



[www.craftonhills.edu](http://www.craftonhills.edu)

Have forgotten your student ID?  
Call (877) 241-1756

WEB REGISTRATION

## Web 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 19 ) (high school students see page 26) for policies and procedures)
- Register
- Payment

### Web Registration Hours:

Monday-Saturday ..... 6:00 am to 11:59 pm  
Sunday ..... 6:00 am to 7:00 pm

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

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

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

### Web Registration for DSP&S, EOPS/CARE, and active Military/Veterans\*

Eligible students may register using the Web June 22-24 Please contact the Disabled Student Programs & Services at (909)389-3325 or the EOPS/CARE Office at (909)389-3239 or the CHC Certifying official at (909) 389-3256

\* Must provide a DD-214 Member/Service 4, with an honorable discharge within 2 years from seperation date.

## Web Registration To Add and/or Drop Classes

1. Login to [www.craftonhills.edu](http://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

### 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. Payments may be made online with visa/mastercard. 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: (IF APPROVED) YOU MUST BE PREPARED TO PAY AT TIME OF REGISTRATION.**

Log on to: [www.craftonhills.edu](http://www.craftonhills.edu)  
TO **CONFIRM** YOUR PRIORITY LEVEL ANY TIME ON OR AFTER MAY 30  
**PRIORITY REGISTRATION BEGINS ON June 21, 2010**

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

*You can register by Web either during your priority registration times  
(see priorities A through G below) or during the open registration period.*

*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, F or G) 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.**

### Priority A

- Students who've been accepted into the EOPS, DSP & S or are active military/veterans  
**Register Monday June 21, Tuesday June 22 and Wednesday June 23.**  
**For more information contact the appropriate program office.**

### Priority B

- Students enrolled at CHC during the previous 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.  
**Register Thursday, June 24, Friday June 25, and Saturday June 26.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY F**

### Priority C

- Students enrolled at CHC during the previous 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.  
**Register Sunday, June 27 Monday June 28, and Tuesday June 29.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY F**

### Priority D

- Students enrolled at CHC during the previous 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.  
**Register Wednesday, June 30, Thursday July 01, and Friday July 02.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY F**

### Priority E

- Students enrolled at CHC during the previous 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.  
**Register Saturday, July 03, Sunday July 04, and Monday July 5.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY F**

### Priority F

- Students who attended CHC previously but not in the previous 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.  
**Register Tuesday, July 06, Wednesday July 07, and Thursday July 08.**

### Priority G

- 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 G.  
**Register Friday July 09, Saturday July 10 and Sunday July 11.**

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

<b>Web Priority Schedule</b>
------------------------------

**WEB PRIORITY SCHEDULE**

<b>Web Registration 6:00 AM - 11:50 PM</b>						
Sunday June 20	Monday June 21	Tuesday June 22	Wednesday June 23	Thursday June 24	Friday June 25	Saturday June 26
	Priority A	Priority A	Priority A	Priority B	Priority B	Priority B
Sunday June 27	Monday June 28	Tuesday June 29	Wednesday June 30	Thursday July 01	Friday July 02	Saturday July 03
Priority C	Priority C	Priority C	Priority D	Priority D	Priority D	Priority E
Sunday July 04	Monday July 05	Tuesday July 06	Wednesday July 07	Thursday July 08	Friday July 09	Saturday July 10
Priority E	Priority E	Priority F	Priority F	Priority F	Priority G	Priority G
Sunday July 11	<b>Open Registration</b>					
Priority G	July 12 - August 15, 2010					

Web Registration: [www.craftonhills.edu](http://www.craftonhills.edu)  
 Monday through Saturday, 6:00 am - 11:59 pm  
 Sunday, 6:00 am - 7:00 pm

After registering for classes, your entire registration balance must be paid by the end of the following business day. Payments may be made online by visa/mastercard. 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 may result in your classes being administratively dropped. Courses added as the result of an approved petition must be paid in full at the time of registration