



## STEPS FOR SUCCESSFUL ENROLLMENT

<b>STEP 1: APPLY ONLINE</b>	<p style="text-align: center;"><b><u>ONLINE APPLICATION</u></b></p> <p>The online application can be accessed at <a href="http://www.craftonhills.edu/apply">www.craftonhills.edu/apply</a></p>
<b>STEP 2: APPLY FOR FINANCIAL AID</b>	<p style="text-align: center;"><b><u>APPLY FOR FINANCIAL AID</u></b></p> <p>Complete the FAFSA application at <a href="http://fafsa.ed.gov">fafsa.ed.gov</a> (CHC School Code: <b>009272</b>) or California Dream Act application at <a href="http://dream.csac.ca.gov">dream.csac.ca.gov</a> (for undocumented students) After three business days, visit the Financial Aid Office in-person to open your file (CCR - 126) (909)389-3223</p>
<b>STEP 3: ONLINE ORIENTATION</b>	<p style="text-align: center;"><b><u>ONLINE ORIENTATION</u></b></p> <p>The Online Orientation, via your personal WebAdvisor account, is <b>MANDATORY for ALL Students</b> to be eligible to register for courses and may take about one hour to complete. For more information visit <a href="http://www.craftonhills.edu/orientation">www.craftonhills.edu/orientation</a></p>
<b>STEP 4: PLACEMENT</b>	<p style="text-align: center;"><b><u>PLACEMENT</u></b></p> <p>The Placement Process is <b>MANDATORY for ALL Students</b> to be eligible to register for courses and is used to place students in college level Math and English. Visit the Test Center (SSB - 201), call (909)389-3361 or access the Online Placement via your personal WebAdvisor account to complete this process <i>*If you previously attended another college and completed Math &amp; English coursework, you may be exempt/waived from completing the Placement process. Please call the Counseling Department for more information (909)389-3366</i></p>
<b>STEP 5: NSA or SEP</b>	<p style="text-align: center;"><b><u>NEW STUDENT ADVISEMENT (NSA) WORKSHOP</u></b> <b><u>STUDENT EDUCATION PLAN (SEP)</u></b></p> <p>During the NSA workshop, counselors discuss college expectations, student support programs/services and assist in developing a two semester Student Education Plan (SEP) based on the students educational/career goals. To sign-up please call (909)389-3366 or visit the Counseling Department in CCR 201. <i>*If you previously attended and successfully completed coursework at another college or university, please call the Counseling Department at (909)389-3366 to schedule a Student Education Plan (SEP) appointment.</i></p>
<b>STEP 6: REGISTER</b>	<p style="text-align: center;"><b><u>REGISTER FOR CLASSES</u></b></p> <p>Students must complete Online Orientation, Placement and NSA/SEP in order to receive priority registration. If you choose not to complete any of the above steps, you will not be eligible to register for classes. Check your registration date and register for classes via WebAdvisor. For information on how to register visit <a href="http://ow.ly/PK4L3014ioB">http://ow.ly/PK4L3014ioB</a> or the CHC Counseling web page. <i>*Print your Registration Statement from WebAdvisor. This is your receipt/proof of enrollment and also acts as your class schedule.</i></p>



**DO NOT MISS THE FIRST DAY OF CLASS or you may lose your seat!**