

**SUMMER 2011**

**SUMMER**



**Your Future is on the Rise**

## **Summer Schedule 2011**

**Summer Session Begins June 27-August 5, 2011**

**Priority Registration: May 02-May 22, 2011**

**Open Registration: May 23-June 26, 2011**



**PREPARE FOR TOMORROW; START TAKING CLASSES TODAY!**

**For up-to-date information  
on classes, go to  
[www.craftonhills.edu](http://www.craftonhills.edu)**

**Need money  
for classes  
see pages  
36-38.**

# Welcome Students



Dear Student:

Welcome to Crafton Hills College - one of the finest two-year institutions of higher education in the Inland Empire.

As a student at Crafton Hills College, you will have a multitude of opportunities.

Whether you are completing a program to prepare for transfer to a four-year college or university, an Associate in Arts or an Associate in Science, a certificate in an occupational program, or to take a course for retraining or general interest, I know you will find opportunities and experiences here that will be rewarding and stimulating. Our faculty and staff will provide you with excellent instructional and student services programs.

We are committed to helping you realize your educational and life goals.

Sincerely,

*Gloria M. Harrison*

Gloria M. Harrison  
President

## CRAFTON HILLS COLLEGE MISSION STATEMENT

The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.

The institution's values are creativity, inclusiveness, excellence, and learning centeredness.

## DIRECTORY OF OFFICES (909) 794-2161

QUICK REFERENCE	BUILDING NO.	EXT.
Admissions & Records	SSA-213	3372
Bookstore	BK-101	3250
Cafeteria	College Center	3376
Career Center	SSB-201	3361
Counseling Center	SSB-201	3366
Disabled Students Programs & Services	SSB-110	3325
EOP&S	SSA-307	3239
Financial Aid	CL-214	3242
Health & Wellness	SSB-101	3272
Job Placement	SSB-201	3361
Learning Resource Center	LRC	3312
Library	LRC	3321
Parking Permits	LADM-150	3276
Police (Campus)	LADM-150	3275
Student Services	SSA-306	3354
Transfer Center	SSA-201	3361
Veterans' Services	SSA-212	3370

## LEGEND ON CAMPUS (See map on inside back cover)

BC	Bookstore Complex
BK	Bookstore
CL	Classroom
CC	College Center
CHS	Chemistry & Health Science
CDC	Child Development Center
G	Gymnasium
LADM	Laboratory/Administration
LRC	Learning Resource Center/Library
OE-1, OE-2	Occupational Education
PAC	Performing Arts Center
SSA	Student Services A
SSB	Student Services B
SCC	Student Center/Cafeteria
SCCSTFL	Student Center/Staff Lounge

## LEGEND OFF-CAMPUS

CLNC	Clinic
DE	Distributed Education
FLD	Off-Campus Field
HOSP	Hospital
RIAL-RFD	Rialto Fire Department
SBCMC	San Bernardino County Medical Center
SBRSTC	San Bernardino Richard Sewell Training Center
SBRETC	San Bernardino Regional Emergency Training Center
VETS	Veterans' Hospital

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Summer Session Dates								
Summer Sessions	Open Registration	Last Day to Register	Session Start Date	Add/Drop/Refund Date	Last Day to Drop w/o "W" Grade	Last Day to File for P/NP	Last Day to Drop w/ "W" Grade	Session End Date
6-Week	05/23 - 06/26	06/26	06/27	refer to class print out	refer to class print out	N/A	refer to class print out	08/05/11

Summer 2011 Term Dates	
January 2nd	Financial Aid Applications for 2011/2012 academic year available online.
May 2nd	First day to purchase textbooks online.
June 16th	Deadline for High School Students to submit Concurrent Enrollment paperwork for admission to CHC.
June 20th	First day to purchase textbooks on campus.
July 5th	Deadline for textbook returns or exchanges (receipt required).
July 11th	Parking permit enforcement begins on all college streets and lots. (illegal parking regulations enforced at all times) Students may purchase Parking Permits online at <a href="http://www.craftonhills.edu/parking">www.craftonhills.edu/parking</a> .
July 1st	Deadline to apply for Summer graduation.
July 4th	Independence Day (Observed) - <b>Campus Closed</b>
July 14th	Deadline to apply for BOGG (Board of Governors Grant) refund.
August 10th	Official Summer grades available online at <a href="http://www.craftonhills.edu">www.craftonhills.edu</a>

(All Telephone Numbers are in the 909 Area Code)

**ADMISSIONS OFFICE .....Room SSA-212, 389-3372**

**E-mail: [admissions@craftonhills.edu](mailto:admissions@craftonhills.edu)**

**Twitter: @CHCAdmissions**

The office maintains all student records and all forms necessary to maintain enrollment status. These forms include, but are not limited to, application for admission, class changes, transcript requests, enrollment verification, name/address changes, class repetition, and a variety of petitions.

For current hours of operation check:

<http://www.craftonhills.edu/Admissions&Records>

**ASSESSMENT CENTER ..... Room SSB-202,**

**E-mail: [assessment@craftonhills.edu](mailto:assessment@craftonhills.edu) 389-3361**

The CHC Assessment Center administers all assessment, basic skills, prerequisite challenge tests and Financial Aid ATB. The Assessment Center also provides proctor services to non-Crafton Hills College students who attend other colleges and universities and want to take their tests in a location other than that school. Contact the Assessment Center for additional information. Study Guides available upon request.

For current hours of operation check:

<http://www.craftonhills.edu/Counseling>

**BOOKSTORE ..... Room BK-101, 389-3250**

**Website: [www.bookstore.craftonhills.edu](http://www.bookstore.craftonhills.edu)**

For current store hours and events visit the Bookstore Website. The Bookstore offers online textbook information and textbook/supply sales with the option to pick-up or ship to your home. Along with course materials the Bookstore offers a selection of school supplies, study aids, backpacks, sportswear, snacks and beverages.

**CAFETERIA ..... College Center, 389-3376**

CHC's cafe features homemade chili, banana bread, fresh baked cookies, and corn bread. Fresh salads and fruit are available. We offer a variety of hot and cold sandwiches and, of course, all types of burgers and fries. Breakfast and lunch specials are also available.

Hours: Monday - Thursday ..... 7:30 am - 3:30 pm

Friday ..... 7:30 am - 2:00 pm

**CalWORKs .....Room SSA-307, 384-4429**

**E-Mail: [zruss@sbccd.cc.ca.us.edu](mailto:zruss@sbccd.cc.ca.us.edu)**

The CalWORKs Program is designed to provide support and encouragement to TANF/CalWORKs recipients in order to help them reach their educational and career goals. Services include job placement, child care assistance, counseling, liaison representation with the county.

For current hours of operation check:

[http://www.craftonhills.edu/Student\\_ResourceEOP&S,Care\\_&\\_CalWORKs](http://www.craftonhills.edu/Student_ResourceEOP&S,Care_&_CalWORKs)

**CAMPUS BUSINESS OFFICE ..... Room LADM-151, 389-3221**

The CBO is available to collect credit exam fees; chemistry fees, loan defaults; grant overpayments; and settle obligations for returned checks.

Hours: Monday - Friday ..... 8:00 am - 4:00 pm

**COOPERATIVE AGENCIES RESOURCES FOR**

**EDUCATION (CARE) OFFICE .....Room SSA-307,**

**E-Mail: [eops@craftonhills.edu](mailto:eops@craftonhills.edu) 389-3239**

The CARE Program is an affiliate of the EOP&S Program. The CARE Program is designed to provide educational support services to meet the needs of the single parent who is 18 years of age or older, head of household, with at least one child under the age of 14 years old, and is a recipient of TANF/CalWORKs. Services include financial assistance with child care, workshops, on and off campus referrals.

For current hours of operation check:

<http://www.craftonhills.edu/EOPS>

**COMMUNICATIONS ..... Room LADM-153 794-2161**

Students can visit the Communications Office to pay for parking citations. Any lost and found items can be turned in or claimed here. Students unsure of a campus office or department phone number can reach the college telephone operator by calling this office.

Hours: Monday - Friday ..... 8:00 am - 4:00 pm

Crafton Hills College is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the College Police and Communications Office, located in LADM-153.

**COUNSELING CENTER ..... Room SSB-201,**

**E-mail: [counselingcenter@craftonhills.edu](mailto:counselingcenter@craftonhills.edu) 389-3366**

The Counseling Center provides students with the information necessary to plan personal and educational goals. Counselors are available to assist individuals in identifying goals and developing a long term educational plan to reach the goal. A Veterans' Counselor is available on an appointment basis. Information and guidance are available to assist with developing plans to meet career/vocational goals as well as transfer goals. Counselors see students on a walk-in basis during summer. Please call for more information.

For current hours of operation check:

<http://www.craftonhills.edu/Counseling>

**DISABLED STUDENT PROGRAMS & SERVICES ...Room SSB-110, 389-3325 • TTY 794-4105**

Disabled Students Programs & Services (DSP&S) provides support services to students with verified disabilities in order to provide equal access to the educational process and to meet requirements of federal and state non-discrimination laws. Services include test accommodations, text in alternate formats, interpreters, note-takers, tutoring, adaptive technology, counseling, and learning disability assessment.

For current hours of operation check:

<http://www.craftonhills.edu/DisabledStudentServices>

(All Telephone Numbers are in the 909 Area Code)

**DISTRIBUTED EDUCATION .....441 W. 8th Street,  
San Bernardino, 384-4325****E-mail: [distributeded@sbccd.cc.ca.us](mailto:distributeded@sbccd.cc.ca.us)**

The Distributed Education office coordinates the televised and computer-delivered courses for students of Crafton Hills College in Yucaipa and San Bernardino Valley College. Televised courses are broadcast on Channel 24, KVCR-TV, and typically have 5 campus meetings. KVCR is also available on cable and satellite systems; check with your TV system provider for specific channel. Online courses require access to a computer system with an Internet connection. Online courses may have up to five campus meetings, and hybrid courses have weekly campus meetings. Registration procedures, fees, and academic credits are the same as equivalent traditional classroom courses.

**The Internet site is <http://dets.sbccd.org>**

Hours: Monday - Friday ..... 8:00 am - 5:00 pm

**EMERGENCY TRAINING CENTER ..... 2235 E. Perimeter Rd  
Email: [info@sbretc.org](mailto:info@sbretc.org) San Bernardino, 389-3208**

This Center was funded by a grant from the Federal Aviation Administration. The center is used for training fire fighting personnel nationwide and internationally in the proper tactics for fighting aircraft interior and exterior fires and proper rescue techniques.

Hours: Monday - Friday ..... 8:00 am - 4:30 pm

**EXTENDED OPPORTUNITY PROGRAMS AND SERVICES  
(EOP&S) .....Room SSA-306, 389-3239****E-Mail: [eops@craftonhills.edu](mailto:eops@craftonhills.edu)**

The EOP&S Program is a state funded effort that provides special services to full time community college students. The program's aim is to serve and encourage students from various backgrounds to continue their education at the community college level. Eligible students are provided with the necessary academic and personal support services to enable them to succeed at Crafton Hills College.

For more information check:  
<http://www.craftonhills.edu/EOPS>

**FINANCIAL AID OFFICE .....Room CL-214, 389-3223**

You may be eligible for financial assistance to help meet your educational expenses. There are many Federal and State aid programs available. Each has different qualifications and each is designed to meet special needs. Application forms are kept as simple as possible.

For current hours of operation check:  
<http://www.craftonhills.edu/FinancialAid>

**HEALTH AND WELLNESS CENTER ..... Room SSB-101  
389-3272 or 389-3273**

Registered Nurses/Public Health Nurses/Nurse Practitioner are available to provide first aid and primary care services for illness or injury. Some other services include: health evaluation and counseling, health advocacy and promotion, physical exams, medications, laboratory testing, blood pressure screening, immunizations, TB skin testing, pregnancy testing, birth control, emergency contraception, cervical and breast cancer screening, STD testing and treatment, HIV/AIDS testing, body fat testing, nutrition and weight management, stress evaluation and counseling, crisis counseling, personal counseling by a licensed Marriage Family Therapist, alcohol and drug abuse evaluation and counseling, vision and hearing tests, referrals to low-cost community health services and more.

Hours: Monday - Thursday .....8:00 am - 6:00 pm  
Friday .....8:00 am - 1:00 pm

(Hours are subject to change)

**INTERNATIONAL STUDENTS .....Room SSA-201 389-3372**

Crafton Hills College is approved by the Immigration and Naturalization Service to admit non-immigrant F-1 Visa International students. The number of such students permitted to enroll may be limited. In order to be considered for admission, all applicable materials must be submitted by the following deadlines:

<b>May 1</b>	<b>for Fall Semester</b>
<b>November 1</b>	<b>for Spring Semester</b>
<b>March 15</b>	<b>for Summer Session</b>

To obtain the required materials and procedures, contact the International Counselors located in SSB-201 or call 389-3366.

**LIBRARY .....389-3321****For reference help dial 389-3322 or 389-3323**

The Library has Internet computers for student and community use. We have a collection of over 50,000 books (volumes), periodicals, as well as a periodical system with full-text capacity available on-line at home and at the college for our students. Reference librarians are available to assist in locating your information.

Hours: Monday-Thursday..... TBD

**STUDENT SENATE OFFICE ..... SCC-107****E-mail: [mcole@craftonhills.edu](mailto:mcole@craftonhills.edu) 389-3410**

The Student Senate Office provides support for the Student Senate and student clubs and organizations; sells Omnitrans bus passes and discount tickets to some area theme parks; and issues ID and AS cards. Our office is also a great place for information and/or directions. If you have questions, if you're lost, please stop by and let us help you. Please call the office for more information.

For current hours of operation check:  
[http://www.craftonhills.edu/Student\\_Life](http://www.craftonhills.edu/Student_Life)

**THE CHC TUTORING CENTER.....(LRC)****Learning Resource Center, 1st Floor 389-3312**

The Tutoring Center provides free tutoring for all CHC students. During the summer, the center will only provide tutoring in math and writing during the hours of 9 am to 5 pm. The center also offers reading and language activities, an open-use computer lab, and study rooms for students to reserve. Please contact us for more information.

Hours: Monday-Thursday (June 27 - August 5)..... 8:00 am - 8:00 pm

**VETERANS SERVICES .....Room SSA-212, 389-3256**

This office provides veterans with assistance regarding VA educational benefits. If you have any questions, please call or stop by the Admissions and Records Office.

For current hours of operation check:  
[http://www.craftonhills.edu/Veterans\\_Services](http://www.craftonhills.edu/Veterans_Services)

**Do you need financial assistance to attend college?**

You may qualify for a fee waiver (Board of Governor's Grant) if you or your parents qualify according to one of the following:

- Low income • CalWORKS/TANF recipient • SSI recipient
- Child or spouse of disabled or deceased veteran.

Fee waiver forms are available in the Financial Aid Office, CL-214.

Visit the office for additional instructions and advice on how to proceed in obtaining a fee waiver. The fee waiver must be processed 24 hours prior to registering by web/telephone. **Fee waivers do not cover books. You will still have a small balance with Admissions & Records.**

The Financial Aid Office has a variety of other programs that may assist low-income students in reaching their goals. See page 45 of this schedule for more detailed information.

**IMPORTANT NOTICE****Admissions & Records****Office Hours**

**Monday - Thursday from 9:00 am to 6:00 pm, and on  
Fridays (through May) from 9:00 am to 1:00 pm.  
(Hours are subject to change)**

**The Web Registration Services are open  
Monday - Saturday from 6:00 am to 11:59 pm  
and on Sunday from 6:00 am to 7:00 pm**

# Welcome to Crafton!

## Questions?

Need help? Problems in School?  
The Student Success  
Program is here for you



Is it your first semester at Crafton or in college? Are you confused about how to use telephone registration, or about what the abbreviations mean in the schedule? Or possibly you are considering dropping out due to financial, child care or health problems? Before you give up or drop out, give the Student Success Program a call. The Student Success Program is here to help.

The Student Success Program was created to help students hook up with the resources and support they need to remain in school and be successful. Rebecca Orta, the Student Success Advisor has successfully completed her goal at Crafton and understands the demands of being a student.

We encourage you to give the Student Success Program a call or stop by the office if you have any questions or encounter any problems with attending or successfully completing your course work.

**Visit us in the Student Services/Counseling Building (SSB-214),**

**Call 389-3450**

**E-mail: [rorta@craftonhills.edu](mailto:rorta@craftonhills.edu)**

## Veterans Affairs Certifying Official

### Steven Rush

Admissions & Records Office  
Student Services Annex Room 213

Telephone (909) 389-3256



**THE VETERANS AFFAIRS (VA)** Office at Crafton Hills College (CHC) is available to serve those students eligible for GI Bill benefits. The VA Certifying Official can provide you with any required forms and is able to answer questions. Please stop in or call for assistance.

#### APPLY FOR BENEFITS

Before receiving any benefits from the VA you must go to [www.gibil.va.gov](http://www.gibil.va.gov) to apply for your GI Bill benefits. Once you have completed the application, bring a printed copy along with your DD-214 service/member 4 showing active status or honorable discharge to the Veterans Certifying Official.

#### TRANSCRIPTS

VA requires that all previous experience be evaluated towards your educational goal. Please bring official sealed transcript(s) to the Admissions & Records at Crafton Hills College upon application for benefits. Official transcripts must be sealed. Neglecting to submit transcripts can delay your benefits (Don't forget about military and high school transcripts). Transcripts from all previous institutions must be evaluated prior to the start of the 2nd term of attendance at Crafton Hills College.

#### ACTIVE MILITARY/VETERAN PRIORITY REGISTRATION

As of January 1st 2008 California passed a bill giving active military and veteran's priority registration. This allows any Active Military or Veteran to add courses during the earliest period of registration. To be eligible, orders showing Active status or DD-214 showing honorable discharge must be provided to the Veterans Certifying Official.

#### REQUEST FOR VA EDUCATIONAL BENEFITS

This form must be completed and submitted to the Crafton Hills College Veterans Certifying Official at the beginning of every term you wish to use your Veterans benefits.

#### FINANCIAL AID

Collecting GI-Bill benefits does not disqualify you from other types of financial assistance. Contact the Crafton Hills College Financial Aid Office to explore your eligibility for other benefits. Military Veterans and dependents are advised to check the [www.military.com](http://www.military.com) website for special scholarships that may be available to you. Explore your possibilities!

#### ADDS & DROPS

It is the students' responsibility to notify the Crafton Hills College Veterans Affairs Certifying Official of any change in their class schedule. The Crafton Hills College Veterans Affairs Office must be notified of any changes in your class schedule in order to calculate proper payment.

#### VERIFY YOUR ENROLLMENT

After you have completed your paperwork and registered for classes you then must complete your self certification on the last day of every month in which are enrolled in courses by using the W.A.V.E. system at: [www.gibil.va.gov/wav](http://www.gibil.va.gov/wav) or 1-877-823-2378 (Note: does not apply to CH 35)

#### VA WORK STUDY

The VA work-study program is available to VA educational recipients who are enrolled in at least 9 units or more (spring or fall, for summer see your VA Certifying Official). Veteran students may work at any VA site that participates in the program. Inquire at any VA work site for openings and participation.

#### TUTORIAL ASSISTANCE

Tutoring is free to all veteran students. These programs provide assistance in labs, small groups, and one-on-one sessions in most subjects and skills areas.

The Veterans Services San Bernardino County Office is also available to help you with all of your VA benefits. You may call the Veterans Services San Bernardino County VA Office if you have questions. The address and phone number is listed below.

#### SAN BERNARDINO COUNTY VETERANS SERVICES

175 W. Fifth St, 2nd floor  
San Bernardino, CA 92415-0470  
(909) 387-5516

It is recommended that you record your DD214 with the local County Records Office. This is a service that is valuable and safeguards your information after Montgomery Government Issue Bill (MGIB) benefits expire.

#### COUNTY RECORDERS OFFICE

222 W Hospitality Lane  
San Bernardino, CA 92410  
(909) 387-8306

The Regional Veterans Affairs Office in Muskogee, Oklahoma handles claims for all the Western states. If you have questions regarding your benefits please call the VA Regional Office for assistance.

#### REGIONAL VA OFFICE

P.O. Box 8888  
Muskogee, OK 74402-8888  
[www.gibil.va.gov](http://www.gibil.va.gov)  
1-888-GI-BILL (1-888-442-4551)  
Monday - Friday 8am-4pm CST



## Student Email Accounts

As a student of the San Bernardino Community College District, you are provided with a student email account. This is true regardless of where you are enrolled Crafton Hills College campus or the San Bernardino Valley College campus. The email account is created at the time your application to either campus is accepted and will remain active for one year after you stop attending school. The San Bernardino Community College District uses this email account as one of its official channels of communication with its students. This means that faculty and staff will send broadcast or tailored messages to this account, and it is your responsibility as a student to either check this account for email on a periodic basis or forward your email to another account that you do use regularly. Instructions on how to forward email are provided at the "General Student Email Information".

### THINGS TO KNOW BEFORE YOU LEAVE THE ADMISSIONS OFFICE!

- Know your student ID #
  - Know your college email address
- Forgot your student ID?  
Call 1- 877-241-1756

or visit [www.craftonhills.edu/what is my id](http://www.craftonhills.edu/what is my id)

### General Student E-mail Information

For more information on accessing your email account please visit the following website:

<http://www.sbccd.org/studentemail>

## Order Transcripts Online!

With

# TranscriptsPlus

Easy to Use!

Go to our Homepage: [www.craftonhills.edu](http://www.craftonhills.edu)

Click On The "Apply/Register" Tab

Then Click On "Transcripts"

Under The "Records" Section

A service brought to you by  
Crafton Hills College and Credentials, Inc.

You must have a valid credit card, E-mail or fax  
and access to the Internet.

It's just that easy!!!



SAN BERNARDINO  
COMMUNITY  
COLLEGE  
DISTRICT



## Crafton Hills College Campus Bookstore



### CHC Bookstore Mission Statement

To continually and consistently provide an assortment of products and services selected specifically to meet the needs of our students, faculty and staff as well as the surrounding community. Bookstore proceeds stay on campus to benefit and support the mission of the college.

### REFUND/EXCHANGE POLICY

All refunds or exchanges require the original sales receipt.

#### Textbook Refunds/Exchanges

Textbook refunds are given the 1st two weeks of the Fall/Spring semesters and the first week of Summer/Late Start Sessions. After these refund periods; All textbook Sales Are Final.

#### Supplies Refunds/Exchanges

Supplies have 3 days from the date of purchase to return. All supplies must be in their original unopened packaging to qualify for a refund/exchange. After the 3 day period; All Supply Sales Are Final

#### Non-Refundable Items

- The following items are not refundable: catalogs, clearance items, food & beverages, gift cards, meds, medical supplies, scantrons, special orders, and study aids.
- The Bookstore reserves the right to determine if an item is eligible for a refund/exchange. Defective supply items may only be exchanged, not refunded; the original unopened packaging and receipt are required.

### CREDIT/DEBIT CARD POLICY

- Credit/Debit card holder must be present
- Photo ID required for all transactions
- If using a parent's credit card, card must be signed, a note of permission is required with students name identified, student must present photo ID

### PERSONAL CHECK POLICY

- Driver's License or State I.D. are required
- Checks must be imprinted with current address, written to CHC Bookstore for the amount of purchase only. Student I.D. and phone number are needed
- Two party checks are not accepted
- If using a parent's check, student must present photo I.D., students name entered on the memo line, check must be signed by parent and parent's I.D. information must be provided
- Check refunds must wait 5 working days from the date of the transaction to qualify for a cash refund.
- A \$25.00 service charge will apply to all returned checks.

### BOOK BUYBACK

- Book Buyback available the first and last week of the semester
- Books may be bought back at 50% of the new price or 50% of the used price if the textbook has been requested by the instructor for the upcoming semester and if the book is needed by the Bookstore.
- Books must be in good condition
- Books on the "Guarantee" Book Buyback program are bought back at 50% of the original price and must have the "Guarantee" sticker on the book
- A wholesaler manages the book buyback and may also buy back books up to 30% of the original price.



# FEE SCHEDULE

(All fees are subject to change)

## MANDATORY FEES

**Enrollment Fee** .....\$26.00 per unit  
 Non-Resident Fee\* .....\$202.00 per unit

\* Includes mandatory enrollment fees.

Health Fee ..... Fall/Spring \$15.50; Summer \$12.50  
 Accident Insurance Fee..... Fall/Spring/Summer \$1.50

Student Center Fee ..... \$1 per unit,(maximum \$10 per year)  
 Assessed Summer -Spring

Capital Outlay Fee.....\$88.00 per semester unit  
 (Citizen of a foreign country who is also a resident of a  
 foreign country)

Student Representation Fee.....\$1.00  
 This fee may be waived for moral, religious, political, or financial  
 reasons. For more information, please call the Student Senate  
 Office at (909) 389-3410.

## OPTIONAL FEES

### AS (Associated Student) Sticker:

- \$15.00 annual • \$7.50 semester

**Schedule of Classes**.....Free on campus

- \$3.00 mailed in U.S. only

### Transcripts:

- First two requests are free
- Subsequent requests .....\$5.00 each
- Immediate requests .....20.00 each
- Online requests ..... \$10.00+processing fee

### CHC Catalog:

- Purchased on campus .....6.00 each

**Enrollment Verifications** .....\$3.00 each

## STUDENT HEALTH AND ACCIDENT FEES

A. A health and accident insurance fee will be paid by students at the time of registration. The receipts will be expended only to defray the cost of student health services and student accident insurance as provided in Education Code 72246.

1. The health fee for students enrolled in Fall semester shall be \$15.50.
2. The accident insurance fee shall be \$1.50.

The Health and Accident Fee is non-refundable unless all courses for which the student is enrolled are cancelled or the student withdraws from all courses prior to the first day of the term.

B. Exemptions - Certain individuals are exempt from health and accident fees by code exemption or action of the Board of Trustees:

1. Apprentices attending college under an approved training program.
2. Students who depend exclusively upon prayer for healing in accordance with the teaching of a bona-fide religious sect, denomination or organization.

C. Exempted students who do not pay health or accident insurance fees are not eligible for health services or coverage under the accident insurance policy.

D. International students must purchase a Student Accident and Sickness Medical Expense Plan or show evidence of equal coverage and provide results of a negative tuberculosis skin test or chest x-ray performed in the United States.

## REFUNDS (Board Policy #5033)

**If a class is cancelled . . .** You will automatically be mailed a refund of the enrollment fees for any class cancelled by the College. If this class is your only class for the term, you will receive a refund of all fees except the parking fee and AS fee. To receive a refund of the parking fee, you must complete a “Request for Refund” form and attach the parking decal to the form. Turn in this form and the decal to the Communications Office, LADM-153. To receive a refund of the AS fee, complete a “Request for Refund” and attach the semester/annual sticker to the form. Turn in this form and the sticker to the Student Services Office, SSA-306.

**If you drop a class BEFORE the first day of the term,** you will automatically be mailed a refund of enrollment fees. If you wish to receive a refund of the parking fee, you must request a refund in the Communications Office, LADM-153 and attach the parking decal to the “Request for Refund” form. A \$10 refund processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.

**If you drop a class AFTER the first day of the term and within the first 10% of the term,** you will automatically be mailed a refund of enrollment fees only. A \$10 refund processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.

**If you WITHDRAW from the COLLEGE...** You are eligible for a refund of enrollment fees if you withdraw **during the first 10% of the term.** To be eligible for a refund of the other fees, you must withdraw **PRIOR** to the **FIRST** day of the term. A \$10 refund processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.

You are **NOT** eligible for a refund if you drop a class **AFTER** the first 10% of the course.

## ALLOW 6 - 8 WEEKS FOR ALL REFUND CHECKS.

If you wish for your refund credit to apply towards another course, you must add the course immediately after dropping.

**ALL OTHER FEES ARE NON-REFUNDABLE AS OF THE FIRST DAY OF CLASS.**

## HEALTH FEE • ACCIDENT FEE • STUDENT CENTER FEE • STUDENT REPRESENTATION FEE • PARKING FEE

To receive a refund of any/all of the above fees, you must:

1. Drop ALL classes **BEFORE** the beginning of the term.
2. Turn in your “Request for Refund” form, along with your parking decal to the Communications Office within the first 30 days of instruction. You must REQUEST the refund; it is not automatic. A \$10.00 refund processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.

**PARKING PERMITS**

Parking permits are required in ALL PARKING LOTS and on ALL STREETS at Crafton Hills College. Students and staff parking permits can only be purchased online at [www.craftonhills.edu/parking](http://www.craftonhills.edu/parking).

**Parking Permit Fees:**

Fall/Spring .....	\$30.00
Summer .....	\$15.00
Daily Parking .....	\$1.00

**While accurate at time of printing, fees may be changed by Board action at any time.**

**To purchase a parking permit online, you will need the following:**

- The ability to use a computer off or on campus
- The ability to log into Campus Central
- A valid credit or debit card (cash can be used on campus at the Bookstore (BK))
- Make, Model, Year, Color, License Plate Number and State of Issue
- Valid mailing and email addresses

**When purchasing a permit with a valid debit or credit card, you must:**

- Go online to [www.craftonhills.edu/parking](http://www.craftonhills.edu/parking)
- Pay for your permit using a valid debit or credit card
- The parking permit will be mailed to the address you provide

**When purchasing a permit and you want to pay by cash or a check, you must:**

- Go online to [www.craftonhills.edu/parking](http://www.craftonhills.edu/parking) **using a campus computer** (Library, Computer Lab, your office computer, etc.)
- Click the "pay-in-person" option when purchasing
- Bring your cash or check to the Campus Bookstore-BK for payment
- The parking permit will be mailed to the address you provide; permits are not available **over-the-counter**
- Print out and properly display temporary permit as instructed

Please visit [www.craftonhills.edu/parking](http://www.craftonhills.edu/parking) for other important parking information.

**PARKING REGULATIONS**

1. Staff and Faculty lots/parking spaces are reserved for the sole use of personnel employed by the San Bernardino Community College District. **DEPENDENTS OF EMPLOYEES ARE PROHIBITED** from using staff and faculty parking lots
2. Parking stalls marked "VISITORS" ARE SOLELY FOR VISITORS. Students, staff, and faculty are prohibited from parking in these areas
3. Parking is prohibited in loading zones, posted areas along curbing, and/or red lined areas
4. Vehicles are to be parked in properly marked stalls only. Backing into or taking up more than one parking stall is prohibited
5. Motorbikes, motorcycles, and other two-wheeled motorized vehicles must be parked in areas designated for this type of vehicle

6. Vehicles parking in prohibited areas that block the flow of traffic, firefighting/emergency equipment, driveways, roadways or in posted "No Parking" zones will be towed away at the owner's expense and at no responsibility to the college district. (CVC 22702)
7. Vehicles abandoned on college property for over 72 hours without prior college authorization may be removed at owner's expense (CVC 22702)

**PARKING CONTROLS**

Parking permits must be displayed as indicated on the purchased permit. Parking Permits are required at all times from 7:00 am Monday through 4:30pm Friday. **Illegally parked vehicles are ticketed at all times.** If a vehicle to which a current permit is affixed is sold or disposed of, the permit number must be reported to the College Police Office and the permit removed from the vehicle.

Refunds will be made only to students and **only** when the following conditions are met:

- That all classes in which the student is enrolled are cancelled by the college and the student is thus disenrolled from the college
- That a portion of the decal bearing the number is returned to the College Business Office and
- That the refund is requested within two calendar weeks from the date of the cancellation of the class(es).

**DISTRICT POLICE**

It is a policy of the Board of Trustees for the San Bernardino Community College District to protect members of the entire college community and the property of Crafton Hills College. In accordance with this policy, the District maintains a Police Department 24 hours a day, 7 days a week. The officers are sworn and duly Commissioned Police Officers of the State of California as defined in section 830.32 of the Penal Code and 72330 of the California Education Code and authority extends to anywhere within the state.

**FOR NON-EMERGENCIES:** Contact the San Bernardino Community College District Police Department Office at (909) 389-3276. Our business office is located in the Lab Administration Building Communication Center Room 153 on the Crafton Hills Campus. Call this number to locate and/or turn in lost articles or to relay concerns for personal safety along with parking rules and regulations.

**TO REPORT ANY CRIMINAL ACTION OR A LIFE-THREATENING EMERGENCY:** Contact the San Bernardino Community College District Police Department at (909) 389-3275. Be aware that when the office is closed on nights and weekends the San Bernardino County Sheriff will dispatch for the District Police Department.

The San Bernardino Community College District is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the Communications Center room 153 and on the District Police website <http://www.sbccd.org>.



11711 Sand Canyon Road  
 Yucaipa, CA. 92399-1799  
 Phone: (909) 794-2161  
 Web: [www.craftonhills.edu](http://www.craftonhills.edu)

## Crafton Hills College Application & Enrollment Process

Parking permits are required on all streets and lots. Daily permits may be purchased in Lot D.

**STEP 1**

**SUBMIT APPLICATION FOR ADMISSION**

Admissions & Records is located in SSA-212, Parking Lot A, A1, B or C

**How to Apply**

1. Go to [www.craftonhills.edu/apply](http://www.craftonhills.edu/apply)
2. Click on “Begin Application for Crafton Hills College” at the bottom of the page.
3. Create a **NEW** User Account if you are applying online for the first time – or -  
 Log in as a **RETURNING USER** if you have previously applied online.
4. Complete and submit application – be sure to click the “Finish” link.
5. Print confirmation page for your records.
6. Check your e-mail account:
  - o Immediately – Confirmation receipt from CCCApply.
  - o Within one (1) business day – CHC ID Number and Registration Date.

<b>Application Periods</b>	
<b>Spring:</b>	Sep 1 <sup>st</sup> – Apr 30 <sup>th</sup>
<b>Summer:</b>	Feb 1 <sup>st</sup> – July 31 <sup>st</sup>
<b>Fall:</b>	Apr 1 <sup>st</sup> – Nov 30 <sup>th</sup>

7-Digit CHC ID Number							

*Admissions questions: (909) 389-3372 or e-mail: [admissions@craftonhills.edu](mailto:admissions@craftonhills.edu)*

**STEP 2**

**TAKE SKILLS ASSESSMENT**

Assessment Center is located inside the Counseling Center, SSB-201, Parking Lot A1, B or C

In order to assure that students are successful in their coursework it is recommended that they participate in the assessment process. This process will determine appropriate placements for mathematics, English and reading courses and prerequisites. **For a copy of review guides, visit the campus website and click on Student Resources, Counseling and then Assessment. BRING A PHOTO ID (required) AND YOUR 7-DIGIT STUDENT ID NUMBER**

**Allow minimum of two (2) hours for assessment. NO APPOINTMENT NECESSARY – WALK-IN ONLY**

*Assessment questions: (909) 389-3361 or e-mail: [assessment@craftonhills.edu](mailto:assessment@craftonhills.edu)*

**STEP 3**

**NEW STUDENT ORIENTATION/ADVISEMENT**

Counseling is located in SSB-201, Parking Lot A1, B or C

After completing the assessment you will participate in the new student orientation/advisement process. At that time a counselor will assist you with developing your first semester Student Educational Plan (SEP). The SEP will list the courses recommended for you to take based on your educational goals and assessment results.

*Counseling questions: (909) 389-3366 or e-mail: [counseling@craftonhills.edu](mailto:counseling@craftonhills.edu)*

**Step 1: Be admitted as a student**

**You are a CONTINUING student (attended the previous semester):**

- Skip to Step 4

**You are a RETURNING student (attended in the past, but not last semester):**

- Must complete an application
- Once application is accepted, skip to Step 3

**You are a NEW student (Never attended Crafton Hills College before):**

- Must complete an application
- Transcripts from all previous schools sent to the Admissions & Records Office
- Proceed to steps 2-6 (two-six)

The Admissions and Records Office is located in SSA-213, Park in Lot B or C. A decal is required and can be purchased in Lot D for \$1.

For questions or additional information you may contact the Admissions and Records Office at (909) 389-3372 or email at [admissions@craftonhills.edu](mailto:admissions@craftonhills.edu)

The **Admissions and Records Office** is responsible for admitting and enrolling students at Crafton Hills College. The Admissions and Records Office is located in the SSA, Room 213, under the clock tower at the west end of campus (see campus map located on the last page of the schedule of classes).

For current hours of operation check:  
<http://www.craftonhills.edu/Admissions&Records>

**Step 2: Participate in Assessment Process**

Every new student is strongly encouraged to participate in the assessment process. This process is designed to assist students in choosing the correct classes. The assessment process is required to determine placement in English and mathematics classes at Crafton Hills College. The assessment instrument is a multiple-choice instrument covering reading comprehension, sentence skills, arithmetic and elementary algebra. Although you are not required to prepare for the assessment, since it is designed to measure our current skills in each area assessed, we strongly recommend that you take time to review (particularly in math). Review materials are available to you at the Counseling Center and on the Crafton Hills College website under the Counseling heading. We suggest that you pick up or access this review information prior to taking the test so that you can determine whether review might benefit you.

No appointment is necessary to participate in assessment but every student will be asked to take some time to at least go through the review materials to see what types of information they will be assessed on before they take the assessment test. Students who come into the Counseling Center will be strongly encouraged to return to take the assessment at some time the following day or after.

**NOTE:** As a new student, you may obtain an assessment exemption if you fall into one of the following categories:

1. You have completed an Associate of Arts or Science degree or higher. (Provide Transcript)
2. You have completed 30 or more semester units of college work at another college or university. (Provide Transcript)
3. You have completed prerequisite courses with a grade of "C" or better. If you have not completed prerequisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. You have scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide Scores)
5. You have participated in the EAP process at your high school and have been determined "prepared for college work" or determined "provisionally prepared" and have completed the appropriate course during your senior year. This exemption is available only for the year following in your senior year. (Provide copy of your STAR Report from your Junior year and if provisionally approved your high school transcript.)
6. You are only enrolling in courses at Crafton Hills College to maintain a certificate or license requirements.
7. You are only enrolling in 6 units or less of courses for personal enrichment (e.g., PE, Music, Art) up to a cumulative total of 12 units (once you have reached 12 units of course work you will be required to participate in the assessment process).
8. You have taken a placement exam at one of the other San Bernardino or Riverside County community colleges or you have taken the Accuplacer Assessment Test at another college in the last two years and you provide scores and placement recommendations from the other college. (Provide Placement Results)

**Assessment testing is held in the Counseling Center, SSB-201 (2<sup>nd</sup> Floor)**

Assessment is on a walk-in basis only.

It is recommended that the student review before assessing.

Being prepared is easier than you think.

It is as easy as 1-2-3.

**1. REVIEW**

Check the Assessment page of our website at [www.craftonhills.edu](http://www.craftonhills.edu) for review sheets and current assessment days/times.

**2. ASSESS**

Be sure to allow approx up to 2 hours for the assessment process and bring valid photo ID and your 7-digit Crafton ID number.

**3. SEE A COUNSELOR**

When you complete assessment, meet with a counselor. If you have completed Math, Reading or English at another college or university, bring a copy of your transcript(s) to the Assessment Center for possible waiver from Assessment

Contact us at [www.assessment@craftonhills.edu](mailto:www.assessment@craftonhills.edu) for information, questions, concerns.

If any of the waiver criteria apply to you, visit the Counseling Center, SSB-201 to obtain an assessment waiver. You are responsible for supplying the documentation for the waiver and for completing the waiver process at the Counseling Center before you will be eligible to register.

### Step 3: Meet with a Counselor to Develop a First Semester Educational Plan

Every new student is strongly encouraged to develop a first semester Student Educational Plan (SEP) with a counseling faculty member before they enroll in classes. The SEP provides you with a plan to reach your educational or career goal and specifies the courses required to reach your goal. After the SEP is completed, you will be able to access it through Campus Central at [www.craftonhills.edu](http://www.craftonhills.edu) at anytime. Financial Aid and EOPS students are required to have a current SEP on file.

The Counseling Office is located in SSB-201. Park in Lot B or C. A decal is required and can be purchased in a lot D for \$1.

### Step 4: Select your classes

Take the time to look through the list of course offerings, beginning on page 27 of this schedule or online at [www.craftonhills.edu](http://www.craftonhills.edu). As you make your selections, think about the hours in the day you have available to take classes, and make sure that the classes you have chosen are not held at conflicting times. Stop by the Counseling Center, SSB-201 if you would like help selecting your classes.

Use the chart on page 23 for guidance on the right level of English, reading and math for you to begin your studies. Remember to select some alternate courses as backups, in case your first-choice classes are already full by the time you register.

### Step 5: Register at [www.craftonhills.edu](http://www.craftonhills.edu)

The first few weeks of Web registration is open to students according to a priority system. You can register on the Web on your assigned priority date or any registration date thereafter. You cannot register before your assigned priority date. Since classes are filled on a first-come, first-served basis, we recommend that you register as soon as your priority is available.

For more information and instructions regarding registering for courses, please visit: [www.craftonhills.edu/register](http://www.craftonhills.edu/register)

### Step 6: Pay your fees.

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.**

You are advised not to purchase textbooks until you are officially registered into the class. You are not officially registered until all fees are paid.

- **Prior to the beginning of the term, after registering for classes, your entire registration balance must be paid by the end of the next business day**
- **Once the term has begun, payment is due at the time of registration**
- **Outstanding registration fees will result in your classes being administratively dropped for non-payment**

***If you are a financial aid recipient, your award will not cover all of your fees. You are responsible to submit payment for any balance due.***



[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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<b>Web Registration 6:00 AM - 11:50 PM</b>						
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<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> May 23 - June 26, 2011					
<b>Priority G</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

## STUDENT MATRICULATION

New, non-exempt students enrolling in California community colleges must participate in a matriculation process. Matriculation is a process which brings together a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. The agreement includes an admission process, college orientation, pre-enrollment assessment, advisement and counseling for course selection, a suitable program of studies, and follow-up on student progress. The student agrees to express at least a broad educational objective at entrance. He or she also agrees to declare a specific educational objective within a reasonable period of enrollment, attend class and complete coursework diligently, and maintain progress toward an educational goal. The purpose of matriculation is to ensure access to appropriate programs and courses offered by community colleges to all students who can benefit, and to facilitate successful completion of student educational objectives in accordance with applicable standards of educational quality as determined by the Board of Governors and local trustees.

## MATRICULATION APPEALS

The college provides an appeals process for review of the following matriculation concerns:

1. Review of placement decisions.
2. Waiver & challenge of prerequisites.
3. Complaint of unlawful discrimination: If a student feels that assessment, orientation, counseling, prerequisites, or any other matriculation procedure is being applied in a discriminatory manner, he or she should consult with the Vice President of Student Services or designee.

## ASSESSMENT

All new students entering Crafton Hills College who intend to complete a program of study at the college must be assessed for placement in English, mathematics and reading prior to enrollment. Exceptions will be made if:

1. You have completed an Associate of Arts or Sciences degree or higher. (Provide Transcript)
2. You have completed 30 or more semester units of college work at another college or university. (Provide Transcript)
3. You have completed prerequisite courses with a grade of "C" or better. If you have not completed prerequisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. You have scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide Test Scores)
5. You have participated in the EAP process at your high school and have been determined "prepared for college work" or determined "provisionally prepared" and have completed the appropriate course during your senior year. This exemption is available only for the year following senior year. (Provide copy of your STAR Report

from your Junior year and if provisionally approved your high school transcript.)

6. You are only enrolling in courses at Crafton Hills College to maintain a certificate or license requirements.
7. You are only enrolling in 6 units or less of courses for personal enrichment (e.g., PE, Music, Art) up to a cumulative total of 12 units (once you have reached 12 units of course work you will be required to participate in the assessment process).
8. You have taken a placement exam at one of the other San Bernardino or Riverside Counties community colleges or you have taken the Accuplacer Assessment Test at another college in the last two years and you provide scores and placement recommendations from the other college. (Provide Placement Results)

## PROGRAM ADVISEMENT FOR CONTINUING STUDENTS

Counselors are available in the Counseling Office during registration to assist students with planning their semester program of classes. Students may not need to meet with a Counselor if:

1. They are not on cumulative semester academic or progress probation.
2. They are a continuing student and they have a counselor-approved Student Education Plan (SEP) for the coming semester.
3. They already have a college degree.

*La falta de un dominio completo del idioma inglés no prohibirá su admisión a ni su participación en los prog-ramas educativos de Crafton Hills College. Sin embargo, en muchas clases, el estudiante necesitará entender el inglés hablado y escrito y la habilidad de hablar y escribir en inglés. Cualquier estudiante, con habilidades limitadas en inglés, que trate de matricularse será dirigido al Centro de Asesores/Carreras en la oficina SSB-201. Se recomienda que los estudiantes con un dominio limitado en inglés se inscriban en clases que se enfocan en desarrollar ese dominio (vea Reading 925X2 y LRC 960x4 para conseguir el dominio del idioma (inglés) que es necesario para tener éxito o para asegurar la seguridad personal en otras clases.*

## LANGUAGE REQUIREMENT

Limited English language skills will not prevent your admission and participation in the educational programs at Crafton Hills College. However, in many courses the student will need the ability to understand spoken and written English and the ability to speak and write English. Any student with limited English language skills who attempts to register will be referred to the Counseling Center in room SSB-201.

## ADMISSION OF HIGH SCHOOL STUDENTS

Crafton Hills College may admit high school students who are capable of benefiting from advanced scholastic courses (i.e., college level), and are seeking educational opportunities not otherwise available to them.

### To be accepted for concurrent enrollment you must:

- Obtain consent/recommendation of your high school principal
- Obtain consent of a parent or guardian
- Have a cumulative GPA of 2.5 or higher on high school transcripts
- Complete CHC application
- Complete High School Con-current Enrollment Request form
- Complete Minors Consent for Medical Treatment and/or Counseling form
- Include official high school transcripts (must remain sealed)

All applications will be reviewed by the Dean of Student Services and Student Development or a designee. Upon approval, students may register for approved classes beginning at open registration. **Course changes or enrollment in a course without prior approval will result in an administrative withdrawal without refund.**

Crafton Hills College may restrict the admission and enrollment of high school students during any session based on age, completion of a specific grade level, regulation or demonstrated eligibility for instruction based on the college's assessment methods and procedures. All high school students enrolling in college courses must have a release of liability and the maturity to function effectively on a college campus.

### Admission of Students below Grade 11

In extraordinary cases, where a student who has not completed the tenth grade demonstrates superior ability and capacity to succeed in college level work in a particular discipline, the college may consider admission of that student. Such consideration will be on a course-by-course basis and will be allowed only through the add/drop process, after open registration has been completed. Students below grade 11 wishing to enroll in courses must meet all of the requirements identified in the section above as well as any pre-requisites or departmental recommendations established for the course(s) in which they wish to enroll, as demonstrated by completion of the college assessment process.

Students in this category will be bound, as are all other students, by the syllabus of the course. Course content is non-negotiable. Moreover, parents are not permitted to attend classes with their children unless they are registered for the course. These students and their parents must complete an orientation process for each course conducted by the Counseling Department. The instructor of the course will have the final determination of whether any student below grade 11 will be allowed to enroll in his or her class.

### Access to Student Records

Once accepted into Crafton Hills College, all student records become property of the College and the student, regardless of age. Student records are administered in accordance with the Family Educational Rights and Privacy Act (FERPA). Subsequently, no information will be disseminated to anyone other than student. The student may give written permission to release information. However, in no case will information be released or discussed by telephone. Attendance and performance in any class are matters between the student and the instructor only. Parents should be aware that they do not have access to their children's records without a signed release from the child. (Education code: 40961)

**To view the entire F.E.R.P.A. text, please visit [www.ed.gov](http://www.ed.gov).**

### Important Information

- Admission of high school students is governed by the state laws & regulations, the type of courses permitted & the number of students are limited
- College courses are designed for adult students. Course content may be unusually frank in order to deal with scholarly discussions of behavior, artistic, human or other issues.
- College courses are taught at a much faster pace & require significantly more independent learning.
- College courses completed by high school students carry the full weight of college credit, & will count toward college degrees and/or certificates as outlined in the college catalog. These courses become a part of the students' permanent record.
- All students must meet all established course pre-requisites
- Pursuant to Education code 76300 (f) high school students are exempt from paying the enrollment fees (all other fees still apply)
- **It is the high school exclusive right to determine what, if any, courses will be accepted & how it will be counted towards your record**
- Grades are not automatically sent to the high school. Grades may be accessed online at [www.craftonhills.edu](http://www.craftonhills.edu)
- All regulations regarding transcript request and fees apply to all students
- Continuation in this program is dependent upon satisfactory academic programs.
- **Parents are not permitted to attend class with student unless registered for the same class**

### CANCELLING CLASSES

The college reserves the right to cancel any class that does not meet minimum size requirements established by the District. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college.

**COURSE NUMBERING SYSTEM**

Courses offered at Crafton Hills College make possible the selection of curricula that meet the requirements for most regular college and university majors as well as curricula that prepare the student for productive life in the community.

- 010-099** Multipurpose courses, but not generally applicable to the Baccalaureate degree.
- 100-299** Basic lower division courses applicable to the Associate degree; may also apply to Baccalaureate degree.
- 500-599** Baccalaureate degree
- 900-999** Courses not applicable to the Associate degree.

**NON-DEGREE APPLICABLE REMEDIAL COURSES**

Courses numbered in the 900s do not apply toward a degree and are designed to provide the fundamental skills necessary for successful completion of other college courses. These include precollegiate courses in reading, writing, computation, learning skills, and study skills. Non-degree applicable courses are indicated by numbers from 900 to 999. Grades earned in non-degree applicable courses are not included when calculating a student's degree-applicable grade point average.

Students will not receive credit for more than 30 units of basic skills course work taken in the San Bernardino Community College District. Basic Skills coursework earned in another community college district will not be counted toward the 30-unit limit.

**GRADING SYSTEM**

The following grading system has been adopted by Crafton Hills College.

SYMBOL DEFINITION		GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Passing (at least satisfactory; units awarded not counted in GPA)	0
NP	No Pass (less than satisfactory or failing; units not counted in GPA)	0

**GRADE CHANGES**

By law, the instructor is the final authority on assignment of grades. When reported to the Admissions & Records Office, grades represent the instructor's decision as to the student's achievement. Grade changes are initiated through the instructor from whom the grade was received.

**No grade will be changed for any reason or under any circumstances after three (3) years from the end of the term in which the grade was assigned. (SBCCD Board Policy 5040)**

Note: When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud bad faith, or incompetence, shall be final. (California Education Code Section 76224(a); California Code of Regulation Sections 55760 (a) and 55758; SBCCD Board Policy 5540).

**PASS (P)/NO PASS (NP) (formerly credit/no credit)**

If you wish to be graded in any class on a Pass (P)/No Pass (NP) basis, you must indicate by the end of the 4th week (full-term 18 week courses). Or in the case of summer session or short-term course(s), no later than the end of the first 30% of the term.

You may take up to fifteen (15) units of Pass (P)/No Pass (NP) courses to apply toward graduation requirements. No course in/or required by your major maybe taken for Pass (P)/No Pass (NP).

Instructions and forms may be obtained in the Admissions & Records office, located in SSA0212.

For complete details refer to the current Crafton Hills College Catalog.

**STUDENT WITHDRAWAL**

- No notation ("W" or other) shall be made on the academic record of the student who withdraw during the first four weeks (30% of the term).
- Effective July 1, 2009 a student may not receive a "W" symbol more than four (4) times for enrollment in the same course.
- Upon verification a "Military Withdrawal" may occur when a student who is a member of an active/reserve US military service receives order compelling a withdrawal.

**WITHDRAWAL (T5 55024)**

**First Withdrawal Date**

No notation "W" or other shall be made on the academic record of any student who withdraws during the first four weeks (18 week full term) or 30% of a term.

**Final Withdrawal Date**

Final date for student to withdrawal and receive "W" symbol.

**Use of Symbols after Withdrawal Date**

After final withdrawal date has passed students must receive a symbol other than a "W" these symbols can include letter grade, a Pass (P)/No Pass (NP), an Incomplete (I) or an In Progress (IP).

## MULTIPLE AND OVERLAPPING ENROLLMENTS

A Student may not enroll in two or more sections of the same course during the same term.

A Student may not enroll in two or more courses where the meeting times overlap. (Title 5, section 5007)

Please refer to the Crafton Hills College Catalog for more information.

## STUDENT GRIEVANCE POLICY

In accordance with Board Policy 5530, a student may initiate grievance proceedings against a college employee for any of the following reasons:

- Any act or threat of intimidation, harassment, discrimination or physical aggression.
- Any arbitrary action or imposition of sanctions without proper regard to due process as specified in college procedures.

Every effort shall be made to resolve a student complaint at the lowest level possible. A student must first attempt to resolve the issue directly by contacting the college employee most closely related to the origin of the alleged problem. Students not satisfied with the results of this attempt may then confer with the successive supervisors most closely related to the problem. The supervision succession to follow is generally the faculty chair, coordinator or supervisor, the appropriate dean, and then the appropriate vice president. If the alleged problem is still unresolved, the student may request a formal hearing by submitting a written request to any manager or employee in any area for delivery to the Vice President of Student Services who will assess which manager or vice president is to oversee the grievance process.

## STANDARDS OF STUDENT CONDUCT

Creating a proper campus environment is also very important for academic and individual success. The SBCCD Board of Trustees has established district-wide standards of student conduct which will be enforced at all times. These rules of conduct are particularly important in large common areas such as the cafeteria, bookstore, vending areas, campus quads, and other highly frequented areas.

## IN THE CLASSROOM

Creating a proper teaching and learning environment is imperative for getting a good education. Everyone at Crafton Hills College is responsible for helping to create this environment, including students. Simple rules of courtesy apply.

1. **Respect for the Instructor.** This includes arriving on time, not leaving early, bringing appropriate materials, not speaking with other students while the instructor or another student is talking, not bringing food or drink into the classroom, not being loud, boisterous, or argumentative.
2. **Respect for Other Students.** This includes not interfering with the rights of others to listen and participate, not being disrespectful, not using inappropriate language or harassing others in any way.
3. **Academic Honesty.** Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests or assignments, turning in work which is not one's own (i.e., plagiarism), talking during tests, furnishing false information to college personnel, or knowingly misrepresenting oneself to the college is grounds for disciplinary action. The consequences of cheating are severe and may include receiving a grade of "F" for the class or possible expulsion from the college.
4. **Instructor's Rights.** An instructor has the right to remove a student from class at any time he or she considers a student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Vice President of Student Services for disciplinary action as warranted.
5. **Student's Rights.** All students have a right to due process. If a conflict occurs, the student must first discuss the problem with the instructor. If this does not resolve the problem, the student should follow the procedures detailed in SBCCD Board Policy 5530, Student Grievances.

## LAWS TO HELP STUDENTS:

### Title IX

Congress passed Title IX of the Educational Amendment in 1972. Sex discrimination is prohibited in federally assisted, education programs. Title IX states: *No person in the United States shall, on the basis of sex, be excluded from participations in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.*

### Title II

Title II of the Education Amendments of 1976 is Federal Legislation regarding Vocational Education. One of the purposes is to help all students receive the job training needed to become financially secure. Part of the law is: *To develop and carry out programs of Vocational Education within each state so as to overcome sex discrimination and sex stereotyping in Vocational Education programs and thereby furnish equal educational opportunities in Vocational Education to persons of both sexes.*

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

Federal and state laws do not permit access to or release of any information contained in student educational records to any unauthorized party or agency without proper court orders or signed waivers from the individual involved.

Crafton Hills College maintains a student record of everyone admitted which relates to requests for admission; transcripts of college work attempted; semester class enrollment data; placement test data; requests for financial assistance; VA authorization benefit forms. The College does not maintain a public directory.

Students may challenge the content of records by filing the proper petition. Grade revisions can be changed only by the instructor of record unless there is an administrative error. The college administrator in charge of record maintenance at Crafton Hills College is the Vice President, Student Services.

Crafton Hills College students have the right to review their educational records at any time the Records Office is open. This office is extremely busy at certain times during the year and students will be invited to wait until records are computed and transcripts updated.

For detailed FERPA information refer to the college catalog.

**Non-Discrimination Policy**

San Bernardino Community College District and its two colleges, Crafton Hills College and San Bernardino Valley College, are committed to non-discrimination. Our goal is to provide equal opportunities for all community members in all areas of the college including admission, student financing, student support facilities and activities, and employment. Federal laws and district policies strictly prohibit all types of discrimination, including sexual harassment and inequities based on race, color, religion, sex, age, marital status, physical disabilities or mental impairments, or sexual orientation. The District's non-discrimination policies are supported by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; and sections 503 and 504 of the Rehabilitation act of 1972, as amended.

*El Distrito de Colegios de la Comunidad de San Bernardino, y sus dos colegios, San Bernardino Valley College y Crafton Hills College, están comprometidos a no discriminar. Nuestra meta es proveerles la oportunidad igual a todos los miembros de la comunidad, en todos los aspectos del colegio, incluso los servicios de admisión de ayuda financiera, de facilidades & actividades estudiantiles y del empleo.*

*Las leyes federales y la políticas del Distrito prohíben absolutamente todo tipo de discriminación, incluso el acoso sexual, y la desigualdad, sea basada en la raza, el color, la religión, el sexo, la edad, el estado civil, la deshabilidad física o impedimentos mentales, o la orientación sexual. Las políticas antidiscriminatorias están apoyadas por los requisitos de los Títulos VI y VII del Acta de Derechos Civiles del 1964 con sus enmiendas; el Títulos IX de las Enmiendas de la Educación del 1972; el Acta sobre la Discriminación en el Empleo por la Edad del 1975; y Secciones 503 y 504 del Acta de Rehabilitación del 1972 con sus enmiendas.*

In compliance with the **Student Right to Know and Campus Security Act** of 1990 (Public Law 101-542), it is the policy of the San Bernardino Community College District and Crafton Hills College to make available to all students the completion rates of certificate, degree, or transfer-seeking first-time, full-time students entering college beginning in Fall 1995, and annually thereafter. This information is available in the college library and on the web at <http://cccco.edu>  
Information on crime rates is available in the Communications Center (LADM-153)

**AMERICANS WITH DISABILITIES ACT OF 1990 STATEMENT OF POLICY**

It is the policy of Crafton Hills College to make our services, facilities, programs, and accommodations accessible to all people including people with disabilities, and comply fully with the provisions of the Americans with Disabilities Act of 1990.

If a disability prevents you from fully using our facility or enjoying our services and programs, we would like your input and ideas on how we can serve you better.

Any concerns, comments, or suggestions should be directed to the Vice President of Administrative Services at (909) 389-3210.



## Substance Abuse Policy and Resource Information

- San Bernardino Community College District strives to maintain a workplace free from the illegal use, possession or distribution of controlled substances as defined in the Controlled Substances Act. Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by employees in the workplace or on District business is prohibited. Employees shall not use illegal substances or abuse legal substances in a manner which impairs performance of assigned tasks.
- All employees are required to comply with this policy as a condition of their continued employment. An employee who violates this policy will be subject to disciplinary action which may include termination.
- Any employee convicted under a criminal drug statute for improper conduct in the workplace must report this conviction within five working days to the District Human Resources.

### Standard of Student Conduct Policy 6060

Disciplinary action for good cause may be imposed upon a student by an instructor, an administrator, or the Board of Trustees for misconduct of the following while attending college classes or college sponsored activities:

- The use, sale or possession or hallucinogenic drugs or substance or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or the presence on campus of anyone under the influence of such drugs or substances.
- The use or possession of alcoholic beverages on college property or at any college sponsored event or the presence on campus of anyone under the influence of alcohol.
- Any student who violates this policy will be subject to disciplinary action which may include expulsion.

- Illicit drugs use and alcohol abuse account for two-thirds of violent behavior, one-half of all injuries, one-third of all emotional difficulties and one-third of all academic problems on college campuses. Students must be aware that substance abuse leads to financial, health, psychological, work, school and legal problems. **For more information on health risks associated with Alcohol and other Drugs please refer to [www.craftonhills.edu](http://www.craftonhills.edu) then link to Student Resources and Health & Wellness Center.**

### Are you at Risk?

- If you answer yes to one or more of the following, there is a problem.
  1. Have you blacked out after using drugs or alcohol?
  2. Have you been arrested during or after you were drinking or using drugs?
  3. Do you drink or use drugs to get wasted?
  4. Has someone close to you, talked with you about your alcohol or drug usage?
  5. Does a family member have an alcohol or other drug problem, or had one in the past?

### Confidential Resources for Help:

Health and Wellness Center .....	(909) 389-3272
CHC, Counseling Center .....	(909) 389-3366
Alcoholics Anonymous Meeting Referrals .....	(909) 825-4700
Alcoholics Anonymous Website:...	<a href="http://www.alcoholics-anonymous.org">www.alcoholics-anonymous.org</a>
Narcotics Anonymous Meeting Referrals .....	(909) 795-0464
Narcotics Anonymous Website:.....	<a href="http://www.na.org/index.htm">www.na.org/index.htm</a>
National Database of Drug and Alcohol Treatment .....	<a href="http://www.samhsa.gov">www.samhsa.gov</a>
Alcohol and your College Experience.....	<a href="http://www.factsontap.org">www.factsontap.org</a>
Drug Help .....	<a href="http://www.drughelp.org">www.drughelp.org</a>
California Alcohol & Drugs Programs .....	<a href="http://www.adp.state.ca.us">www.adp.state.ca.us</a>



Students planning to take a course that has a prerequisite, must have completed the prerequisite or will be blocked from registering in the class. If a student feels they have met the prerequisite bring evidence (transcripts or placement scores from another college) to the Counseling Office to determine appropriate placement). Courses having a prerequisite are identified in this class schedule with a notation of the prerequisite. Course descriptions are found in the current Crafton Hills College Catalog. Contact the Counseling Center during registration if you have questions arising from curricula sequence prerequisites.

**You will be blocked from registering in a class if you have not met the prerequisite.**

**Q: What is a prerequisite?**

A: A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrollment in a course or educational program. This may be a course that must be taken before another course or a passing score on an accepted placement test. For example, in order to enroll in English 101, you must have completed English 015 (or its equivalent at another college) with a grade of C or better or have received a passing score on the CHC placement test (or acceptable equivalent).

**Q: What is a corequisite?**

A: A corequisite is a condition of enrollment consisting of a course in which must be taken at the same time as another course. For example, if you wish to take Accounting 220, you must also enroll in Accounting 221.

**Q: What is a departmental recommendation?**

A: A departmental recommendation is a skill or a defined area of knowledge that the department faculty feel is important, if not essential, for a student to succeed in the course for which it is recommended. For example, the departmental recommendations for Psychology 100 are English 101, Math 090, and passing a reading test at or above the 12th grade level.

**Q: How do I meet a prerequisite?**

A: There are several ways to meet a prerequisite. First, a student may take the prerequisite course at Crafton Hills College. Second, a student may qualify for enrollment in the course based on the college placement procedure that is given to all new students in the course (students may also provide course placements from assessments taken at other colleges. Scores alone will not be accepted.) Finally, students may meet the prerequisite by having taken the equivalent course at another college. The student must provide a copy of the transcript or grade report (an unofficial copy of the transcript is adequate but official copies submitted to the admissions office are required by the third week of semester) to a counselor who will determine whether the course is equivalent to the prerequisite course at Crafton. If the course was taken at a private or out of state college or university, the student will need to provide a copy of the catalog description.

**NOTE:** Unofficial transcripts and course descriptions can often be accessed off the college or university website.

**Q: If I haven't met the prerequisite, is there any possibility that I can still take the course?**

A: A prerequisite challenge is a process that allows students to demonstrate that they can probably succeed in a course even though they have not completed the prerequisite. To begin this process, you need to see a counselor. You may be required to complete the assessment process as part of the process. This will depend on whether the course you are challenging requires math or English as a pre-requisite or if you have already completed the assessment. The Counseling Center is located in the Student Services Building, SSB 201. See page 6 for hours that counselors are available.

**NOTE:** Prerequisites and corequisites cannot be waived.

**Q: How long does a challenge take?**

A: The college is required to respond to your challenge within five (5) working days. If the college does not give you a decision within five (5) working days, you are allowed to remain in the class.

**Q: What do I do if I've taken the prerequisite course at another college?**

A: You need to bring an official copy of your transcript to the Counseling Center so that a counselor can verify that the course you took at another college or university meets the prerequisite. An unofficial copy of your transcript may help, but we need the official one no later than the Friday of the third week after the term starts.

**Q: What if I don't like the decision of my challenge?**

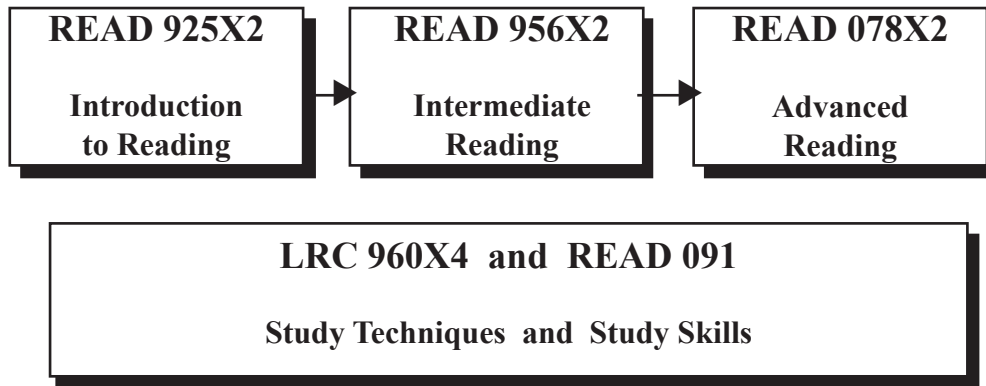
A: You MAY have the right to an appeal. If you think you may want to appeal, check with the Counseling Center.

**Students registered in classes in which they have not met the prerequisite requirements will be administratively withdrawn (see refund policy).**

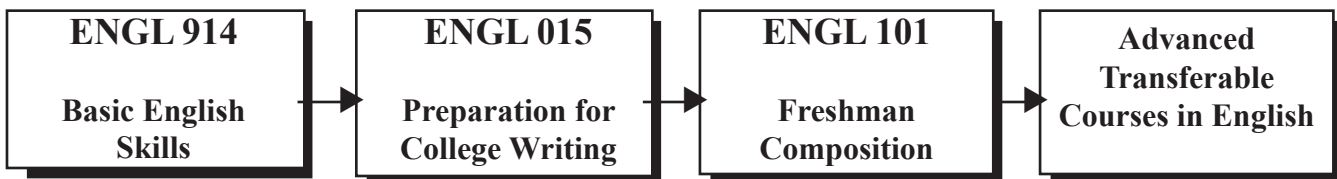
**Questions: Call (909) 389-3366 or visit the Counseling Center (SSB-201)**

Improving your reading, writing, and math skills is an important step in meeting your educational goals. There are several possible starting points for you to enter at the right level. Starting at the right class will let you move from class to class successfully and get to the point you need in the shortest amount of time. **Your Counselor will help you decide** on the best class by using your placement test results, high school and/or college grades, learning skills, motivation, and other factors. **A Counselor can show you the skills needed for each class.**

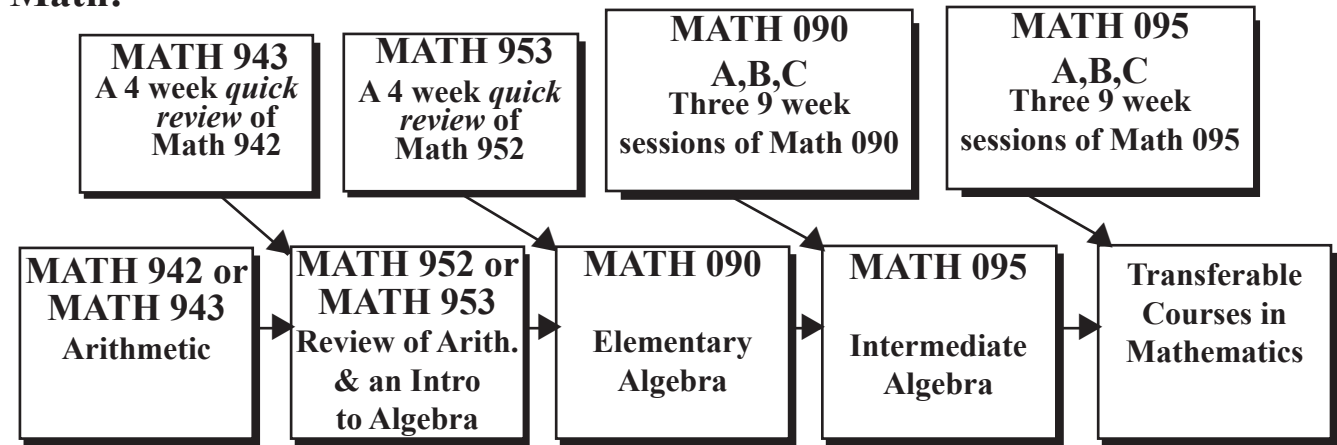
### Reading:



### English:



### Math:



## Online, Hybrid, and Television Courses

- Are you looking for alternatives to taking classes on campus?
- Do you have a schedule that needs flexibility?
- Do you want to avoid parking hassles and coming to class once or twice a week?
- Are you a self-motivated learner who can complete assignments without face-to-face interaction and constant reminders?

If you answered **YES**, then an online, hybrid, or television course may be right for you!

The beauty of a distance education course is the flexibility of time for you as the student while offering the same rigor and quality as an on-campus class. You can often set your class time around your other commitments and won't have to spend time driving to campus.

### Is This Kind of Class Right for Me?

Taking an online or television course requires a different set of skills and abilities than an on-campus course. The following strategies are needed to be successful:

- Independence and High Motivation – You will need to be able to work on your own, create your own learning environment where you can study, and manage your time appropriately. You should be able to set goals for yourself and arrange a time in your weekly schedule to dedicate to the online or television course.
- Internet Competence – You need a variety of Internet related skills including the ability to navigate the web, send email, download and upload files, post messages, etc.
- Reading, Writing, and Typing Abilities – Your communication with others will be done via the Internet, so you will need to read materials and respond appropriately in writing.

### What is an Online Course?

An online course is conducted wholly over the internet. Assignments are done and submitted via the Internet and may include discussion boards, research, written papers, exams, quizzes, and other activities.

### What is a Hybrid Course?

A hybrid course combines some classroom instruction with online instruction. Hybrid courses have the benefit of being able to periodically see your instructor and classmates on a face-to-face basis.

### What is a Telecourse?

Telecourses are professionally produced programs designed for broadcast in conjunction with classes that meet occasionally on campus. Each series is titled to reflect the subject matter of the course and may comprise up to 26 programs of 30-60 minutes in length.

### Technical Requirements

#### Online and Hybrid Courses

- A computer system with Internet connection
- CD-ROM drive
- Speakers and headphone

#### Television Courses

- A television capable of receiving KVCR-TV via antenna, cable, or satellite
- VCR for recording programs (optional, but highly recommended)

### Help and Resources

A two week, one unit, course covering how to succeed as an online student is offered as CIS 062. Students who are not comfortable with using a computer to take a course are encouraged to take CIS 062 before the start of their first online course.

For technical assistance, call (877)241-1756. This assistance is available 24 hours a day, 7 days a week.

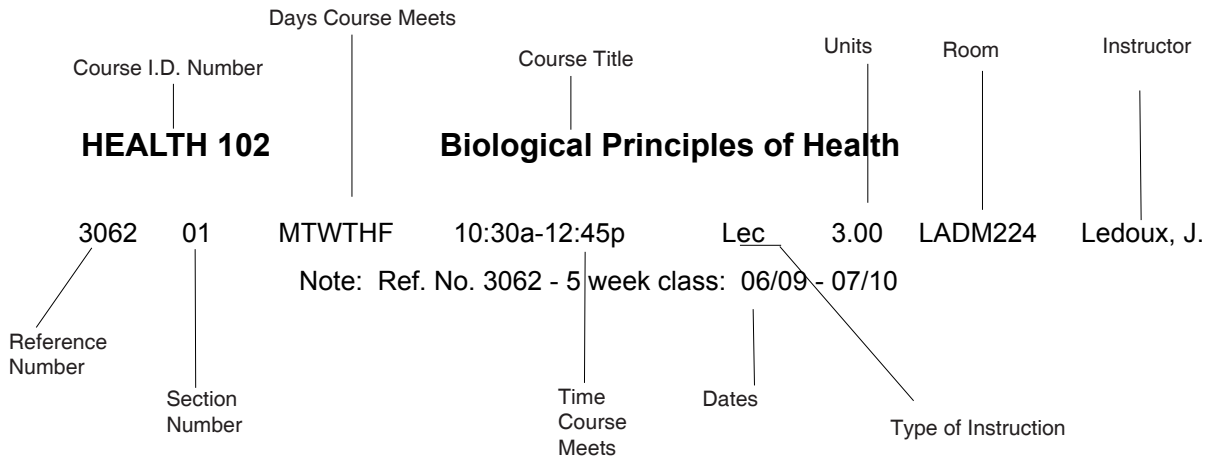
The District website for distance education is <http://dets.sbccd.org> and offers a variety of resources to help online students.

### Blackboard

The Blackboard Learning Management System is used for online, hybrid, and traditional classes and is always a required part of online classes. The login can be accessed through the Crafton Hills College web site by clicking on the "Blackboard Login" button on the right side of the home page or directly at <http://blackboard.sbccd.cc.ca.us/webapps/login/>. On the login page use your student ID number as both username and password. Once you are logged in you SHOULD change your password by clicking on "Personal Information" under the tools menu. Your courses can be found under the "Courses" tab at the top of the page. There is a short list of frequently asked questions that can be found at <http://dets.sbccd.org/pages/183.asp>. In addition, you can learn Blackboard skills as a part of the course CIS 062, Introduction to Online Learning.

**If you forget your student ID, call (909) 884-1441**





## Financial Aid Now



## Ask Me How

Many hundreds of our students are missing out on the Board of Governor's Waiver (BOG) by not completing the Free Application for Federal Student Aid (FAFSA). Even if you do not qualify for any Federal Grant programs, you could receive a Board of Governor's Waiver from the State of California. The Waiver covers the \$26.00\* per unit tuition. You could use the cost savings for books! Please be aware if you are approved for the waiver **you will have a small balance with admissions.**

In addition to the Waiver, there are Pell grants, Supplemental Educational Opportunity grants, a Federal Work-Study program, and scholarships.

To learn more about scholarships, grants, loans and the work-study program, drop by the Financial Aid Office on campus and ask for the Free Application for Federal Student Aid (FAFSA) and The Student Guide from the U.S. Department of Education or go to:

**www.fafsa.gov**  
**Our school code is: 009272**

**For more information,  
 call Financial Aid.**

**(909) 389-3223**

*\*Accurate at the time of printing*

Ref	Sec	Days	Time	Type/Units	Room	Instructor	Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## ANATOMY

### ANAT 150 Human Anatomy and Physiology I **4.00 Units**

Advanced understanding of the structural and functional aspects of the human body. First in a two semester series; covers biochemistry, cytology, cellular metabolism, histology, osteology, articulations, myology, and the integumentary, and nervous systems.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

0002	01	MTWTH	10:30a-12:45p	LEC	4.00	LADM-224	Truong,S
		MTWTH	08:00a-10:15a	LAB		LADM-225	Truong,S
Note: Ref. No. 0002 - 6 week class: 06/27 - 08/05							
0004	02	MTWTH	10:30a-12:45p	LEC	4.00	LADM-224	Truong,S
		MTWTH	01:15p-03:30p	LAB		LADM-225	Truong,S
Note: Ref. No. 0004 - 6 week class: 06/27 - 08/05							

## CHEMISTRY

### CHEM 102 Introduction to Organic Chemistry **4.00 Units**

A one-semester course introducing the study of organic compounds. Topics include structure, nomenclature, properties, reactions, synthesis and biochemistry. Includes a laboratory component that emphasizes concepts discussed in lecture.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

*PREREQUISITE: CHEM 101 or CHEM 150*

0006	01	MTWTH	07:00a-09:40a	LEC	4.00	CHS-237	Boebinger,K
		MTW	09:50a-01:20p	LAB		CHS-238	Boebinger,K
Note: Ref. No. 0006 - 5 week class: 06/27 - 07/28							

## COLLEGE LIFE (LRNG ASST)

### CHC 099X4 Learning Community Seminar **1.00 Unit**

Learning community seminar addressing the learning community goals, connections between courses, and students' reflection on their cognitive development within the learning community.

*Associate Degree Applicable*

*Note: CHC 099X4 may be taken 4 times*

*COREQUISITE: Concurrent enrollment in a Crafton Hills College Learning Community*

0009	90	MTWTH	11:30a-12:40p	LEC	1.00	PAC-308	Staff
Note: Ref. No. 000 - 4 week class: 06/27 - 07/21							



This section is linked to CHC 100-90. This means students enrolling in CHC 099X4-90 must also enroll and remain enrolled in CHC 100-90.

### CHC 100 Student Success and the College Experience **3.00 Units**

Introduction to the college experience, including academic and career self-assessment and strategies for success.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

0010	90	MTWTH	08:00a-11:15a	LEC	3.00	PAC-308	Matthews,D
Note: Ref. No. 0010 - 4 week class: 06/27 - 07/21							



This section is linked to CHC 099X4-90. This means students enrolling in CHC 100-90 must also enroll and remain enrolled in CHC-099x4-90.

## EMERGENCY MEDICAL SERVICES

### EMS 156 Clinical Externship for the Paramedic **2.00 Units**

Coordination of advanced paramedic training within the hospital setting. Opportunity to direct and engage in emergency intervention in traumatic and medical emergencies. This portion of the program will be in a clinical setting in San Bernardino or Riverside County. Fulfills the requirements of Title 22 of the Health and Safety Code for paramedic clinical externship.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*PREREQUISITES: EMS 150, EMS 151, EMS 152, EMS 153, EMS 154, and EMS 155*

0012	01	ARR	13.67 HRS/WK	CLINC	2.00	OFFC-CLNC	Bishop,R Crow,K
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Note: Ref. No. 0012 - 12 week class: 06/14 - 09/02

Note: Ref. No. 0012 will be held at Clinic in Off-Campus Clinic.

## ENGLISH

### ENGL 101 Freshman Composition **4.00 Units**

Instruction in writing compositions from personal, reflective, and argumentative perspectives.

*This course is also offered as ENGL-101H.*

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

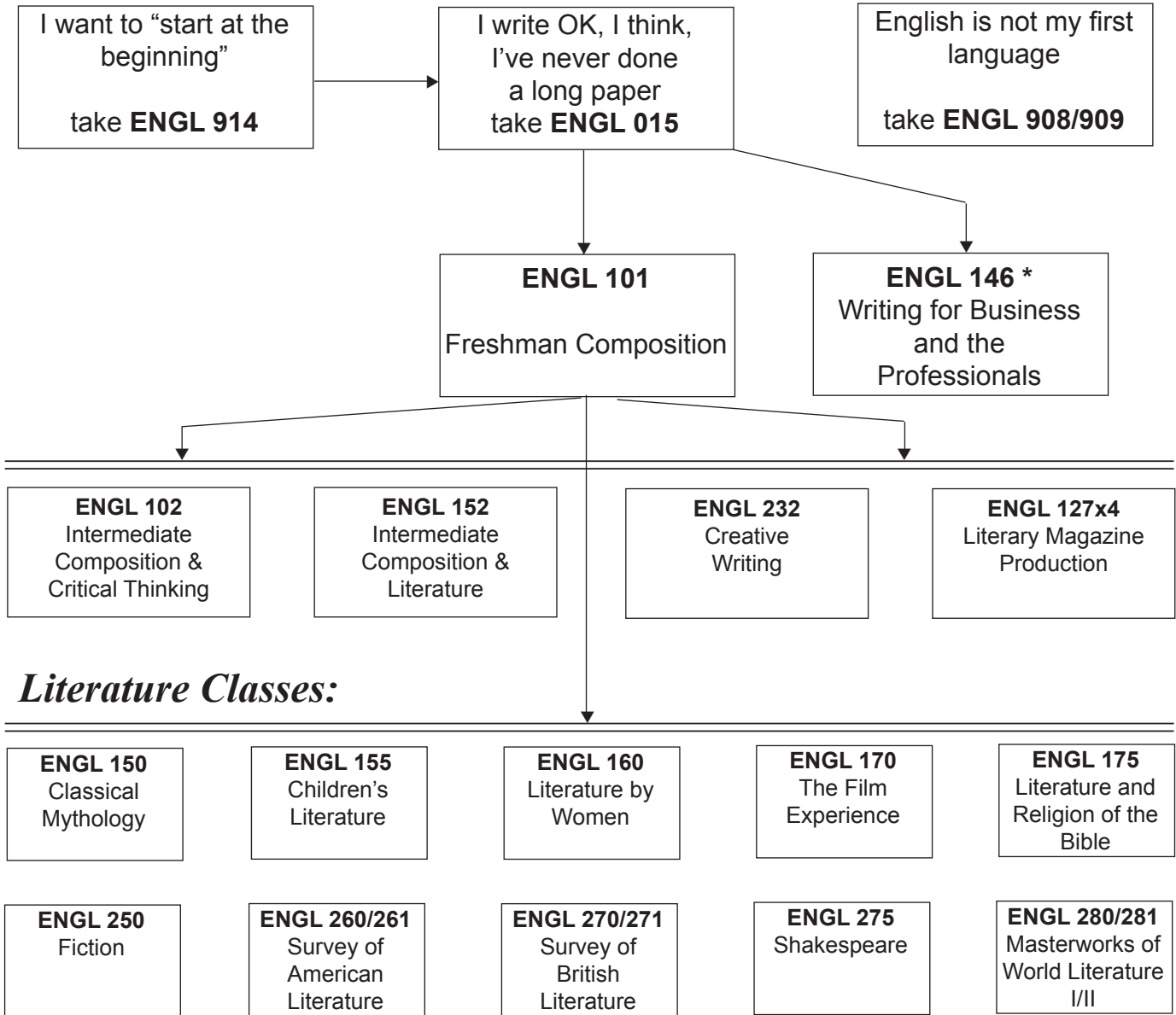
*PREREQUISITE: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*DEPARTMENTAL RECOMMENDATION: READ 078x2*

0014	01	MTWTH	07:30a-10:20a	LEC	4.00	CL-108	Staff
Note: Ref. No. 0014 - 6 week class: 06/27 - 08/05							
0016	02	MTWTH	10:30a-01:20p	LEC	4.00	CL-108	Staff
Note: Ref. No. 0016 - 6 week class: 06/27 - 08/05							

### Levels and Order of English Classes

The ability to think and reason and communicate using written language is an essential skill. There are several possible starting points for you to enter at the right level. Starting at the right class will let you move from class to class successfully and get to the point you need in the shortest amount of time. **A Counselor can show you the skills needed for each class and help you decide.**



\* Meets associate degree graduation requirement in English but does not fulfill the transfer requirement to CSU OR UC.

Ref Sec Days Time Type/Units Room Instructor

Ref Sec Days Time Type/Units Room Instructor

**ENGL 102 Intermediate Composition and Critical Thinking 4.00 Units**

Instruction in writing compositions reflecting critical thinking and employing rhetorical skills beyond those taught in Freshman Composition (ENGL 101), including summary, analysis, evaluation, rebuttal, and argument.

*This course is also offered as ENGL-102H.*

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**PREREQUISITE: ENGL 101 OR ENGL 101H**

0018 01 MTWTH 10:30a-01:20p LEC 4.00 CL-109 Staff  
 Note: Ref. No. 0018 - 6 week class: 06/27 - 08/05

**HEALTH EDUCATION****HEALTH 263 Nutrition and Health 3.00 Units**

Review of the literature on the basic nutrients: Protein, fat, carbohydrate, vitamins, minerals and water, development of the skills necessary to analyze, evaluate, and prescribe a dietary intake for healthy individuals. The relationship between lifestyle factors and disease in America is also examined, along with an in-depth analysis of emotional stress.

*This course is also offered as PE-263.*

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**DEPARTMENTAL RECOMMENDATION: MATH 952 or Math 953X2 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process**

0020 01 TWTH 10:30a-01:50p LEC 3.00 CHS-122 Ledoux,J  
 Note: Ref. No. 0020 - 5 week class: 07/05 - 08/04

**HISTORY****HIST 101 History of the United States 1865 to Present 3.00 Units**

Survey of American history 1865 to present. Introduction to key social, political, economic and cultural issues and developments in America's emergence as an urban, industrial and technological, global-leading, consumer society.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process;**

**Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**

0022 01 TWTH 07:30a-10:20a LEC 3.00 CHS-242 Lieser,J  
 Note: Ref. No. 0022 - 6 week class: 06/27 - 08/05

**MATHEMATICS****MATH 095 Intermediate Algebra 4.00 Units**

Study of rational exponents and radicals; quadratic, absolute value, rational and radical equations; complex numbers; absolute value inequalities; operations with functions; introduction to exponential and logarithmic functions; graphs of the basic functions and their translations.

*This course is also offered as MATH-095C.*

*Associate Degree Applicable*

**PREREQUISITE: MATH 090 or Math 090C or eligibility for MATH 095 as determined through the Crafton Hills College assessment process**

0024 01 MTWTH 10:30a-01:20p LEC 4.00 CHS-237 Staff  
 Note: Ref. No. 0024 - 6 week class: 06/27 - 08/05

**MATH 102 College Algebra 4.00 Units**

Study of logarithms, sequences, series, the Binomial Theorem, graphing conic sections, inverse functions, operations with radicals, systems of quadratic equations, and solving systems of three or more linear equations in three or more variables by matrices, and determinants; introduction to graphing rational functions, and the theory of equations.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

**PREREQUISITE: MATH 095 or eligibility for MATH 102 as determined through the Crafton Hills College assessment process**

0026 01 MTWTH 07:30a-10:20a LEC 4.00 CL-111 Staff  
 Note: Ref. No. 0026 - 6 week class: 06/27 - 08/05

**MATH 108 Statistics 4.00 Units**

Introduction to probability, descriptive and inferential statistics, with application to the natural sciences, business, economics, and behavioral sciences.

*This course is also offered as PSYCH-108.*

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**PREREQUISITE: MATH 095 or MATH 095C or eligibility for MATH 108 as determined through the Crafton Hills College assessment process**

**DEPARTMENTAL RECOMMENDATION: MATH 117**

0028 01 MTWTH 07:30a-10:20a LEC 4.00 CL-218 Pfahler,D  
 Note: Ref. No. 0028 - 6 week class: 06/27 - 08/05



# Levels and Order of Mathematics Classes

The ability to think and reason using mathematical concepts is an essential skill. There are several starting points for you to enter at the right level. Starting at the right class will let you move successfully from class to class and to get to the point you need in the shortest amount of time. Start with the assessment test in the Counseling Center. Based on your eligibility determined on the assessment, choose the statement that best describes you, meet with a counselor to discuss the path and to be sure all prerequisites are cleared and follow that path. A counselor can also show you a sheet with the skills needed for each class and help you interpret the assessment scores. They also have a more detailed sheet explaining the differences between MATH 102, 108 and 115.

I want to start at the beginning. I especially need to work on fractions.  
**Take MATH 942**  
**Or MATH 943**

**MATH 942**  
In depth study of whole numbers, fractions and decimals.

or

**MATH 943**  
I just need a quick refresher of some arith. topics. I successfully completed Alg. 2 or higher in High School.

I am OK with arithmetic, including fractions. Some review would help. I am not ready for algebra. What are signed numbers anyway?  
**Take MATH 952**  
**Or MATH 953**  
(Assessment score eligibility needed)

**MATH 952**  
Operations with signed numbers, percents and geometry.

or

**MATH 953**  
I just need a quick review some algebra topics.

I'm pretty good at fractions, signed numbers, equations but I need to know algebra from the beginning.  
**Take MATH 090**  
**Or MATH 095 A,B and C**  
(Assessment score eligibility needed)

**MATH 090**  
Elementary Algebra

or

**MATH 090 A, B, C**  
I would benefit from more than 18 weeks to learn the material in Math 090. I want a more hands-on learning environment.

I'm OK with some algebra but I need to get my AA requirement and prepare for transfer courses.  
**Take MATH 095 or**  
**Or MATH 095 A,B and C**  
(Assessment score eligibility needed)

**MATH 095**  
Intermediate Algebra

or

**MATH 095 A, B, C**  
I would benefit from more than 18 weeks to learn the material in Math 095. I want a more hands-on learning environment.

*After taking 095 or 095C, I can choose from the following transferable courses listed below, depending upon my degree goals.*

**MATH 102**  
My algebra skills are strong and I will need more classes.  
(Assessment score eligibility needed)

**MATH 103**  
I will need trigonometry for other coursework and I did well in Intermediate Algebra.  
(Assessment score eligibility needed)

**MATH 108**  
My math skills are strong and I will need statistics for transfer.  
(Assessment score eligibility needed)

**MATH 115**  
My algebra skills are fairly strong and I need math units to transfer, or I am thinking about teaching.  
(Assessment score eligibility needed)

**Precalculus and Calculus Courses**  
See a counselor, math instructor, college catalog or course schedule.

Ref Sec Days Time Type/Units Room Instructor

## MICROBIOLOGY

**MICRO 150 Medical Microbiology 5.00 Units**

Study of microbiology, emphasizing the biology of microorganisms including bacteria, fungi, protozoans, helminths, and viruses. Introduces fundamental principles of medical microbiology including microbial cultivation, metabolism, genetics, growth, and control. Principles of epidemiology, disease transmission and a survey of communicable diseases are also included.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

**PREREQUISITE: CHEM 101**

0030 01 MTWTH 10:30a-12:45p LEC 5.00 LADM-211 Kapoor,A  
 MTWTH 08:00a-10:15a LAB LADM-201 Kapoor,A  
 MTWTH 01:15p-03:30p LAB LADM-201 Kapoor,A

Note: Ref. No. 0030 - 6 week class: 06/27 - 08/05

Both laboratory meeting times are required of all students enrolled in MICRO 150.

## MUSIC

**MUSIC 103 Appreciation of American Popular Music 3.00 Units**


Study of American popular music.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

0032 70 ARR 8.5 HRS/WK LEC 3.00 McConnell,M  
 Note: Ref. No. 0032 - 6 week class: 06/27 - 08/05

This class is an online course with no on-campus meetings.

 Participation in this online class requires that students have access to a computer that is connected to the Internet and has a CD-ROM drive and speakers or headphones. For complete information refer to the online page in this schedule.

## PHILOSOPHY

**PHIL 103 Introduction to Logic: Argument and Evidence 3.00 Units**

Introduction to the techniques of critical thought, including language analysis, inductive and deductive logic, symbolic logic and the development of the scientific method.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**DEPARTMENTAL RECOMMENDATIONS: ENGL 101; Reading:**

*Pass a standardized test of reading comprehension at or above the 12th grade level*

0034 01 TWTH 10:30a-01:20p LEC 3.00 LADM-217 Linfield,L  
 Note: Ref. No. 0034 - 6 week class: 06/27 - 08/05

Ref Sec Days Time Type/Units Room Instructor

## PHYSICAL ED

**PE 263 Nutrition and Health 3.00 Units**

Review of the literature on the basic nutrients: Protein, fat, carbohydrate, vitamins, minerals, and water, development of the skills necessary to analyze, evaluate, and prescribe a dietary intake for healthy individuals. The relationship between lifestyle factors and disease in America is also examined, along with an in-depth analysis of emotional stress.

This course is also offered as HEALTH-263.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**DEPARTMENTAL RECOMMENDATION: MATH 952 or MATH 953X2 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process**

0036 01 TWTH 10:30a-01:50p LEC 3.00 CHS-122 Ledoux,J  
 Note: Ref. No. 0036 - 5 week class: 07/05 - 08/04

## PHYSICS

**PHYSIC 100 Introduction to Physics 4.00 Units**

Introduction to the ideas, concepts, and theories of physics including mechanics, waves, heat, electromagnetism, and atomic and nuclear structure. This course does not require students to have extensive knowledge of mathematics.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

0038 01 MTWTH 10:30a-12:45p LEC 4.00 LADM-121 Adams,M  
 MTWTH 08:00a-10:15a LAB LADM-115 Adams,M  
 Note: Ref. No. 0038 - 6 week class: 06/27 - 08/05

0040 02 MTWTH 10:30a-12:45p LEC 4.00 LADM-121 Adams,M  
 MTWTH 01:15p-03:30p LAB LADM-115 Adams,M  
 Note: Ref. No. 0040 - 6 week class: 06/27 - 08/05

## POLITICAL SCIENCE

**POLIT 100 American Politics 3.00 Units**

Introductory course in the fundamentals of American government and politics.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**

0042 01 TWTH 10:30a-01:20p LEC 3.00 CHS-242 Hellerman,S  
 Note: Ref. No. 0042 - 6 week class: 06/27 - 08/05

Ref Sec Days Time Type/Units Room Instructor

**PSYCHOLOGY**

**PSYCH 108 Statistics 4.00 Units**

Introduction to probability, descriptive and inferential statistics, with application to the natural sciences, business, economics, and behavioral sciences.

*This course is also offered as MATH-108.*

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*PREREQUISITE: MATH 095 or eligibility for MATH 108 as*

*determined through the Crafton Hills College assessment process*

*DEPARTMENTAL RECOMMENDATION: PSYCH 117*

0044 01 MTWTH 07:30a-10:20a LEC 4.00 CL-218 Pfahler,D

Note: Ref. No. 0044 - 6 week class: 06/27 - 08/05

**RESPIRATORY CARE**

**RESP 050 Introduction to Respiratory Care 2.00 Units**

Introduction and orientation to the field of respiratory care.

*Associate Degree Applicable*

0046 01 TTH 08:00a-09:50a LEC 2.00 CHS-127 Franklin,B

Note: Ref. No. 0046 - 8 week class: 05/31 - 07/21

**RESP 051X4 Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider 1.00 Unit**

Instruction in basic life support.

*Associate Degree Applicable*

*Note: RESP 051X4 may be taken 4 times*

*COREQUISITE: Acceptance into Respiratory Care Program*

0048 01 MTWTH 08:00a-09:50a LEC 1.00 CHS-123 Franklin,B  
MTWTH 10:00a-11:50a LAB CHS-123 Bell,R

Bryson,K  
Contreras,A  
Franklin,B  
Sheahan,M  
Bell,R  
Bryson,K  
Contreras,A  
Franklin,B  
Sheahan,M

MTWTH 01:00p-04:50p LAB CHS-123

Note: Ref. No. 0048 - 1 week class: 08/08 - 08/11

**RESP 209AX2 Clinical Refresher: Advanced Clinical Application I 2.50 Units**

Continued clinical application of advanced-level skills learned in the laboratory and theory classes.

*Graded on Pass/No Pass basis only.*

*Associate Degree Applicable*

*PREREQUISITE: RESP 233*

0050 01 ARR 2 HRS/WK LEC 2.50 OFFC-CLNC Bell,R  
ARR 14 HRS/WK CLINC OFFC-CLNC Bell,R

Note: Ref. No. 0050 - 10 week class: 06/03 - 08/05

Note: Ref. No. 0050 will be held at Clinic in Off-Campus Clinic.

Ref Sec Days Time Type/Units Room Instructor

**RESP 230 Advanced Theory of Respiratory Care I 2.25 Units**

Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care.

*Associate Degree Applicable*

*PREREQUISITE: Acceptance into Respiratory Care Program*

*COREQUISITE: RESP 231, RESP 232, RESP 233*

0052 01 TTH 08:00a-09:50a LEC 2.25 CHS-123 Contreras,A

Note: Ref. No. 0052 - 9 week class: 05/31 - 07/28

**RESP 231 Advanced Respiratory Care Skills Laboratory I 3.00 Units**

Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care in the simulated patient-care environment.

*Associate Degree Applicable*

*PREREQUISITE: Acceptance into Respiratory Care Program*

*COREQUISITE: RESP 230, RESP 232, RESP 233*

0054 01 W 08:00a-11:50a LEC 3.00CHS-123 Bell,R  
Bryson,K  
W 01:00p-04:50p LAB CHS-123 Bell,R  
Bryson,K

Contreras,A  
Franklin,B  
Sheahan,M

Note: Ref. No. 0054 - 9 week class: 06/01 - 07/27

**RESP 232 Physiologic Basis of Respiratory Disease I 2.50 Units**

Applied cardiopulmonary, renal, and neuropathophysiology related to the diagnosis and treatment of diseases the therapist will encounter in the clinical setting.

*Associate Degree Applicable*

*PREREQUISITE: Acceptance into Respiratory Care Program*

*COREQUISITE: RESP 230, RESP 231, RESP 233*

0056 01 TTH 10:00a-12:15p LEC 2.50 CHS-123 Sheahan,M

Note: Ref. No. 0056 - 9 week class: 05/31 - 07/28

**RESP 233 Advanced Respiratory Clinical Application I 3.00 Units**

Clinical application of advanced-level skills learned in the laboratory and theory classes.

*Associate Degree Applicable*

*PREREQUISITE: Acceptance into Respiratory Care Program*

*COREQUISITE: RESP 230, RESP 231, RESP 232*

0058 01 ARR 2.02 HRS/WK LEC 3.00OFFC-CLNC Bell,R  
Bryson,K  
Contreras,A  
Franklin,B  
Sheahan,M

ARR 14.17 HRS/WK CLINC OFFC-CLNC Bell,R  
Bryson,K  
Contreras,A  
Franklin,B  
Sheahan,M

Note: Ref. No. 0058 - 10 week class: 06/03 - 08/05

Note: Ref. No. 0058 will be held at Clinic in Off-Campus Clinic.

Ref	Sec	Days	Time	Type/Units	Room	Instructor	Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## SPEECH COMMUNICATION

### **SPEECH 100 Elements of Public Speaking** **3.00 Units**

Introductory study and training in public communication.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 or concurrent enrollment in ENGL 015*

0060 01 TWTH 07:30a-10:20a LEC 3.00 LADM-217 Shelton II,S

Note: Ref. No. 0060 - 6 week class: 06/27 - 08/05

**RADIOLOGIC TECHNOLOGY**

NOTE: Prior to starting this program, students must show proof of a clear criminal background check. Call the Director of the Radiologic Technology Program at the number indicated below for the necessary information.

**Program Director: Morris Hunter**  
**HunterM@armc.sbcounty.gov**

**Applications for entry into the Radiologic Technology Program  
 are available October through February.**

**The completed application and a \$50.00 non-refundable application fee are due by April 1.**

**MINIMUM QUALIFICATIONS:**

To be considered for a personal interview, the applicant must:

1. Submit a completed application package and fee
2. Provide a copy of their High School Diploma or GED
3. Complete the college courses listed below prior to interview:
  - Freshman Composition: ENGL 101 or equivalent
  - Introduction to Computer and Information Technology: CIS 101 or equivalent
  - Intermediate Algebra: MATH 095 or equivalent
  - Essentials of Human Anatomy and Physiology: ANAT 101 or equivalent
  - Medical Terminology: AH 101 or equivalent
  - Survey of Radiologic Technology: AH 090 (only offered at Crafton Hills College)

**Courses required for students currently in the  
 Radiologic Technology Program**

FIRST SEMESTER		THIRD SEMESTER	
RADIOL 100	Introduction to Radiologic Technology..... 1.50	RADIOL 200	Radiation Protection II..... 1.50
RADIOL 103	Radiographic Positioning I ..... 1.00	RADIOL 202	Radiographic Film Critique II ..... 1.00
RADIOL 104	Radiographic Physics I..... 1.50	RADIOL 203	Radiographic Positioning III ..... 1.00
RADIOL 105	Radiographic Anatomy/Physiology I..... 1.00	RADIOL 204	Radiographic Anatomy/Physiology III..... 1.00
RADIOL 106	Radiographic Positioning Lab I ..... .50	RADIOL 205	Radiographic Exposure Lab ..... .50
RADIOL 107	Basic Radiologic Medical Techniques ..... 1.50	RADIOL 213	Radiographic Clinic III ..... 14.25
RADIOL 110	Radiographic Exposure I ..... 1.00		
RADIOL 115	Radiographic Clinic I ..... 11.50		
SECOND SEMESTER		FOURTH SEMESTER	
RADIOL 108	Radiation Protection I..... 1.50	RADIOL 207	Radiographic Fluoroscopic Imaging..... 1.50
RADIOL 109	Radiologic Physics II ..... 1.50	RADIOL 208	Radiography Registry Review and Testing ... 2.00
RADIOL 111	Radiographic Film Critique I..... 1.00	RADIOL 209	Radiographic Pathology ..... 1.00
RADIOL 112	Radiographic Positioning II..... 1.00	RADIOL 210	Radiographic Positioning IV ..... 1.00
RADIOL 113	Radiographic Anatomy/Physiology II..... 1.00	RADIOL 211	Radiographic Anatomy/Physiology IV ..... 1.00
RADIOL 114	Radiographic Positioning Lab II..... .25	RADIOL 212	Special Procedures in Radiology ..... 1.50
RADIOL 116	Radiographic Exposure II ..... 1.00	RADIOL 214	Radiographic Clinic IV ..... 13.75
RADIOL 117	Radiographic Clinic II ..... 15.00		
		<b>TOTAL UNITS..... 82.75</b>	

## Financial Aid IMPORTANT Dates to REMEMBER

June	Summer Session begins. 2011-2012 BOG Fee Waiver available for Fall 2011 June 9th Deadline for Summer Pell Grant application Pell Priority and campus based aid for Fall 2011 deadline is June 01
July	Begin mailing award letters for Fall 2011-2012
August	First Pell disbursement for Fall 2011 will be mailed if your file is complete by June 01 and enrolled in at least 6 units prior to July 15, 2011

If you need help with the cost of attending college, the Financial Aid Office may be able to help. The Financial Aid Philosophy is "No Student should be denied access to an educational experience because of a lack of funds." The distribution of these state and federal funds is closely regulated by laws & regulations designed to direct support to those who need them most.

### Determining Need

The process starts with the Free Application for Federal Student Aid. Based on the information you provide, the Department of Education established a contribution from you and/or your family toward your educational expenses. Your financial need is the difference between the cost of attendance and the contribution from you and/or your family.

### Refund Policy

Students receiving Federal Aid Title IV funds who withdraw or drop without notice from all classes prior to or during the 10th week of the semester (60%), will be subject to Federal refund policies. Students who receive federal financial aid and do not attend any classes will be required to repay all the funds they received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received. Examples of refunds are available from the Financial Aid Office. The college will bill the student and holds will be placed on records until the funds are repaid by the student.

### Satisfactory Academic Progress

Satisfactory Academic Progress is required of all Financial Aid students. If the college places you on probation you are automatically on probation with the Financial Aid Office. Satisfactory progress will be monitored for all Financial Aid students who apply for Aid. Detailed information on standards required are available in the Financial Aid Office.

## - B O G -

Get two for one! You may get federal grants AND the BOG Fee Waiver by ONLY completing a 2011-2012 Free Application for Federal Student Aid (FAFSA)! However, instead of filling out two applications, complete the FAFSA early and you do NOT need to submit a BOG application. This will cover your fees for FALL 2011, Spring 2012, and Summer 2012. Be sure to enter Crafton's school code on your FAFSA, 009272, and your BOG can be entered early.

Assistance filling out a FAFSA is available by calling (909) 389-3240 to schedule an appointment.

You will still have a balance with Admissions and Records.

### Financial Aid Programs For You

The Financial Aid Office has detailed information on the following financial aid programs:

- Pell Grant
- Federal Work Study (FWS)
- Board of Governors Grant Waiver (BOG)
- Supplemental Educational Opportunity Grant (SEOG)

**OFFICE:** Classroom Building, Room CL-214 (CL 214)  
**Hours:** Monday-Thursday 9:00 am - 6:00 pm  
5:30 pm to open a file for 2010-2011  
Friday-Closed

### Financial Aid Staff

John Muskavitch	Director	389-3269
Juanita Sousa	Coordinator	389-3224
Sandra L. Roberts	Financial Aid Specialist	389-3242
Carrita Morales	Clerical Assistant	389-3223
Fermin Ramirez	Outreach Coordinator	389-3240

## There is a federal law about paying back money if you leave school

If you get a GRANT and then WITHDRAW from all your classes, you will OWE money back to the federal program. Here's how it works:

According to the day you withdraw, the Financial Aid Office will calculate the part of the grant that you have "earned".

NOTE: If you withdraw after you have earned 60% of your grant, you do not owe any repayment. (Don't worry if you don't understand, the Financial Aid Office will calculate the amount for you.)

*Example: Say you get a \$1000 grant. If there are 100 days in the term and you drop out on the 26th day, then you earned 26% of your grant*

The Financial Aid Office will multiply your grant money and figure out what you earned, and did not earn.

*\$1000 grant x 26% = \$260 earned; \$1000 x 74% = \$740 unearned.*

The college will owe some of the money back depending on the number of units you took:

*You took 12 units at \$26 each = \$312 x 74% (unearned) = \$231 the college has to pay.*

You will have to pay back the unearned amount, minus the college share, times 50%.

*\$740 - \$231 = \$509 x 50% = \$255 you have to pay the federal program.*

If you receive Federal Work Study (FWS) money and withdraw, you do not owe any FWS money back. You always get to keep the salary you have earned.

### If you are thinking of withdrawing or just leaving... Please think again!

Immediately see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses. Maybe there are services (like tutoring or personal support) that will help you stay. Talk to your instructors, see what advice they can offer.

### Don't leave unless you must But if you must, take care of business before you go.

Begin the withdrawal process at the Admissions and Records Office. This office will tell you the process and the rules.

Immediately go to the Financial Aid Office in the Classroom Building, Room 214. Learn how much you will owe and how you will have to repay it.

Please work with the Financial Aid Office. You can arrange for regular payments with the Federal government without losing your student aid eligibility, so it's important to take care of the details before you go. If you leave without taking care of this business and you owe money, the Financial Aid Office will have to put a national HOLD on your student aid eligibility.

REGULATION	REQUIREMENTS	OPTIONS	IMPACT
<p>All students receiving federal financial aid who completely withdraw within the first 60% of a term, payment period, or period of enrollment are subject to the refund provision.</p> <ul style="list-style-type: none"> <li>The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to process.</li> <li>During the first 60% of the enrollment period the student "earns" Title IV aid in direct proportion to the length of time he or she remains enrolled.</li> </ul>	<p><b>Student:</b></p> <p>Shares in repayment of Title IV Funds awarded that are unearned.</p> <ul style="list-style-type: none"> <li>The student's share is the difference between the total unearned amount and the institution's share of unearned aid.</li> <li>The student must repay their share of the unearned funds within 45 days after being billed by the District or set up a repayment schedule with the institution or the Department of Education.</li> </ul>	<p>Student repays the funds in full within 45 days of notification.</p> <p>Student is referred to the Department of Education for collection after the District notifies the student of overpayment and affords the student 45 days to repay overpayment in full or sets up a repayment schedule.</p>	<ul style="list-style-type: none"> <li>The District must bill and collect the overpayment within 45 days.</li> <li>The District must set up, monitor and collect overpayment.</li> <li>If the schedule does not adhere to repayment plan the Financial Aid Office must be notified and the student must be referred to the Department of Education for collection.</li> <li>The District must bill and attempt to collect the overpayment from student within 45 days of notification.</li> <li>The District has no further collection obligation after 45 days have expired.</li> </ul>
<ul style="list-style-type: none"> <li>Percentage is calculated dividing the number of days completed in the term by the number of calendar days in the term.</li> <li>Percentage is applied to the amount of disburseable aid to the student for that period of enrollment.</li> </ul>	<p><b>Institution:</b></p> <ul style="list-style-type: none"> <li>Shares in the repayment of Title IV funds for the unearned portion of tuition and fees.</li> <li><b>Institutional share is the lesser of:</b> <ul style="list-style-type: none"> <li>The total amount of unearned aid; or</li> <li>Institutional charges multiplied by the percentage of aid that was unearned.</li> </ul> </li> <li>Must make post-withdrawal disbursements to eligible students who earned more aid than was disbursed prior to withdrawal.</li> <li>The institution must define and publicize its withdrawal process.</li> </ul>	<p>The District must return its share of unearned Title IV funds no later than 30 days after it determines that the student withdrew.</p> <p>The District has the option to bill the student for the institution's share of Title IV overpayment.</p>	<ul style="list-style-type: none"> <li>The District is refunding General Funds monies <u>to the Title IV Programs.</u></li> <li>Students will incur an additional liability if they are billed for the institutional share of Title IV overpayments.</li> <li>Students will have an institutional liability that will prevent them from enrolling, per Board Policy, until the funds are repaid.</li> </ul>



# Semester in LONDON

**- FALL 2011 -**

Crafton Hills College's Semester in London for Fall 2011 provides a very enriching experience. You will enjoy the historical surroundings, grow intellectually, and enhance your overall knowledge of the world while making normal progress toward your degree objectives. You will earn 12 units in courses taught by faculty from Crafton Hills College or one of the other community colleges in the Southern California Foothills Consortium.



Theatres, major symphony orchestras, world-class operatic performances, concerts, recitals, ballet performances and an unparalleled range of live rock and ethnic music are just some of the cultural opportunities available. Many of the world's artistic masterpieces can be viewed in London.

- Earn college credit transferable for a bachelor's degree.
- Most courses fulfill general education requirements.
- Participate in the British Life and Culture class with exciting guest speakers and field trips.
- Take advantage of low-cost flights, living accommodations, and a central London travel pass.
- Consider optional tours to explore the great cities and historic sites of Europe.

**Ask about  
spring 2011  
semester in  
Salamanca, Spain**

For more information call Lynn Jamison at the Citrus College Study Abroad Office, (626) 914-8560, visit our website at <http://info.citruscollege.com/studyabroad> or pick up materials at the entrance of the Faculty Offices. Watch for posters announcing details of the early fall presentation.

**Financial Aid is available to eligible students.  
Early application is essential.  
Contact the Citrus College Financial Aid Office.**

**Order Transcripts Online!**  
**With**  
**TranscriptsPlus**

Easy to Use!

Go to our Homepage: [www.craftonhills.edu](http://www.craftonhills.edu)

Click On The "Apply/Register" Tab

Then Click On "Transcripts"

Under The "Records" Section

A service brought to you by  
 Crafton Hills College and Credentials, Inc.

You must have a valid credit card, E-mail or fax  
 and access to the Internet.

It's just that easy!!!

**Need Money to pay for your Classes?**

**You will still have a balance with  
 Admissions and Records**

**We can  
 Help!!!**

**Need Help  
 with Books?**

**Fill out both sides of the BOG Application on page ;**

Follow these simple instructions:

- ◆ If you are under 24 years of age and BOTH of the following are true or over 24 years of age, bring in a copy of YOUR 2009 Federal tax return.
  - √ You did not live with your parent(s)
  - √ Your parent(s) did NOT claim you on their taxes
  
- ◆ If you are under 24 years of age and EITHER of the following is true, bring in a copy of your PARENT'S 2009 Federal tax return. You MUST also have one parent sign the BOG application.
  - √ Your parent(s) DID claim you on their taxes
  - √ You live with your parent(s)

# **STUDENTS RIGHT TO KNOW**

## **CRIME REPORTING/CRIME STATISTICS**



### **REPORTING CRIMES AND EMERGENCIES**

The San Bernardino Community College District maintains a Police and Safety Services Department with personnel available 24 hours a day. You may report any criminal action or any other emergency at Crafton Hills College anytime - day or night - by calling (909) 389-3275 or by coming in person to the Communications Office located in the Administration Bldg., Room 153.

### **Crime Statistics**

Annual crime statistics can be found on the SBCCD website at [www.sbccd.org](http://www.sbccd.org), select District Faculty & Staff Information/Forms, District Police

In addition, the full “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” is available at the following locations:

- SBCCD Chancellor’s Office
- District Police

**Parking Permits** are Required For **ALL LOTS AND STREETS** at **Crafton Hills College**. Vehicles without displayed parking permits are ticketed 7:00 am Monday through 4:30 pm Friday.

**ILLEGALLY PARKED VEHICLES (RED ZONE, HANDICAPPED PARKING, STAFF PARKING) ARE TICKETED AT ALL TIMES.**

To purchase parking permit visit our website at: [www.craftonhills.edu/Student\\_Resources/Parking](http://www.craftonhills.edu/Student_Resources/Parking)

Daily parking permits are dispensed by vending machines in Parking Lot D.

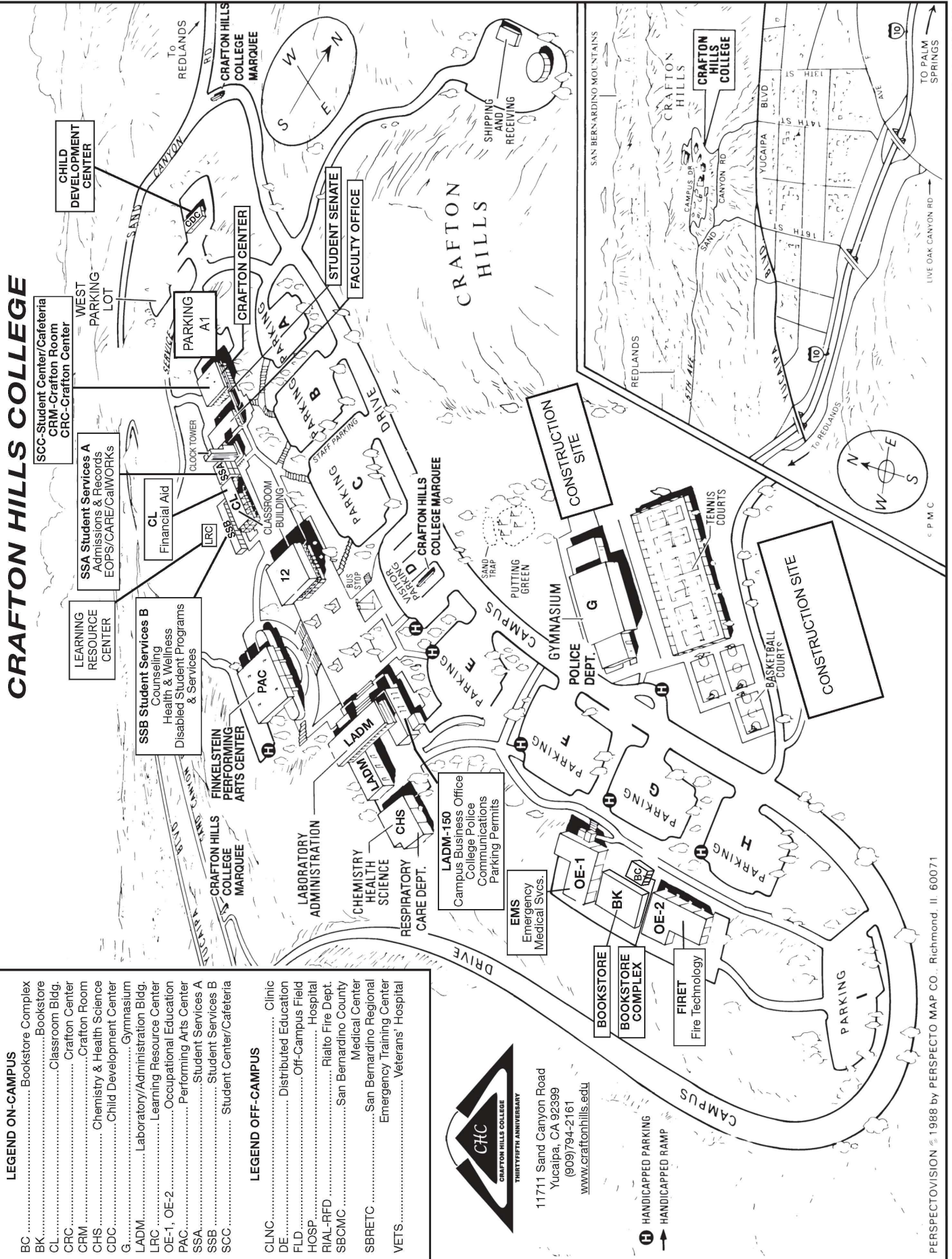
# CRAFTON HILLS COLLEGE

- LEGEND ON-CAMPUS**
- BC..... Bookstore Complex
  - BK..... Bookstore
  - CL..... Classroom Bldg.
  - CRC..... Crafton Center
  - CFM..... Crafton Room
  - CHS..... Chemistry & Health Science
  - CDC..... Child Development Center
  - G..... Gymnasium
  - LADM..... Laboratory/Administration Bldg.
  - LRC..... Learning Resource Center
  - OE-1, OE-2..... Occupational Education
  - PAC..... Performing Arts Center
  - SSA..... Student Services A
  - SSB..... Student Services B
  - SCC..... Student Center/Cafeteria
- LEGEND OFF-CAMPUS**
- CLNC..... Clinic
  - DE..... Distributed Education
  - FLD..... Off-Campus Field
  - HOSP..... Hospital
  - RIAL-RFD..... Riato Fire Dept.
  - SBCMC..... San Bernardino County Medical Center
  - SBRETC..... San Bernardino Regional Emergency Training Center
  - VETS..... Veterans' Hospital



11711 Sand Canyon Road  
 Yucaipa, CA 92399  
 (909)794-2161  
[www.craftonhills.edu](http://www.craftonhills.edu)

- HANDICAPPED PARKING
- HANDICAPPED RAMP



CRAFTON HILLS COLLEGE  
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Yucaipa, CA 92399-1799  
909-794-2161  
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## How To Register

1. New students apply on-line at [www.craftonhills.edu](http://www.craftonhills.edu); then follow the steps under the menu selection "Apply/Register."
2. Priority Registration: May 02-May 22, 2011  
Open WEB Registration: May 23-June 26, 2011
3. For WEB Registration instructions, see pages 14-16 in this class schedule or visit the CHC website and click on "Apply/Register"
4. Counselors are available for program advisement at the CHC Counseling Office, located in the Student Services Building (SSB). Telephone (909) 794-2161, Ext. 3366.
5. For high school concurrent enrollment requirements and eligibility see page 18. Deadline for High School Students to submit Concurrent Enrollment paperwork see page 2.

ADMISSIONS & RECORDS OFFICE: For current hours of operation check:  
<http://www.craftonhills.edu/Admissions&Records>

**909-794-2161**  
**[www.craftonhills.edu](http://www.craftonhills.edu)**

The logo for Crafton Hills College is a green triangle pointing upwards. Inside the triangle, the words "Crafton Hills" are written in a yellow, serif font, with "COLLEGE" in a smaller, yellow, sans-serif font below it.

**Crafton Hills**  
COLLEGE

Your Future is on the Rise

**SUMMER 2011**