

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 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

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 November 26-28. 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 seperation date.

Spring 2013 Registration Priorities

Log on to: www.craftonhills.edu

**TO CONFIRM YOUR PRIORITY LEVEL ANYTIME ON OR AFTER NOVEMBER 1st, 2012.
PRIORITY REGISTRATION BEGINS ON NOVEMBER 26th, 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.

REGISTRATION PRIORITY

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 Nov. 26th, Tuesday Nov. 27th and Wednesday Nov. 28th.</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 Nov. 29th, Friday Nov. 30th and Saturday Dec. 1st.</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 Dec. 2nd, Monday Dec. 3rd and Tuesday Dec. 4th.</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 Dec. 5th, Thursday Dec. 6th and Friday Dec. 7th.</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 Dec. 8th, Sunday Dec. 9th and Monday Dec. 10th.</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 Dec. 11th, Wednesday Dec. 12th and Thursday Dec. 13th.</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 Dec. 14th, Saturday Dec. 15th and Sunday Dec. 16th.</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 6th, 2012) <u>Register Monday Dec. 17th through Monday Jan. 13th.</u>



@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 Nov 26	Tuesday Nov 27	Wednesday Nov 28	Thursday Nov 29	Friday Nov 30	Saturday Dec 01
	Priority A	Priority A	Priority A	Priority B	Priority B	Priority B
Sunday Dec 02	Monday Dec 03	Tuesday Dec 04	Wednesday Dec 05	Thursday Dec 06	Friday Dec 07	Saturday Dec 08
Priority C	Priority C	Priority C	Priority D	Priority D	Priority D	Priority E
Sunday Dec 09	Monday Dec 10	Tuesday Dec 11	Wednesday Dec 12	Thursday Dec 13	Friday Dec 14	Saturday Dec 15
Priority E	Priority E	Priority F	Priority F	Priority F	Priority G	Priority G
Sunday Dec 16	Open Registration					
Priority G	Monday, December 17th - Monday, January 13th					

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.