



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

Have forgotten your student ID Number?  
Visit online @ [www.craftonhills.edu/whatismyid](http://www.craftonhills.edu/whatismyid) or Call (909) 382-8988

## Web Registration

(For Detailed Web Instructions visit [www.craftonhills.edu/register](http://www.craftonhills.edu/register))

### Before you logon 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 15)
- 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 registration begins.

Please refer to the dates and deadlines page in this schedule of classes.

### Office Hours:

Monday - Thursday ..... 9:00 am - 6:00 pm  
Friday ..... 9:00 am - 1:00 pm  
(Hours are subject to change)

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)

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

### Web for DSP&S, EOPS/CARE, and CalWORKs and Active Military/Veterans\*

Eligible students may register using Web May 02 - 04. If you have any questions please contact: The Disabled Student Programs & Services at (909)389-3325. EOPS/CARE Office at (909)389-3239. CHC Certifying Official at (909) 389-3256

\* Must provide orders showing active duty status or a DD-214 Member/Service 4 with an honorable discharge within 2 years from separation date.

**Summer 2011 Registration Priorities**

Log on to: [www.craftonhills.edu](http://www.craftonhills.edu)

**TO CONFIRM YOUR PRIORITY LEVEL ANYTIME ON OR AFTER APRIL 1<sup>st</sup>, 2011.  
PRIORITY REGISTRATION BEGINS ON MAY 2<sup>nd</sup>, 2011.**

**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.**
- **EXCEPTION – Continuing or Returning students who have previously earned a Bachelor’s degree or higher are Priority F.**

Once you have determined your priority level, you may register on the days assigned to that priority or **any registration day thereafter.**

**Attention Returning Students:** Students who did not attend during the previous semester must submit an Application for Admission online at [www.craftonhills.edu/apply](http://www.craftonhills.edu/apply).

Priority	Categories & Dates
A	Students who’ve been accepted into the EOPS, DSP&S or CalWorks programs or are active military/veterans. For more information contact the appropriate program office. <b><u>Register Monday May 2<sup>nd</sup>, Tuesday May 3<sup>rd</sup> and Wednesday May 4<sup>th</sup>.</u></b>
B	Students who attended CHC previously with a break of not more than two (2) years and have completed 40 to 90.9 units at CHC. <b><u>Register Thursday May 5<sup>th</sup>, Friday May 6<sup>th</sup> and Saturday May 7<sup>th</sup>.</u></b>
C	Students who attended CHC previously with a break of not more than two (2) years and have completed 30 to 39.9 units at CHC. <b><u>Register Sunday May 8<sup>th</sup>, Monday May 9<sup>th</sup> and Tuesday May 10<sup>th</sup>.</u></b>
D	Students who attended CHC previously with a break of not more than two (2) years and have completed 15 to 29.9 units at CHC. <b><u>Register Wednesday May 11<sup>th</sup>, Thursday May 12<sup>th</sup> and Friday May 13<sup>th</sup>.</u></b>
E	Students who attended CHC previously with a break of not more than two (2) years and have completed 0 to 14.9 units at CHC. <b><u>Register Saturday May 14<sup>th</sup>, Sunday May 15<sup>th</sup> and Monday May 16<sup>th</sup>.</u></b>
F	Students who attended CHC previously with a break of more than two (2) years. <b>or</b> Continuing or Returning students who have previously earned a Bachelor’s Degree or higher. <b>or</b> Continuing or Returning students with 91 units or more. <b><u>Register Tuesday May 17<sup>th</sup>, Wednesday May 18<sup>th</sup> and Thursday May 19<sup>th</sup>.</u></b>
G	New students who have completed the Matriculation process (CHC application, assessment, and educational plan with a counselor) or met the pre-enrollment assessment waiver criteria <b>prior</b> to the registration date for Priority G. <b><u>Register Friday May 20<sup>th</sup>, Saturday May 21<sup>st</sup> and Sunday May 22<sup>nd</sup>.</u></b>
Open	<ul style="list-style-type: none"> <li>• All students in the above listed priorities as well as:</li> <li>• New students who have not completed the Matriculation process.</li> <li>• High School students who have been approved for Concurrent Enrollment to attend courses. (Concurrent Enrollment Paperwork must be submitted by <b>June 16<sup>th</sup>, 2011</b>)</li> </ul> <b><u>Register Monday May 23<sup>rd</sup> through Sunday June 26<sup>th</sup>.</u></b>

**PRIORITY REGISTRATION**



@CHCAdmissions

**For a complete list of Term Dates and Deadlines, visit [www.craftonhills.edu](http://www.craftonhills.edu)**



<b>Web Priority Schedule</b>
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**PRIORITY REGISTRATION**

<b>Web Registration 6:00 AM - 11:50 PM</b>						
<b>Sunday</b>	<b>Monday May 02</b>	<b>Tuesday May 03</b>	<b>Wednesday May 04</b>	<b>Thursday May 05</b>	<b>Friday May 06</b>	<b>Saturday May 07</b>
	<b>Priority A</b>	<b>Priority A</b>	<b>Priority A</b>	<b>Priority B</b>	<b>Priority B</b>	<b>Priority B</b>
<b>Sunday May 08</b>	<b>Monday May 09</b>	<b>Tuesday May 10</b>	<b>Wednesday May 11</b>	<b>Thursday May 12</b>	<b>Friday May 13</b>	<b>Saturday May 14</b>
<b>Priority C</b>	<b>Priority C</b>	<b>Priority C</b>	<b>Priority D</b>	<b>Priority D</b>	<b>Priority D</b>	<b>Priority E</b>
<b>Sunday May 15</b>	<b>Monday May 16</b>	<b>Tuesday May 17</b>	<b>Wednesday May 18</b>	<b>Thursday May 19</b>	<b>Friday May 20</b>	<b>Saturday May 21</b>
<b>Priority E</b>	<b>Priority E</b>	<b>Priority F</b>	<b>Priority F</b>	<b>Priority F</b>	<b>Priority G</b>	<b>Priority G</b>
<b>Sunday May 22</b>	<b>Open Registration</b>					
<b>Priority G</b>	<b>May 23 - June 26, 2011</b>					

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