www.craftonhills.edu

> **If you wish to register by phone or you have forgotten your student ID?**
> **Call 909- 884-1441**

Web/Telephone Registration
(For Detailed Web Instructions see page 18)

Before you log on, be prepared!

- **Read all instructions**
- **Complete the application (if applicable)**
- **Clear all outstanding debts (if applicable)**
- **Obtain fee waiver (if applicable)**
- **Determine registration priority date (pages 18-19)**
  (high school students see page 27)
  for policies and procedures)
- **Register**
- **Payment**

Upon approval by the Dean of Student Services & Student Development/Designee students currently enrolled in high school may register for the approved class(es) when open Web/Telephone registration begins.
Please refer to the priority registration page in this schedule of classes. The high school application deadline is January 5, 2009.

Office Hours:

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

If you have any problems with online registration, call the toll free HELP line at (877) 241-1756 or
E-mail: **admissions@craftonhills.edu**

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

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

Eligible students may register using the Web/Telephone October 27-29
Please contact the Disabled Student Programs & Services at (909)389-3325 or the EOPS/CARE/CalWORKs Office at (909)389-3239 or the CHC Certifying official at (909) 389-3256
to determine your registration day and time.
DSP&S and EOPS/CARE/CalWORKs students who miss registering October 27-29 must wait to register during their regular registration which begins October 30. Please consult the chart on page 18 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

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Congratulations!

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

After registering for classes, your **entire** registration balance **must** be paid by the end of the following business day. Payment by cash, check or money order must be made in person at the Admissions & Records Office. **AFTER THE TERM BEGINS PAYMENT IS DUE AT TIME OF REGISTRATION. OUTSTANDING FEES WILL RESULT IN YOUR CLASSES BEING ADMINISTRATIVELY DROPPED.**