

www.craftonhills.edu

Have forgotten your student ID Number?
Visit www.craftonhills.edu/whatismyid



Web Registration

(For Detailed Web Instructions visit 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 19)
- 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

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

DSP&S, EOPS/CARE, CalWORKs and Active Military/Veterans*

Students who are eligible may register online June 20-22.
If you have any questions please contact: The Disabled Student Programs & Services at (909)389-3325.
EOPS/CARE Office at (909)389-3239. Veterans Services 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.

Log on to: www.craftonhills.edu
TO CONFIRM YOUR PRIORITY LEVEL ANYTIME ON OR AFTER JUNE 01st, 2012.
PRIORITY REGISTRATION BEGINS ON JULY 02nd, 2012.

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.**
- Break in attendance is calculated from the end of the last term the student attended to the beginning of the term for which the student is registering.

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.

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. <u>Register Monday July 2nd, Tuesday July 03rd and Wednesday July 04th.</u>
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. <u>Register Thursday July 05th, Friday July 06th and Saturday July 07th.</u>
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. <u>Register Sunday July 08th, Monday July 09th and Tuesday July 10th.</u>
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. <u>Register Wednesday July 11th, Thursday July 12th and Friday July 13th.</u>
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. <u>Register Saturday July 14th, Sunday July 15th and Monday July 16th.</u>
F	Students who attended CHC previously with a break of more than two (2) years. or Continuing or Returning students who have previously earned a Bachelor’s Degree or higher. or Continuing or Returning students with 91 units or more. <u>Register Tuesday July 17th, Wednesday July 18th and Thursday July 19th.</u>
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 prior to the registration date for Priority G. <u>Register Friday July 20th, Saturday July 21st and Sunday July 22nd.</u>
Open	<ul style="list-style-type: none"> • All students in the above listed priorities as well as: • New students who have not completed the Matriculation process. • High School students who have been approved for Concurrent Enrollment to attend courses. (Concurrent Enrollment Paperwork must be submitted by January 06th, 2012) <u>Register Monday July 23rd through Sunday August 12th.</u>

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 @CHCAdmissions

For a complete list of Term Dates and Deadlines, visit www.craftonhills.edu



Web Priority Schedule

PRE-REGISTRATION PRIORITY

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

Web Registration: www.craftonhills.edu
 Monday through Saturday, 6:00 am - 11:59 pm
 Sunday, 6:00 am - 7:00 pm

Payment Policy is subject to change. Check website for updated payment policy.

Payment is due at the time of registration. Once you have registered for courses, payment of your entire registration balance must be paid by the end of *that* business day.

- Fees for courses registered on weekends, holidays or scheduled campus closures must be paid in full by the end of the following business day.
- Outstanding registration fees that are not paid will result in your courses being administratively dropped due to 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.

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