



www.craftonhills.edu

Web/Telephone Registration

(For Detailed Web Instructions see page 17)

Before you log on 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 (pages 16-20)
(high school students see page 28)
for policies and procedures)
- Register
- Payment

Upon approval by the Admissions and Records Director, students currently enrolled in high school may register for the approved class(es) when open Web/Telephone registration begins. Please refer to the priority registration page in the schedule of classes. The high school application deadline is January 7, 2008.

Office Hours:

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

Friday 8:00 am to 3:00 pm

(Hours are subject to change.)

If you have any problems with the Web/Telephone system, call the HELP line at (877) 241-1756 or

E-mail: admissions@craftonhills.edu

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

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

Eligible students may register using Web/Telephone October 31, Nov 1,2. Please contact the Disabled Student Programs & Services at (909)389-3325 or the EOPS/CARE/CalWORKs Office at (909)389-3239 to determine your registration day and time. DSP&S and EOPS/CARE/CalWORKs students who miss registering on October 31, Nov 1,2 must wait to register during their regular registration which begins Nov 5. Please consult the grid on page 20 to determine your priority group.

Web Registration To Add and/or Drop Classes

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



Congratulations!

You have just completed CHC'S On-Line Registration Process

After registering for classes, your **entire** registration balance **must** be paid within **two** business days after the date of registration. Payment by cash, check or money order must be made in person at the Admissions & Records Office. 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**

To access registration PRESS 1

To access grades (available January 13, 2008 for previous fall semester) PRESS 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

Purchase AS Card

Yes PRESS 1

Otherwise PRESS any other key

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

Credit Card

To pay by credit card PRESS 1

To skip this option PRESS any other key

Military Recruitment

Answer No PRESS 1

Answer Yes PRESS any other key

Courses to Add

Courses to Drop

[illegible]

Reference #

Log on to: www.craftonhills.edu or Dial (909) 884-1441
TO **CONFIRM** YOUR PRIORITY LEVEL ANYTIME ON OR AFTER OCTOBER 1, 2007
PRIORITY REGISTRATION BEGINS ON NOVEMBER 5, 2007
(OCTOBER 31, NOVEMBER 1 AND 2 for EOPS, DSP&S, and CalWORKs students)

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

*You can register by Web/Telephone either during your priority registration times
(see priorities A through F below) or during the open registration period **November 21, 2007 - January 13, 2008.***

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 October 31, November 1 & 2.

For more information contact the appropriate program office.

Priority A

- Students enrolled at CHC during the previous Spring or Summer semester who have completed 40 to 109 units at CHC.
Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.
Priority A students register Monday, November 5 and Tuesday November 6.
EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority B

- Students enrolled at CHC during the previous Spring or Summer semester who have completed 30 to 39.9 units at CHC.
Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.
Priority B students register Wednesday, November 7 and Thursday, November 8.
EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority C

- Students enrolled at CHC during the previous Spring semester who have completed 15 to 29.9 units at CHC.
Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.
Priority C students register Friday, November 9 and Monday, November 12.
EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority D

- Students enrolled at CHC during the previous Spring semester who have completed 0 to 14.9 units at CHC.
Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.
Priority D students register Tuesday, November 13 and Wednesday, November 14.
EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

Priority E

- Students who attended CHC previously but not in the previous fall semester AND have re-applied for admission.
or Continuing or Returning Students who have previously earned a Bachelor's Degree or higher.
or Continuing Students with 110 units or more.
Priority E students register Thursday, November 15 and Friday, November 16.

Priority F

- You are a new student who has completed the Matriculation process (CHC application, residency statement, assessment, and educational plan with counselor) or you are a new student who has completed the matriculation process or met the pre-enrollment assessment waiver criteria **Prior** to the registration date for Priority F.
Priority F students register Monday, November 19 and Tuesday, November 20.

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

Registration Priorities

For Web Registration Instructions, log on to: www.craftonhills.edu

Web/Telephone Registration 6:00 AM - 11:59 PM				
Monday Oct. 29	Tuesday Oct. 30	Wednesday Oct. 31	Thursday Nov. 1	Friday Nov. 2
		EOPS, DSP&S, CalWORKs	EOPS, DSP&S, CalWORKs	EOPS, DSP&S, CalWORKs
Web/Telephone Registration 6:00 AM - 11:59 PM				
Monday Nov. 5	Tuesday Nov. 6	Wednesday Nov. 7	Thursday Nov. 8	Friday Nov. 9
Priority A	Priority A	Priority B	Priority B	Priority C
Web/Telephone Registration 6:00 AM - 11:59 PM				
Monday Nov. 12	Tuesday Nov. 13	Wednesday Nov. 14	Thursday Nov. 15	Friday Nov. 16
Priority C	Priority D	Priority D	Priority E	Priority E
Web/Telephone Registration 6:00 AM - 11:59 PM				
Monday Nov. 19	Tuesday Nov. 20	Wednesday Nov. 21	Thursday Nov. 22	Friday Nov. 23-Jan 13
Priority F	Priority F	Open Registration and first day of high school registration	Open Registration	Open Registration

Web Registration - www.craftonhills.edu

Telephone Registration - (909) 884-1441

Monday - Saturday, 6:00 am - 11:59 pm

Sunday, 6:00 am - 7:00 pm

After registering for classes, your **entire** registration balance **must** be paid within **two** business days. Payment by cash, check or money order must be made in person at the Admissions & Records Office.

Outstanding registration fees may result in your classes being dropped.

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

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