, Sec, Days, Time, Type/Units, Room, Instructor. Rows for 0166 60 M 06:00p-07:50p LEC 3.00 LADM-121 Staff and 0166 60 M 06:00p-07:50p LEC 3.00 LADM-121 Staff



Note: Ref. No. 0166 - 8 week class: 06/09 - 08/04
This telecourse includes televised lectures aired weekly on KVCN-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting.

Ref Sec Days Time Type/Units Room Instructor

PERSONAL AND CAREER DEVELOPMENT

PCD 111 Career Life Planning 3.00 Units

Designed to cover theories and concepts of values, interests, skills and personality development as applied to the career/life planning process and its application to labor market trends for beginning or returning students.

Associate Degree Applicable
Course credit transfers to CSU.

Table with columns: Ref, Sec, Days, Time, Type/Units, Room, Instructor. Row for 0168 70 ARR LEC 3.00 Kosmatka,A

Table with columns: Ref, Sec, Days, Time, Type/Units, Room, Instructor. Row for 0170 01 TWTH 06:00p-08:40p LEC 3.00 CL-218 Kosmatka,A

PHILOSOPHY

PHIL 101 Introduction to Philosophy 3.00 Units

Introduction to the major problems of philosophy, utilizing classical and modern philosophical literature as a basis for discussion of epistemology, metaphysics, ethics and aesthetics.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) PHIL 2
DEPARTMENTAL RECOMMENDATIONS: ENGL 015; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Table with columns: Ref, Sec, Days, Time, Type/Units, Room, Instructor. Row for 0172 01 TWTH 07:30a-10:15a LEC 3.00 LADM-304 Edwards,A

PHIL 103 Introduction to Logic: Argument and Evidence 3.00 Units

Introduction to the techniques of critical thought, including language analysis, inductive and deductive logic, symbolic logic and the development of the scientific method.

Associate Degree Applicable
Course credit transfers to both CSU and UC.
CAN (California Articulation Number) PHIL 6
DEPARTMENTAL RECOMMENDATIONS: ENGL 101; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Table with columns: Ref, Sec, Days, Time, Type/Units, Room, Instructor. Row for 0174 01 TTH 06:00p-09:20p LEC 3.00 LADM-304 Linfield,L

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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PHYSICAL EDUCATION

PE 263 Nutrition and Health 3.00 Units

Review of the literature on the basic nutrients: protein, fat, carbohydrate, vitamins, minerals, and water. Development of the skills necessary to analyze, evaluate, and prescribe a dietary intake for healthy individuals. The relationship between lifestyle factors and disease in America is also examined, along with an in-depth analysis of emotional stress.

This course is also offered as HEALTH-263.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATION: MATH 952 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process

0176	01	TTH	01:30p-04:50p	LEC 3.00	BC-101	Maloney,C
Note: Ref. No. 0176 - 7 week class: 06/02 - 07/17						

PHYSICAL EDUCATION INDIVIDUAL/GROUP

PE/I 105X4 Aerobics 0.50 Unit

Aerobics training for beginning through advanced students. Activities to improve flexibility and strength with an emphasis on cardiorespiratory conditioning.

Associate Degree Applicable

Course credit limited transfer CSU & UC.

Contact a counselor for details.

Note: PE/I 105X4 may be taken 4 times

0178	01	TTH	08:00a-10:15a	LAB 0.50	G-101E	Baker,D
Note: Ref. No. 0178 - 6 week class: 06/02 - 07/10						
Kickboxing, Step and Strength Training						

PE/I 106X4 Total Body Fitness 0.50 Unit

Designed for individuals interested in improving cardiovascular fitness, flexibility and strength. The class will incorporate various cardiovascular, stretching and strength training regimens to promote optimal conditioning. Individual programs will be developed for each student.

Associate Degree Applicable

Course credit limited transfer CSU & UC.

Contact a counselor for details.

Note: PE/I 106X4 may be taken 4 times

0180	01	TTH	08:00a-10:15a	LAB 0.50	G-001	Ledoux,J
Note: Ref. No. 0180 - 6 week class: 06/02 - 07/10						

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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PE/I 108X4 Weight Training 0.50 Unit

Weight training for beginners with little or no weight training knowledge and skills and advanced students who desire more sophisticated routines.

Associate Degree Applicable

Course credit limited transfer CSU & UC.

Contact a counselor for details.

Note: PE/I 108X4 may be taken 4 times

0182	02	MW	08:00a-10:15a	LAB 0.50	G-001	Ledoux,J
Note: Ref. No. 0182 - 6 week class: 06/02 - 07/10						

0184	01	MW	06:00p-08:15p	LAB 0.50	G-001	Ledoux,J
Note: Ref. No. 0184 - 6 week class: 06/02 - 07/10						

PE/I 120X4 Golf 0.50 Unit

Instruction in the skills, techniques, strategies, rules, and etiquette of golf.

Associate Degree Applicable

Course credit limited transfer CSU & UC.

Contact a counselor for details.

Note: PE/I 120X4 may be taken 4 times

0186	01	TTH	06:00p-08:15p	LAB 0.50	G-101W	Green,R
Note: Ref. No. 0186 - 6 week class: 06/02 - 07/10						

PE/I 163X4 Ballroom/Swing/Salsa 0.50 Unit

Basic principles of Ballroom/Swing/Salsa dance.

This course is also offered as THART-163X4.

Associate Degree Applicable

Course credit limited transfer CSU & UC.

Contact a counselor for details.

Note: PE/I 163X4 may be taken 4 times

0188	01	MW	06:00p-08:15p	LAB 0.50	G-101E	Aguilar,G
Note: Ref. No. 0188 - 6 week class: 06/02 - 07/10						

PE/I 168X4 Yoga 0.50 Unit

Yoga training suitable for individuals of all ages and fitness levels. Basic principles of yoga with an emphasis on the practice and mastery of yoga postures.

Associate Degree Applicable

Course credit limited transfer CSU & UC.

Contact a counselor for details.

Note: PE/I 168X4 may be taken 4 times

0190	01	TTH	06:00p-08:15p	LAB 0.50	G-101E	Aniello,L
Note: Ref. No. 0190 - 6 week class: 06/02 - 07/10						

**For current updated information on classes,
go to www.craftonhills.edu**

Ref Sec Days Time Type/Units Room Instructor

PHYSICS

PHYSIC 100 Introduction to Physics 4.00 Units

Introduction to the ideas, concepts, and theories of physics including mechanics, waves, heat, electromagnetism, and atomic and nuclear structure. This course does not require students to have extensive knowledge of mathematics.

Associate Degree Applicable
 Course credit transfers to CSU.
 Limited transfer to UC; contact a counselor for details.

0192 01 MTWTH 10:30a-12:45p LEC 4.00 LADM-121 Adams, M
 MTWTH 08:00a-10:15a LAB LADM-115 Adams, M

Note: Ref. No. 0192 - 6 week class: 06/23 - 07/31

POLITICAL SCIENCE

POLIT 100 American Politics 3.00 Units

Introductory course in the fundamentals of American government and politics.

Associate Degree Applicable
 Course credit transfers to both CSU and UC.
 CAN (California Articulation Number) GOVT 2
 DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

0196 01 TWTH 12:00p-02:45p LEC 3.00 BC-104 Kalender, V
 Note: Ref. No. 0196 - 6 week class: 06/02 - 07/10

0198	60	TH	06:00p-07:50p	LEC	3.00	LADM-121	Kalender, V
			06/05/08				
		TH	06:00p-07:50p	LEC		LADM-121	Kalender, V
			06/19/08				
		TH	06:00p-07:50p	LEC		LADM-121	Kalender, V
			07/03/08				
		TH	06:00p-07:50p	LEC		LADM-121	Kalender, V
			07/10/08				
		TH	06:00p-07:50p	LEC		LADM-121	Kalender, V
			07/24/08				
		ARR	1.25 HRS/WK	LEC			Kalender, V



Note: Ref. No. 0198 - 8 week class: 06/05 - 07/24
 This telecourse includes televised lectures aired weekly on KVCN-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Lab/Administration Building (LADM), Room 121 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

Ref Sec Days Time Type/Units Room Instructor

PSYCHOLOGY

PSYCH 100 General Psychology 3.00 Units

Survey of the nature and scope of psychology including the topics of neurophysiology, sensation, perception, learning, memory, cognition, intelligence, language, emotion, motivation, personality, psychopathology, treatment and social psychology.

This course is also offered as PSYCH-100H.
 Associate Degree Applicable
 Course credit transfers to both CSU and UC.
 CAN (California Articulation Number) PSY 2
 DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101; MATH 090; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

0200 01 TWTH 07:30a-10:20a LEC 3.00 CL-218 Pfahler, D
 Note: Ref. No. 0200 - 5 week class: 06/02 - 07/03
 0202 02 TWTH 07:30a-10:20a LEC 3.00 CHS-237 Shodahl, S
 Note: Ref. No. 0202 - 5 week class: 07/08 - 08/08

PSYCH 108 Statistics 4.00 Units

Introduction to probability, descriptive and inferential statistics, with application to the natural sciences, business, economics, and behavioral sciences.

This course is also offered as MATH-108.
 Associate Degree Applicable
 Course credit transfers to both CSU and UC.
 PREREQUISITE: MATH 095 or eligibility for MATH 108 as determined through the Crafton Hills College assessment process
 DEPARTMENTAL RECOMMENDATION: PSYCH 117

0204 01 MTWTH 07:30a-10:20a LEC 4.00 LADM-121 Stone, H
 Note: Ref. No. 0204 - 6 week class: 06/23 - 07/31
 0206 02 TWTH 06:00p-09:20p LEC 4.00 PAC-308 Curtis, A
 Note: Ref. No. 0206 - 7 week class: 06/23 - 08/07

PSYCH 110 Abnormal Psychology 3.00 Units

Survey of the field of mental disturbances including symptoms, diagnosis, and treatment.

Associate Degree Applicable
 Course credit transfers to both CSU and UC.
 PREREQUISITE: PSYCH 100
 DEPARTMENTAL RECOMMENDATIONS: ENGL 101, MATH 095;
 Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

0208 01 TWTH 10:30a-01:20p LEC 3.00 CL-218 Pfahler, D
 Note: Ref. No. 0208 - 5 week class: 06/02 - 07/03

BOLD print on time pattern denotes evening classes

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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READING AND STUDY SKILLS

READ 078X2 Advanced Reading 3.00 Units

Designed to enhance students' reading skills, this course involves attending lectures and doing in-class assignments. Students must also complete individualized laboratory activities designed to increase vocabulary and comprehension, based on assessed reading ability.

Associate Degree Applicable

Note: READ 078X2 may be taken 2 times

DEPARTMENTAL RECOMMENDATION: A minimum score of 65 on the reading portion of the college placement test or minimum of 10th grade level on the Nelson-Denny Reading Test

0210	01	MTWTH	07:30a-10:20a	LEC 3.00	LR-347	Lowe,L
Note: Ref. No. 0210 - 6 week class: 06/02 - 07/10						
0212	02	MTWTH	10:30a-01:20p	LEC 3.00	LR-347	Lowe,L
Note: Ref. No. 0212 - 6 week class: 06/23 - 07/31						

RELIGIOUS STUDIES

RELIG 101 Introduction to World Religions 3.00 Units

Survey of the major world religions with particular attention to Hindu, Daoist, Confucian, Judaic, Christian, Buddhist, and Islamic traditions.

This course is also offered as RELIG-101H.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATIONS: ENGL 101; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

0214	01	TWTH	01:30p-04:20p	LEC 3.00	LADM-304	Linfield,L
Note: Ref. No. 0214 - 6 week class: 06/02 - 07/10						

RESPIRATORY CARE

RESP 050 Introduction to Respiratory Care 2.00 Units

Introduction and orientation to the field of respiratory care.

Associate Degree Applicable

0216	01	MW	01:30p-04:20p	LEC 2.00	CHS-123	Franklin,B
Note: Ref. No. 0216 - 6 week class: 06/02 - 07/10						

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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RESP 051X4 Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider 1.00 Unit

Instruction in basic life support.

Associate Degree Applicable

Note: RESP 051X4 may be taken 4 times

PREREQUISITE: Acceptance into Respiratory Care Program

0218	01	M	08:00a-11:50a	LEC 1.00	CHS-123	Franklin,B
		M	01:00p-04:50p	LEC	CHS-123	Franklin,B
		TWTH	08:00a-11:50a	LAB	CHS-123	Bell,R Bell,T Bryson,K Franklin,B
		TWTH	01:00p-04:50p	LAB	CHS-123	Bell,R Bell,T Bryson,K Franklin,B

Note: Ref. No. 0218 - 1 week class: 08/11 - 08/14

RESP 925X4 Entry-Level Examination: Review and Seminar 1.75 Units

Preparation for and review of the National Board for Respiratory Care (NBRC) Detailed Content Outline for the Entry Level CRT Examination.

Graded on Credit/No Credit basis only.

Not Applicable to the Associate Degree

Note: RESP 925X4 may be taken 4 times

PREREQUISITES: RESP 101 and RESP 105

0220	01	TTH	09:00a-11:45a	LEC 1.75	CHS-127	Bryson,K
Note: Ref. No. 0220 - 6 week class: 05/27 - 07/03						

**Parking is at a premium
the first few weeks**



Please Carpool !

Ref Sec Days Time Type/Units Room Instructor

Ref Sec Days Time Type/Units Room Instructor

SOCIOLOGY

SOC 100 Introduction to Sociology 3.00 Units

Survey of concepts and theories of society and culture, social organizations, social stratifications, social change and social policy.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) SOC 2

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101; MATH 095

0222 01 TWTH 10:30a-01:20p LEC 3.00 BC-105 Davis,J

Note: Ref. No. 0222 - 5 week class: 06/02 - 07/03

0224 60 T 07:00p-08:50p LEC 3.00 LADM-121 Shelby,P

06/10/08 T 07:00p-08:50p LEC LADM-121 Shelby,P

06/24/08 T 07:00p-08:50p LEC LADM-121 Shelby,P

07/15/08 T 07:00p-08:50p LEC LADM-121 Shelby,P

07/22/08 T 07:00p-08:50p LEC LADM-121 Shelby,P

08/05/08 ARR LEC Shelby,P

Note: Ref. No. 0224 - 7 week class: 06/10 - 08/05

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Lab/Administration Building (LADM), Room 121 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.



SOC 141 Minority Relations 3.00 Units

Sociological study of multiculturalism and diversity in the United States, social stratification, ethnic and other minorities, intergroup relations and their global dimensions.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101; MATH 095 and SOC 100

0226 01 TWTH 06:00p-08:40p LEC 3.00 CHS-122 Gist,J

Note: Ref. No. 0226 - 7 week class: 06/23 - 08/07

SPANISH

SPAN 015 Conversational Spanish I 3.00 Units

Introductory conversation course, designed to meet the need of students who wish to communicate orally in the Spanish language for purposes of travel, business, employment and personal pleasure.

Associate Degree Applicable

0228 01 MW 06:00p-09:30p LEC 3.00 BC-104 Stear,E

Note: Ref. No. 0228 - 7 week class: 06/23 - 08/07

SPAN 101 College Spanish I 5.00 Units

Introductory course beginning the development of the student's listening, speaking, reading and writing skills in Spanish.

NOTE: This course corresponds to the first year of high school Spanish.

Associate Degree Applicable

Course credit limited transfer CSU & UC.

Contact a counselor for details.

CAN (California Articulation Number) SPAN 2

CAN (California Articulation Number) SPAN SEQ A

0230 01 MTWTH 08:00a-11:45a LEC 5.00 BC-104 Gonzalez,R

Note: Ref. No. 0230 - 6 week class: 06/23 - 07/31

SPEECH COMMUNICATION

SPEECH 100 Elements of Public Speaking 3.00 Units

Introductory study and training in public communication.

This course is also offered as SPEECH-100H.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) SPCH 4

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 or concurrent enrollment in ENGL 015

0232 01 MTWTH 07:30a-10:20a LEC 3.00 BC-105 Floerke,J

Note: Ref. No. 0232 - 5 week class: 06/02 - 07/03

0234 02 MTWTH 10:30a-12:45p LEC 3.00 BC-106 Christman,C

Note: Ref. No. 0234 - 6 week class: 06/23 - 07/31

0236 03 MW 06:00p-09:30p LEC 3.00 BC-106 Shelton II,S

Note: Ref. No. 0236 - 7 week class: 06/23 - 08/07

For current updated information on classes, go to www.craftonhills.edu

BOLD print on time pattern denotes evening classes

Ref Sec Days Time Type/Units Room Instructor

SPEECH COMMUNICATION

SPEECH 111 Interpersonal Communication 3.00 Units

Examination of the dynamics of the communication process within the context of interpersonal relationships. Principles of effective listening and accurate expression of verbal and nonverbal messages.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) SPCH 8

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

0238 01 MTWTH 08:00a-10:20a LEC 3.00 BC-106 Mattson,S
Note: Ref. No. 0238 - 6 week class: 06/23 - 07/31

0240 02 TTH 06:00p-09:30p LEC 3.00 BC-106 O'Shaughnessy,V
Note: Ref. No. 0240 - 7 week class: 06/23 - 08/07

SPEECH 135 Mass Communication in Society 3.00 Units

An introduction to contemporary mass media including television, radio, film, print media and computer-mediated communication. Exploration of the theories, history, effects, and role of mass communication. Critical analysis of mass media messages.

This course is also offered as JOUR-135.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0242	70	TH	07:00p-08:50p	LEC	3.00	LADM-224	Hogrefe,R
			06/05/08				
		TH	07:00p-08:50p	LEC		LADM-224	Hogrefe,R
			08/07/08				
		ARR	5.1 HRS/WK	LEC			Hogrefe,R

Note: Ref. No. 0242 - 10 week class: 06/05 - 08/07

Note: This class includes televised lectures aired on KVCR-TV and online requirements. Participation in this class requires that students access to a computer that is connected to the Internet, has a CD-ROM drive, and has sound output (speakers or headphones). Students must attend the first class meeting on Thursday June 5, 2008 in the Lab/ Administration Building (LADM) Room 224. At that time, instructions for the online components of the class will be distributed. Please note carefully the specific dates and times that students will be required to attend class on campus.

SPEECH 155 Human Relations in the Workplace 3.00 Units

Examination of individual, group and organizational behavior as it affects performance and productivity in the workplace.

This course is also offered as BUSAD-155.

Associate Degree Applicable

Course credit transfers to CSU.

0244 01 TTH 06:00p-09:30p LEC 3.00 BC-104 Newman,R
Note: Ref. No. 0244 - 7 week class: 06/23 - 08/07

Ref Sec Days Time Type/Units Room Instructor

THEATRE ARTS

THART 100 Introduction to Theatre 3.00 Units

Course designed to develop an appreciation of the theatre for majors and non-majors. Introduction to the basic elements of play production including playwriting, producing, acting, directing, set design, costume design and lighting design.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) DRAM 18

0246 01 MTWTH 10:30a-01:30p LEC 3.00 PAC-101 Baumhover,H
Note: Ref. No. 0246 - 5 week class: 06/02 - 07/03

THART 150X4 Summer Theatre Workshop 3.00 Units

Opportunity for student actors, theatre technicians or theatre management personnel to further develop and refine their skills in a functioning professional theatre setting in the context of pre-production, rehearsal and public performance under the supervision of a professional staff.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

Note: THART 150X4 may be taken 4 times

DEPARTMENTAL RECOMMENDATION: Previous experience in a theatrical production

0248 01 ARR 20.25 HRS/WK LAB 3.00 PAC-101 Staff
Note: Ref. No. 0248 - 8 week class: 06/02 - 07/17

Note: The first class meeting will be held on June 02, 2008 at 7:00pm in PAC 101. Subsequent meetings will be held at Prospect Park on the Corner of Cajon and Highland streets in Redlands.

THART 163X4 Ballroom/Swing/Salsa 0.50 Unit

Basic principles of Ballroom/Swing/Salsa dance.

This course is also offered as PE/I-163X4.

Associate Degree Applicable

Course credit limited transfer CSU & UC.

Contact a counselor for details.

Note: THART 163X4 may be taken 4 times

0250 01 MW 06:00p-08:15p LAB 0.50 G-101E Aguilar,G
Note: Ref. No. 0250 - 6 week class: 06/02 - 07/10

Since there are often changes in faculty schedules, please check the online schedule at www.craftonhills.edu for current faculty assignments.

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

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 login, 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>

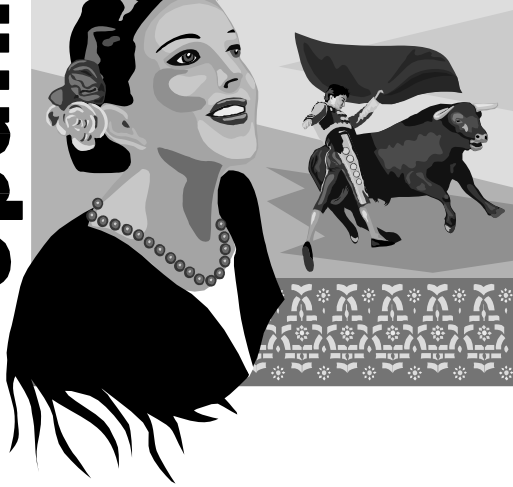
General Student E-mail Information

General information about using student e-mail at SBCCD can be found at the following Internet web site:

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



Spain



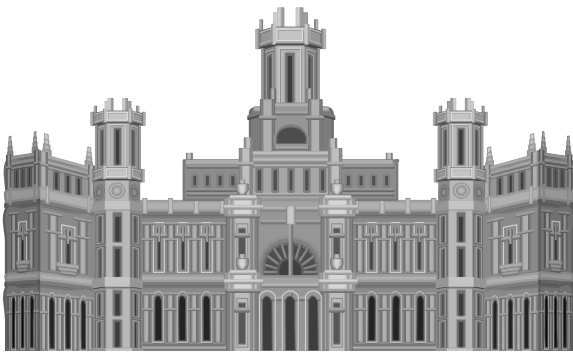
Semester in SALAMANCA, SPAIN

- SPRING 2008

Crafton Hills College's Semester in Salamanca, Spain for Spring 2008 provides a very enriching experience. You will enjoy the historical surroundings, grow intellectually, and enhance your overall knowledge of the world while making normal progress toward your degree objectives. You will earn 12 units in courses taught by faculty from Crafton Hills College or one of the other community colleges in the Southern California Foothills Consortium.

Theatres, major symphony orchestras, world-class operatic performances, concerts, recitals, ballet performances, and an unparalleled range of live rock and ethnic music are just some of the cultural opportunities available.

- Earn college credit transferable for a bachelor degree.
- Most courses fulfill general education requirements.
- Participate in the Spanish Life and Culture class with exciting guest speakers and field trips.
- Take advantage of low-cost flights, living accommodations.
- Consider optional tours to explore the great cities and historic sites of Europe.



Semester in
LONDON
offered Fall 2008

For more information call Lynn Jamison at the
Citrus College Study Abroad Office,
(626) 914-8560, visit our website at
<http://info.citruscollege.com/studyabroad>,
or pick up materials at the entrance of the Faculty Offices at CHC.
CHC Professor Kris Acquistapace, Advisor: (909) 389-3347.

**Financial Aid is available to eligible students.
Early application is essential.
Contact the Citrus College Financial Aid Office.**

Career and Technical Education

Degree and Certificate Programs in the Occupation fields noted below:

- **Allied Health Services**

- **Radiologic Technology**

Contact Morris Hunter at (909) 580-3540 for more information

- **Respiratory Care**

Contact Cynthia Bidney at (909) 389-3286 for more information

- **Business and Information Technology**

- **Business Administration**

- **Accounting**
- **Business Management**
- **Marketing Management**
- **Retail Management**

- **Computer Information Systems**

- **Cisco Certified Network Associate**
- **Cisco Certified Network Professional**
- **Computer Assisted Graphic Design**
- **Computer Hardware Technician**
- **Computer Information Systems**
- **Programming**
- **3D Computer Animation**
- **Web Design**
- **Webmaster I**
- **Office Computer Applications**
- **Office Assistant I**
- **Office Assistant II**

Contact Catherine Pace-Pequeno at (909) 389-3430 for more information

- **Worksite Experience**

Contact Kim Mc Cormick at (909) 389-3212 for more information

- **Child Development and Education**

- **Associate Teacher**
- **Child Home Day Care Provider**
- **Early Learning**
- **Master Teacher**
- **Site Supervisor**
- **Teacher**

Contact JoAnn Jones at (909) 389-3213 for more information

- **Public Safety and Services**

- **Administration of Justice**

Contact Dan Word at (909) 389-3570 for more information

- **Emergency Medical Services**

- **Emergency Medical Technician-I/EMT-Basic**
- **Emergency Medical Technician-Paramedic**
- **Mobile Intensive Care Nurse**

Contact Aimee Marshall at (909) 389-3252 for more information

- **Fire Technology**

- **California Fire Officer Training**
- **Fire Inspection Academy**
- **Firefighter I Basic Training Academy**

Contact Sue Breazile at (909) 389-3408 for more information

- **Career Information**

- **Career Interest Self-Evaluation**

- **Occupational Aptitude Assessment**

- **Pre-Employment Assistance**

(how to write a resume; interview techniques)

For additional information contact an office below:

Counseling Center

Telephone: (909) 389-3366

Room: SSB-204

E-mail: counselingcenter@craftonhills.edu

Career Center

Telephone: (909) 389-3361

Room: SSB-202

E-mail: careercenter@craftonhills.edu

Or consult the CHC College Catalog

Financial Aid IMPORTANT Dates to REMEMBER

June	Summer Session begins. 2008-2009 BOG Fee Waiver available for Fall 2008 June 12th Deadline for Summer Pell Grant application Pell Priority and campus based aid for Fall 2008 deadline is June 12th
July	Begin mailing award letters for Fall 2008-2009
August	First Pell disbursement for Fall 2008 will be mailed if your file is complete by June 12th and enrolled in at least 6 units prior to July 17, 2008

If you need help with the cost of attending college, the Financial Aid Office may be able to help. The Financial Aid Philosophy is "No Student should be denied access to an educational experience because of a lack of funds." The distribution of these state and federal funds is closely regulated by laws & regulations designed to direct support to those who need them most.

Determining Need

The process starts with the Free Application for Federal Student Aid. Based on the information you provide, the Department of Education established a contribution from you and/or your family toward your educational expenses. Your financial need is the difference between the cost of attendance and the contribution from you and/or your family.

Refund Policy

Students receiving Federal Aid Title IV funds who withdraw or drop without notice from all classes prior to or during the 10th week of the semester (60%), will be subject to Federal refund policies. Students who receive federal financial aid and do not attend any classes will be required to repay all the funds they received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received. Examples of refunds are available from the Financial Aid Office. The college will bill the student and holds will be placed on records until the funds are repaid by the student.

Satisfactory Academic Progress

Satisfactory Academic Progress is required of all Financial Aid students. If the college places you on probation you are automatically on probation with the Financial Aid Office. Satisfactory progress will be monitored at the end of each spring semester for all Financial Aid students who apply for Aid for the next school year. Detailed information on standards required are available in the Financial Aid Office.

Financial Aid Staff

John Muskavitch	Director	389-3269
Juanita Sousa	Coordinator	389-3224
Sandra L. Roberts	Financial Aid Specialist	389-3242
Carrita Morales	Clerical Assistant	389-3223
Fermin Ramirez	Outreach Coordinator	389-3240

ALL CHECKS WILL BE MAILED

- B O G -

APPLICATIONS AVAILABLE IN THE FINANCIAL AID OFFICE

California resident student fees can be WAIVED. There are three types of eligibility. You only need to be eligible for one:

METHOD A: Please provide proof of AFDC/TANF, SSI, or General Relief benefits being received. (If you are considered dependent, you must provide proof of the benefits your parents are receiving.) Acceptable documentation: Copy of current check, current month's or last month's eligibility letter or untaxed income verification form (available in the Financial Aid Office). Please note: Proof of food stamps or medical card is not acceptable documentation.

METHOD B: Please provide information regarding your household size and all sources of income by completing section B on the back of the form. If awarded a BOG B, your enrollment and health fees will be waived. Federal tax returns must be submitted.

METHOD C: If you don't qualify for Method A or B, you may qualify under Method C. To be evaluated under Method C you must complete a FAFSA. Once you receive your yellow SAR (Student Aid Report) in the mail, attach it to a completed BOG application and turn it in to the Financial Aid Office. This process can take up to six weeks.

FEE-WAIVERS DO NOT COVER BOOKS

Financial Aid Programs For You

The Financial Aid Office has detailed information on the following financial aid programs:

- Pell Grant
- Federal Work Study (FWS)
- Stafford Loan Program (FFELP)
- Board of Governors Grant Waiver (BOG)
- Supplemental Educational Opportunity Grant (SEOG)

OFFICE: Classroom Building, Room 214 (CL-214)
Hours: Monday-Thursday 9:00 am - 6:00 pm
Friday- Closed

There is a new federal law this year about paying back money if you leave school

If you get a GRANT and then WITHDRAW from all your classes, you will OWE money back to the federal program. Here's how it works:

According to the day you withdraw, the Financial Aid Office will calculate the part of the grant that you have "earned". NOTE: If you withdraw after you have earned 60% of your grant, you do not owe any repayment.

(Don't worry if you don't understand, the Financial Aid Office will calculate the amount for you.)

Example: Say you get a \$1000 grant. If there are 100 days in the term and you drop out on the 26th day, then you earned 26% of your grant

The Financial Aid Office will multiply your grant money and figure out what you earned, and did not earn.

\$1000 grant x 26% = \$260 earned; \$1000 x 74% = \$740 unearned.

The college will owe some of the money back depending on the number of units you took:

You took 12 units at \$26 each = \$312 x 74% (unearned) = \$231 the college has to pay.

You will have to pay back the unearned amount, minus the college share, times 50%.

\$740 - \$231 = \$509 x 50% = \$255 you have to pay the federal program.

If you receive Federal Work Study (FWS) money and withdraw, you do not owe any FWS money back. You always get to keep the salary you have earned.

If you are thinking of withdrawing or Just leaving... Please think again!

Immediately see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses. Maybe there are services (like tutoring or personal support) that will help you stay. Talk to your instructors, see what advice they can offer.

Don't leave unless you must But if you must, take care of business before you go.

Begin the withdrawal process at the Admissions and Records Office. This office will tell you the process and the rules.

Immediately go to the Financial Aid Office in the Classroom Building, Room 214. Learn how much you will owe and how you will have to repay it.

Please work with the Financial Aid Office. You can arrange for regular payments with the Federal government without losing your student aid eligibility, so it's important to take care of the details before you go. If you leave without taking care of this business and you owe money, the Financial Aid Office will have to put a national HOLD on your student aid eligibility.

REGULATION	REQUIREMENTS	OPTIONS	IMPACT
<p>All students receiving federal financial aid who completely withdraw within the first 60% of a term, payment period, or period of enrollment are subject to the new refund provision.</p> <ul style="list-style-type: none"> • Effective Fall, 2000 • The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to process. • During the first 60% of the enrollment period the student "earns" Title IV aid in direct proportion to the length of time he or she remains enrolled. • Percentage is calculated dividing the number of days completed in the term by the number of calendar days in the term. • Percentage is applied to the amount of disburseable aid to the student for that period of enrollment. 	<p>Student:</p> <p>Shares in repayment of Title IV Funds awarded that are unearned.</p> <ul style="list-style-type: none"> • The student's share is the difference between the total unearned amount and the institution's share of unearned aid. • The student must repay their share of the unearned funds within 45 days after being billed by the District or set up a repayment schedule with the institution or the Department of Education. 	<p>Student repays the funds in full within 45 days of notification.</p> <p>Student is referred to the Department of Education for collection after the District notifies the student of overpayment and affords the student 45 days to repay overpayment in full or sets up a repayment schedule.</p>	<ul style="list-style-type: none"> • The District must bill and collect the overpayment within 45 days. • The District must set up, monitor and collect overpayment. • If the schedule does not adhere to repayment plan the Financial Aid Office must be notified and the student must be referred to the Department of Education for collection. • The District must bill and attempt to collect the overpayment from student within 45 days of notification. • The District has no further collection obligation after 45 days have expired.
	<p>Institution:</p> <ul style="list-style-type: none"> • Shares in the repayment of Title IV funds for the unearned portion of tuition and fees. • Institutional share is the lesser of: • The total amount of unearned aid; or • Institutional charges multiplied by the percentage of aid that was unearned. • Must make post-withdrawal disbursements to eligible students who earned more aid than was disbursed prior to withdrawal. • The institution must define and publicize its withdrawal process. 	<p>The District must return its share of unearned Title IV funds no later than 30 days after it determines that the student withdrew.</p> <p>The District has the option to bill the student for the institution's share of Title IV overpayment.</p>	<ul style="list-style-type: none"> • The District is refunding General Funds monies <u>to the Title IV Programs.</u> • Students will incur an additional liability if they are billed for the institutional share of Title IV overpayments. • Students will have an institutional liability that will prevent them from enrolling, per Board Policy, until the funds are repaid.

California Community Colleges 2007-2008 Board Of Governors Fee Waiver Application

This is an application to have your **ENROLLMENT FEES WAIVED**. This **FEE WAIVER** is for California residents only. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** immediately. Contact the Financial Aid Office for more information. The **FAFSA** is available at www.fafsa.ed.gov or at the Financial Aid Office.

Note: Students who are exempt from paying nonresident tuition under **Education Code Section 68130.5 (AB 540)** are NOT California residents. If you are NOT a California resident, you are not eligible for this fee waiver. Do not complete this application. You may apply for financial aid by completing the FAFSA.

Name: _____ Student ID # _____
Last First Middle Initial

Email (if available): _____ Telephone Number: (____) _____

Home Address: _____ Date of Birth: ____/____/____
Street City Zip Code

Has the Admissions or Registrar's Office determined that you are a California resident? Yes No

IMPLEMENTATION OF THE CALIFORNIA DOMESTIC PARTNER RIGHTS AND RESPONSIBILITIES ACT

The California Domestic Partner Rights and Responsibilities Act extends new rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. If you are in a Registered Domestic Partnership (RDP), you will be treated as an Independent married student to determine eligibility for this Enrollment Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner.

Note: These provisions apply to state student financial aid ONLY, and not to federal student financial aid.

Are you or your parent in a Registered Domestic Partnership with the California Secretary of State under Section 297 of the Family Code? (Answer "Yes" if you or your parent are separated from a Registered Domestic Partner but have **NOT FILED** a Notice of Termination of Domestic Partnership with the California Secretary of State's Office.)

Yes No

If you answered "Yes" to the question above treat the Registered Domestic Partner as a spouse. You are required to include your domestic partner's income and household information or your parent's domestic partner's income and household information in Questions 3, 6, 7, 8, 9, 10, 11, 12.

Student Marital Status: Single Married Divorced Separated Widowed Registered Domestic Partnership

DEPENDENCY STATUS

1. Were you born before January 1, 1984? Yes No
2. As of today, are you married or in a Registered Domestic Partnership (RDP)? (Answer "Yes" if you are separated but not divorced or have not filed a termination notice to dissolve partnership.) Yes No
3. Do you have children who receive more than half of their support from you, or other dependents who live with you (other than your children and spouse/RDP) who receive more than half of their support from you, now and through June 30, 2008? Yes No
4. Are (a) both your parents deceased, or (b) are you (or were you until age 18) a ward/dependent of the court? Yes No
5. Are you a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training? Yes No

• If you answered "Yes" to any of the questions 1 - 5, you are considered an **INDEPENDENT** student for enrollment fee waiver purposes and must provide income and household information about yourself (and your spouse or RDP if applicable). Skip to Question #8.

• If you answered "No" to all questions 1 - 5, complete the following questions:

6. If your parent(s) or his/her RDP filed or will file a 2006 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents? Will Not File Yes No
7. Do you live with one or both of your parent(s) and/or his/her RDP? Yes No

• If you answered "No" to questions 1 - 5 and "Yes" to either question 6 or 7, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a **DEPENDENT** student in the sections that follow.

• If you answered "No" or "Parent(s) will not file" to question 6, and "No" to question 7, you are a **dependent student for all student aid except this enrollment fee waiver**. You may answer questions as an **INDEPENDENT** student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s) information.

METHOD A ENROLLMENT FEE WAIVER

8. Are you (the student ONLY) currently receiving monthly cash assistance for yourself or any dependents from:
 TANF/CalWORKs? Yes No
 SSI/SSP (Supplemental Security Income/State Supplemental Program)? Yes No
 General Assistance? Yes No
9. If you are a dependent student, are your parent(s)/RDP receiving monthly cash assistance from TANF/CalWORKs or SSI/SSP as a primary source of income?
 Yes No

• If you answered "Yes" to question 8 or 9 you are eligible for an **ENROLLMENT FEE WAIVER**. Sign the Certification at the end of this form. You are required to show current proof of benefits. Complete a FAFSA to be eligible for other financial aid opportunities.

METHOD B ENROLLMENT FEE

- 10. **DEPENDENT STUDENT:** How many persons are in your parent(s)/RDP household? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2008.) _____
- 11. **INDEPENDENT STUDENT:** How many persons are in your household? (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2008.) _____

12. **2006 Income Information**

	DEPENDENT STUDENT: PARENT(S)/ RDP INCOME	INDEPENDENT STUDENT: STUDENT (& SPOUSE/S/ RDP) INCOME
a. Adjusted Gross Income (If 2006 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).	\$ _____	\$ _____
b. All other income (Include ALL money earned in 2006 that is not included in line (a) above (such as TANF benefits, disability, Social Security, child support).	\$ _____	\$ _____
TOTAL Income for 2006 (Sum of a + b)	\$ _____	\$ _____

The Financial Aid Office will review your income and let you know if you qualify for an ENROLLMENT FEE WAIVER under Method B. If you do not qualify using this simple method, you should file a FAFSA.

SPECIAL CLASSIFICATIONS ENROLLMENT FEE WAIVERS

- 13. Do you have certification from the CA Department of Veterans Affairs that you are eligible for a dependent's fee waiver?
Submit certification. Yes No
 - 14. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver?
Submit certification. Yes No
 - 15. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient?
Submit documentation from the Department of Veterans Affairs. Yes No
 - 16. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack?
Submit documentation from the CA Victim Compensation and Government Claims Board. Yes No
 - 17. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?
Submit documentation from the public agency employer of record. Yes No
- If you answered "Yes" to any of the questions from 13-17, you are eligible for an ENROLLMENT FEE WAIVER and perhaps other fee waivers or adjustments. Sign the Certification below. Contact the Financial Aid Office if you have questions.

APPLICANTS: READ THIS STATEMENT AND SIGN BELOW

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent's/registered domestic partner's 2006 U.S. Income Tax Return(s). I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges.

Applicant's Signature Date Parent Signature (Dependent Students Only) Date

California Information Privacy Act

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. The Chancellor's Office policy and the policy of the community college to which you are applying for aid authorize maintenance of this information. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them. The officials responsible for maintaining the information contained on this form are the financial aid administrators at the institutions to which you are applying for financial aid. The SSN may be used to verify your identity under record keeping systems established prior to January 1, 1975. If your college requires you to provide an SSN and you have questions, you should ask the financial aid officer at your college for further information. The Chancellor's Office and the California community colleges, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership or any other legally protected basis. Inquiries regarding these policies may be directed to the financial aid office of the college to which you are applying.

FOR OFFICE USE ONLY

<input type="checkbox"/> BOGFW-A	<input type="checkbox"/> BOGFW-B	<input type="checkbox"/> Special Classification	<input type="checkbox"/> RDP	<input type="checkbox"/> Student is not eligible
<input type="checkbox"/> TANF/CalWORKs		<input type="checkbox"/> Veteran	<input type="checkbox"/> Student	
<input type="checkbox"/> GA	<input type="checkbox"/> BOGFW-C	<input type="checkbox"/> Medal of Honor	<input type="checkbox"/> Parent	
<input type="checkbox"/> SSI/SSP		<input type="checkbox"/> Dep. of deceased law enforcement/fire personnel		
<input type="checkbox"/> National Guard Dependent				
<input type="checkbox"/> 9/11 Dependent				

Comments:

STUDENTS RIGHT TO KNOW

CRIME REPORTING/CRIME STATISTICS



REPORTING CRIMES AND EMERGENCIES

The San Bernardino Community College District maintains a Police and Safety Services Department with personnel available 24 hours a day. You may report any criminal action or any other emergency at Crafton Hills College anytime - day or night - by calling (909) 389-3275 or by coming in person to the Communications Office located in the Lab/Admin. Bldg., Room 153.

Crime Statistics

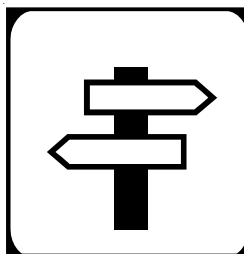
Annual crime statistics can be found on the SBCCD website at www.sbccd.org under "About the District."

In addition, the full "Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act" handbook is available at the following locations:

- SBCCD Chancellor's Office
- CHC College Police

Parking Permits

Are Required For
ALL LOTS AND STREETS
at Crafton Hills College



Vehicles without displayed parking permits are ticketed between 7:00 am and 10:00 pm, Monday through Thursday, and between 7:00 am and 4:30 pm, Friday. Illegally parked vehicles (red zone, handicapped parking, staff parking) are ticketed at all times.



Purchase permits in the Communications Office (LADM-153).

Daily parking permits are dispensed by vending machines in Parking Lot D for \$1.

Single Semester (Fall or Spring)	\$20
Single Semester (Summer)	\$15

Crafton Hills College Administration

Gloria Macías Harrison, M.A.	President
Alex E. Contreras, M.S.	Vice President, Student Services
Cheryl A. Marshall, Ed.D.	Vice President, Instruction
Charlie Ng, Jr., M.S.	Vice President, Administrative Services
Judith Ashton, M.A.	Interim Dean, Humanities and Social Science
Joe Cabrales, M.A.	Dean, Student Services & Student Development
Kirsten Colvey, M.S.	Dean, Student Services/Counseling and Matriculation
Donna Ferracone, M.A.	Dean, Career and Technical Education
Theodore Phillips, Ed.D.	Dean, Technology and Learning Resources
Laurens K. Thurman, M.A.	Dean, Math, Science, Health and Physical Education
June C. Yamamoto, M.A.	Dean, Emergency Training Center
Cheryl Bardowell, M.P.A.	Director, Resource Development
Wayne Bogh, M.B.A.	Director, Technology Services
Rejoice Chavira, M.A.	Director, EOPS, CARE/CalWORKs
Bud Darling, M.P.A.	Director, Facilities, Operations & Maintenance
Patrick Y. Fite, B.A.	Director, Marketing and Public Relations
Mamerto Licerio, M.A.	Director, Disabled Student Programs & Services
John Muskavitch, B.S.	Director, Financial Aid
Ericka Paddock, M.A.	Director, Student Life
Cammy Purper, M.A.	Director, Child Development Center
Cidhinnia Torres Campos, Ph.D.	Director, Research and Planning

District Administration

Donald F. Averill, Ed.D.	Chancellor
Robert J. Temple, M.A.	Vice Chancellor, Fiscal Services
John Matulich, M.S.	Interim Vice Chancellor, Human Resources & Employee Relations
Frank G. Reyes, M.A.	Executive Director, Government Relations
David Salazar, M.A.	Executive Director, Facilities, Planning and Administrative Services
Ron Gerhard, M.B.A.	Manager, Business Services
Larry Cicalone, M.B.A.	President and General Manager, KVCR-TV/FM
Bruce Griffin, M.B.A.	Chief Information Officer, Computing Services
Glen Kuck, Ed.D.	Director, Distributed Education and Technology Services
Diogenes Shipp, M.A.	Interim Director, Human Resources
Donna Hoffmann, M.A.	District Director, Marketing and Public Relations
Crispina Ongoco, B.S.	Director, Fiscal Services
Matthew Isaac, Ph.D.	Director, Economic Development and Corporate Training
Patrick McCurry	District Director, Public Safety (Chief of Police)
Kevin Fleming, M.B.A.	Director, Center of Excellence
Steven Sutorus, M.B.A.	Director, Internal Audits

Board of Trustees

Charles S. Terrell, Jr., Ed.D.	President
James C. Ramos, B.S.	Vice President
Allen B. Gresham, J.D.	Clerk
Marie A. Alonso	Trustee
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James C. Ramos, B.S.	Trustee
Donald L. Singer, Ph.D.	Trustee
Seth Pro	Student Trustee, CHC
Alma Clark	Student Trustee, SBVC

CRAFTON HILLS COLLEGE
11711 Sand Canyon Road
Yucaipa, CA 92399
(909) 794-2161



SAN BERNARDINO VALLEY COLLEGE
701 S. Mount Vernon Avenue
San Bernardino, CA 92410
(909)384-4400

APPLICATION FOR ADMISSION

Please Note: Students are encouraged to purchase and use a copy of the College Catalog and/or Schedule of Classes (available at the bookstore). Reference copies are available in the library and the counseling/academic-advising center.

STEPS FOR ADMISSION:

1. Eligibility:

The following groups are eligible for admissions:

- Any individual, age 18 or above, who can reasonably profit from instruction.
- Any individual who has graduated from high school or who has been awarded a California Certificate of Proficiency or who has successfully completed the GED.

Students from other colleges may be admitted with advanced standing upon presentation of official transcripts.

High school juniors and seniors may enroll under the following conditions:

- They must have a GPA of 3.0 or better, as verified by an official transcript.
- They must submit a *Special Student Attendance Approval* form signed by a parent and by their high school principal/designee.
- The courses taken may not duplicate courses currently available in their high school.

All high school petitions are approved by the Dean of Student Services and Student Development.

2. Filing an Application with Admissions:

All new and/or returning students must file an application for admission before they register for classes.

- Be sure to complete the entire application and statement of residency, sign and date.
- Submit the completed form to the Admissions Office.

3. Transcripts of Prior Work:

Students should arrange to have official transcripts of all (high school, if a high school student) college work sent to the Admissions Office. These documents are important to have on file for proper counseling/advisement.

4. Assessment/Orientation/Advisement:

New students are strongly encouraged to participate in the college's Assessment/Orientation/Advisement program. This program is designed to ensure that students take classes that best match their current level of preparation. During the 3-hour assessment session, students are given tests in English, Reading, and Mathematics. While the tests are being scored, students are introduced to the college's services. At the end of the session when the assessment scores are ready, counselors help students select their courses for the semester.

5. Enrollment in Classes:

The *Schedule of Classes* provides detailed instructions on the procedures involved in registering for classes. Students may register either by Web or telephone, in accordance with the dates identified in the *Schedule of Classes*. **Attending classes without formally enrolling (auditing) is not permitted.** Students who have an outstanding financial obligation will not be allowed to register for classes until the obligation is cleared. Examples of obligations falling under this policy include but are not limited to: returned checks, unpaid loans, equipment breakage, and unpaid library fines.

The college reserves the right to cancel any class that does not meet the minimum size requirements established by the district. In some cases,

cancellation may take place before the first class meeting. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college.

6. Payment of Fees:

Current fees are listed each semester in the *Schedule of Classes*. All fees are due and payable at the time of registration. In addition to enrollment fees, students can be assessed the following: health fee, accident insurance, student representation fee and student center fee. Optional fees include those for a parking permit and for the Associated Students (AS) discount card.

Students who are not bonafide residents of California are required to pay non-resident tuition. Non-resident tuition is payable at the time of registration.

7. Class Attendance:

Students who are not in attendance at the first class meeting may be dropped by the instructor.

8. Late Registration:

Applicants who do not enroll during the registration period may enroll in classes during the first two weeks of the full-term fall and spring semesters, using the "add/drop" process described below. However, any instructor may refuse to admit a late registrant when the work missed cannot reasonably be made up, when the class is full, or when normal progress in the course would be impossible or unsafe.

9. Add/Drop:

Registered students may change their programs during a designated period at the beginning of each semester. Once the registration period has passed and/or after the first week of full-term classes (or the first day of classes lasting less than 17 weeks), a *petition* is needed to change a schedule. These forms are available through the Admissions Office. If a schedule is revised and total number of units changed, the amount of enrollment fees may also change. Students must pay any additional fees if the number of units taken increases due to a schedule change of the time of registration.

10. Refunds:

The amount of a refund for enrollment and service fees will vary in accordance with the following conditions:

- If a class is cancelled, a student will automatically be mailed a refund of enrollment, health, accident, student center fee and student representation fee. No processing fee will be charged for overpayments or cancelled classes.
- If a student drops a class before the **beginning of the term**, he/she will automatically be mailed a refund of enrollment, health, accident, student center fee and student representation fee. There will be a \$10.00 refund processing fee. Refunds of amount less than \$15.00 will not be processed.
- If a student drops a class **after** the first day of classes but on or before the end of the second week of classes (or 10% of the term for classes less than 17 weeks in length), he/she will automatically be mailed a refund of enrollment fees. All other fees are non-refundable as of the first day of class.
- If a student drops a class **after** the second week of classes (or after the 1st 10% of the term for classes less than 17 weeks in length), he/she is not eligible for a refund.

It takes approximately six to eight weeks to process refund checks. If a student wishes to apply the refund credit toward registration in another class, he/she must submit the drop and add at the same time.

APPLICATION FOR ADMISSION

I am applying to: (check one) San Bernardino Valley College Crafton Hills College
 PLEASE ANSWER ALL QUESTIONS, PRINT CLEARLY. USE BLUE OR BLACK INK ONLY.
 I am applying for Fall Spring Summer

1. Legal Name: (Do not use nicknames.)

Last Name

First Name

Middle Initial

(Names Previously Used)

2. Social Security Number:

--	--	--	--	--	--	--	--	--	--

3. E-Mail Address:

4. Legal Address: (A legal address is one used for voting, motor vehicle registration, income tax, and other legal purposes.)

No.

Street

Apt.

City

State

Zip Code

County/Country

From: (Month/Year)

--	--

To: (Month/Year)

--	--

5. Previous Address: (If you have not lived at your current (legal) address for one(1) year you must list your previous address.)

No.

Street

Apt.

City

State

Zip Code

From: (Month/Year)

--	--

To: (Month/Year)

--	--

6. Mailing Address: (If different than legal address)

No.

Street

Apt.

City

State

Zip Code

From: (Month/Year)

--	--

To: (Month/Year)

--	--

7. Telephone Number:

() ()

Home

Business

8. Gender:

- (F) Female
 (M) Male

9. Date of Birth:

Month / Day / Year

10. Place of Birth:

City State/Country

11. Major/Academic Program:

Please enter appropriate code: (See Inserted page for code lists.)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

12. Ethnic Background: (check one)

- | | | |
|--|---|---|
| <input type="checkbox"/> (AC) Asian
<input type="checkbox"/> (AI) Asian Indian
<input type="checkbox"/> (AJ) Japanese
<input type="checkbox"/> (AK) Korean
<input type="checkbox"/> (AL) Laotian
<input type="checkbox"/> (AM) Cambodian
<input type="checkbox"/> (AV) Vietnamese
<input type="checkbox"/> (AX) Other Asian | <input type="checkbox"/> (B) African-American Non-Hispanic
<input type="checkbox"/> (F) Filipino
<input type="checkbox"/> (HM) Mexican, Mexican-American, Chicano
<input type="checkbox"/> (HS) South American
<input type="checkbox"/> (HX) Other Hispanic
<input type="checkbox"/> (N) American Indian / Alaskan Native
<input type="checkbox"/> (O) Other Non-White
<input type="checkbox"/> (PG) Guamanian | <input type="checkbox"/> (PH) Hawaiian
<input type="checkbox"/> (PS) Samoan
<input type="checkbox"/> (PX) Other Pacific Islander
<input type="checkbox"/> (W) White Non-Hispanic
<input type="checkbox"/> (X) Unknown
<input type="checkbox"/> (XD) Decline to State |
|--|---|---|

13. Admit Status: (check one)

- | | |
|---|---|
| <input type="checkbox"/> (FFV/FFC) First enrollment in any college
<input type="checkbox"/> (FTV/FTC) First enrollment at CHC/SBVC but have attended another college
<input type="checkbox"/> (RTV/RTC) Returning to CHC/SBVC after attending other college | <input type="checkbox"/> (RSV/RSC) Returning to CHC/SBVC after an absence of one or more semesters with no attendance at any other college
<input type="checkbox"/> (CSV/CSC) Attended CHC/SBVC last semester
<input type="checkbox"/> (SPV/SPC) Special admit student (K-12) |
|---|---|

14. Educational Goal: (check one)

- | | |
|---|---|
| <input type="checkbox"/> (A) Obtain a B.A. degree after completing a 2-year degree
<input type="checkbox"/> (B) Obtain a B.A. degree without a 2-year degree
<input type="checkbox"/> (C) Obtain an associate's degree without transfer
<input type="checkbox"/> (D) Obtain a vocational degree without transfer
<input type="checkbox"/> (E) Earn a vocational certificate without transfer
<input type="checkbox"/> (F) Discover/formulate career interest, plan/goals
<input type="checkbox"/> (G) Prepare for a new career (acquire job skills) | <input type="checkbox"/> (H) Advance in current job/career (update skills)
<input type="checkbox"/> (I) Maintain certificate or license (e.g. Nursing)
<input type="checkbox"/> (J) Educational Development
<input type="checkbox"/> (K) Improve basic skills in English, Reading, or Math
<input type="checkbox"/> (L) Complete credits for high school diploma or GED
<input type="checkbox"/> (M) Undecided on goal
<input type="checkbox"/> (P) Personal Interest |
|---|---|

NOTE: All applicants must complete the Statement of Residency on the back of this form

15. Is English the language you speak most often? (Y) Yes (N) No

16. Marital Status: Single Married Divorced Separated Widowed Registered Domestic Partnership

17. Are you a single parent? (Y) Yes (N) No

18. Special Services: *(SBCCD is committed to your educational success. Each area listed below provides special services. Please indicate those services that would benefit or interest you. Check all that apply.)*

<input type="checkbox"/> (1) Financial Aid	<input type="checkbox"/> (4) Transfer Student	<input type="checkbox"/> (7) Course Tutoring	<input type="checkbox"/> (10) Assessment Testing
<input type="checkbox"/> (2) Child Care	<input type="checkbox"/> (5) Employment Assistance	<input type="checkbox"/> (8) English as 2 nd language	<input type="checkbox"/> (11) Distance (Distributed) Education
<input type="checkbox"/> (3) Disabled Student Prog. & Svcs.	<input type="checkbox"/> (6) Basic Skills	<input type="checkbox"/> (9) Extended Opportunity Prog. & Svcs.	

19. Are you a veteran or a dependent of a veteran eligible for benefits? (Y) Yes (N) No

20. Do you intend to apply for Financial Aid? (Y) Yes (N) No

21. Do you receive cash aid/TANF(CalWORKS)? (Y) Yes (N) No

22. Intended Load: *(Check one)*

<input type="checkbox"/> (LP) Less than part time Fall & Spring – Less than 6 units Summer – Varies – See Schedule	<input type="checkbox"/> (P) Part time Fall & Spring – 6 units to 11.9 units Summer – Varies – See Schedule	<input type="checkbox"/> (F) Full time Fall & Spring – 12 units to 17.9 units Summer – Varies – See Schedule	<input type="checkbox"/> (O) Overload Fall & Spring – 18 units or more Summer – Varies – See Schedule
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23. How many hours PER WEEK do you expect to work for pay while attending CHC or SBVC? (Check one)

<input type="checkbox"/> (1) None	<input type="checkbox"/> (4) 20-29
<input type="checkbox"/> (2) 1-9	<input type="checkbox"/> (5) 30-39
<input type="checkbox"/> (3) 10-19	<input type="checkbox"/> (6) 40 or more

24. Education:

PART A:
(If you are currently attending high school, please complete the following, if not, skip to Part B.)

Name of High School: _____ City _____ State _____

Year began attending _____

High School Code				

PART B:

Name of High School: _____ City _____ State _____

Years attended From _____ To _____ Graduated? Yes No Year _____

High School Code				

Most Recent College: _____ City _____ State _____

Years attended From _____ To _____ Graduated? Yes No Year _____

College Code				

25. Graduation Type: *(Check one)*

<input type="checkbox"/> (1) Special student currently enrolled in grades Kindergarten –10	<input type="checkbox"/> (7) Passed the GED/Cert. of Equivalency
<input type="checkbox"/> (2) High school student currently in grades 11-12	<input type="checkbox"/> (8) Certificate of Proficiency
<input type="checkbox"/> (3) Not a high school graduate/not in high school	<input type="checkbox"/> (9) Earned a Foreign Secondary School Diploma
<input type="checkbox"/> (4) Currently enrolled in adult school	<input type="checkbox"/> (10) Received Associate's Degree
<input type="checkbox"/> (5) Earned a U.S. high school diploma	<input type="checkbox"/> (11) Received Bachelor's Degree
<input type="checkbox"/> (6) Other	

STATEMENT OF RESIDENCY

All applicants must complete this entire section. – DO NOT LEAVE ANY QUESTION BLANK.

NOTE: If additional information is needed to determine your residence status, you will be required to present evidence in accordance with Educational Code Sections 68040 et seq. The burden of proof to clearly demonstrate both physical presence in California and intent to establish California residence is the responsibility of the student.

26. Are you a U.S. Citizen? (US) Yes No (If you are NOT a U.S. Citizen, you must give the information below)

(NOTE: both items A and B must be completed.)

A. Immigration Status (mark appropriate category below, then list card or visa number and date issued).

<input type="checkbox"/> (PE) Permanent or Resident Visa	A# _____	_____	_____
	Immigration Card Number	Date Issued	Expiration Date
<input type="checkbox"/> (ST) Student Visa (F-1 or M-1)	A# _____	_____	_____
	Visa Number	Date Issued	Expiration Date
<input type="checkbox"/> (OT) Other Status	A# _____	_____	_____
	Visa Type	Visa Number	Date Issued
			Expiration Date

B. Country of Citizenship or Origin _____

27. Do you claim California as your permanent residence? Yes No

(If YES, you must answer questions A through C below.)

- A. In what state did you last file a State income tax return? _____ Year? _____
- B. Are any of the following persons currently on **ACTIVE** military duty with, (or discharged within the last 12 months from), the U.S. Armed Forces?
(Please mark all appropriate persons.)
 None Self Spouse Parent or Guardian
- C. Have you lived at your present address for more than one year? Yes No

28. Questions which must be answered by any student who will not be 19 years of age when the semester begins:

A. Are your natural parents or legal guardians divorced? Yes No

B. If YES, list name and address of person who has legal physical custody of you:

Full Name: _____

Address: _____

NON-DISCRIMINATION POLICY: San Bernardino Community College District, pursuant to the requirements to Title IV, VI, and VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendment of 1972, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, national origin, native language, or handicap in its employment policies and/or educational programs and activities, including admission and accessibility to such.

FERPA Notification: Under the Family Educational Rights Act (FERPA), upon enrollment you may direct the college to withhold release of directory information to persons not employed by the San Bernardino Community College District. Directory information includes your name, address, phone number, dates of attendance, major of study, awards/degrees received, date of birth and most recent institution previously attended. **DIRECTORY INFORMATION DOES NOT INCLUDE YOUR SOCIAL SECURITY NUMBER.** Currently, directory information is only shared with officials and employees of the San Bernardino Community College District who have a legitimate educational need to inspect the record, to a person elected to the Board of Trustees, and to other educational entities conducting research to assess the academic progress of students and to help students reach their educational goals. **DIRECTORY INFORMATION IS NOT SHARED WITH NON-EDUCATIONAL ENTITIES** (i.e. telemarketers). If you do not want your directory information released, please check box

29. I hereby certify, UNDER PENALTY OF PERJURY, that all information supplied on this statement of residency is complete and accurate to the best of my knowledge. All materials submitted by me for purposes of admission become the property of San Bernardino Community College District. I understand that willful omission or falsification of information, or failure to report changes in residence may result in my dismissal from San Bernardino Community College District and the loss of units earned as a result of such omission or falsification.

Applicant's Legal Signature _____ Date _____

CRAFTON HILLS COLLEGE

LEGEND ON-CAMPUS

- BC Bookstore Complex
- BK Bookstore
- CL Classroom Building
- CC College Center
- CHS Chemistry & Health Science Building
- CDC Child Development Center
- G Gymnasium
- LADM Laboratory/Administration Building
- LR Library
- LR-LC Library/Learning Center
- OE 1, OE 2 Occupational Education
- PAC Performing Arts Center
- SSA Student Services A
- SSB Student Services B
- SCC Student Center/Cafeteria

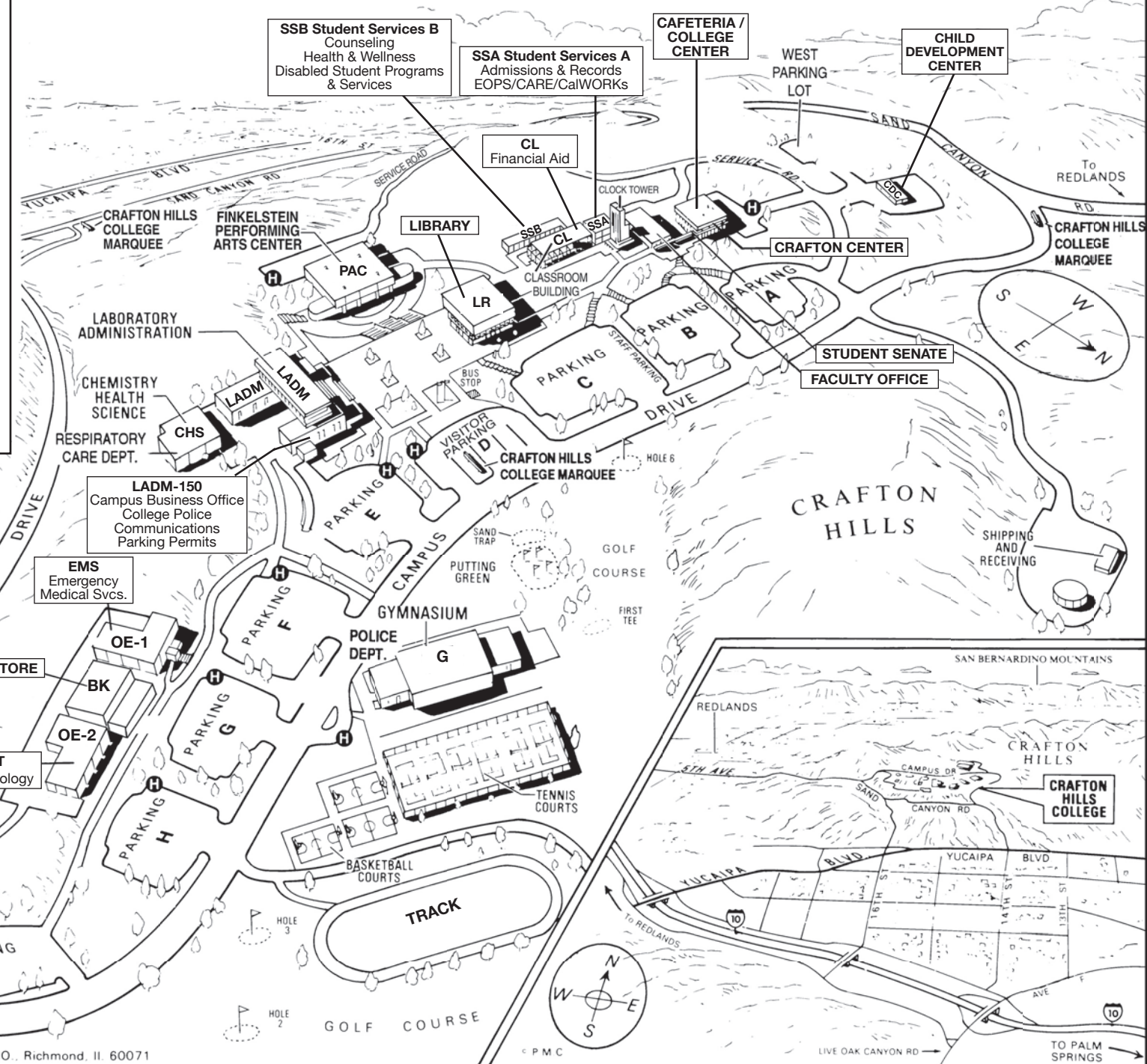
LEGEND OFF-CAMPUS

- CLNC Clinic
- DE Distributed Education
- FLD Off-Campus Field
- HOSP Hospital
- RIAL-RFD Rialto Fire Dept.
- SBCMC San Bernardino County Medical Center
- SBRETC San Bernardino Regional Emergency Training Center
- VETS Veterans' Hospital



11711 Sand Canyon Road
Yucaipa, CA 92399
(909)794-2161
www.craftonhills.edu

- H** HANDICAPPED PARKING
- HANDICAPPED RAMP



Summer Semester Registration

1. New students apply on-line at www.craftonhills.edu and follow the steps under the menu selection "Apply/Register."
2. For those filling out the application from the class schedule, submit or send the application to the CHC Admissions and Records Office in the Student Services Building (SSA) 213.
3. **Priority WEB and Telephone Registration** for ALL 5-week, 6-week, 7-week, and 8-week classes: April 28-May 16.

Session 1 Classes Open Registration: May 19-June 1

Session 2 Classes Open Registration: May 19-June 22

(For WEB and Telephone Registration instructions, see pages __-__ in this class schedule or visit the CHC website and click on "Apply/Register.")

Counselors are available for program advisement at the CHC Counseling Office, which is located in the Student Services B Building (SSB). Telephone (909) 794-2161, Ext. 3366.

For high school concurrent enrollment requirements, eligibility and deadlines see page __.

4. **ADMISSIONS & RECORDS OFFICE:** Telephone (909) 794-2161, ext 3372.
OFFICE HOURS:
 - ❖ Monday-Thursday 8 a.m. to 7 p.m.
 - ❖ Friday: 8 a.m. to 3 p.m.
 - ❖ Weekends closed
 - ❖ During June 1 to July 31, 2008 the campus will be closed on Fridays and weekends.

(909) 794-2161
www.craftonhills.edu

Crafton Hills
COLLEGE