

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 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 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 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:

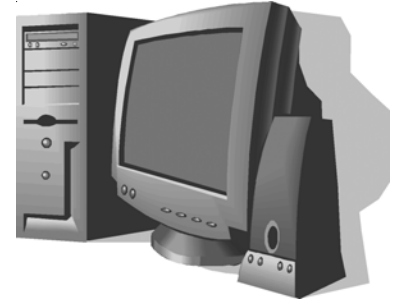
Monday - Thursday 8:00 am - 7:00 pm
Friday 8:00 am - 3:00 pm
 (Hours are subject to change)

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 #