



www.craftonhills.edu

**Have forgotten your student ID Number?
Visit www.craftonhills.edu/whatismyid
or Call (909) 382-8988**

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.**

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

Eligible students may register using Web 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. 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.

Pre-Registration Information

Fall 2011 Registration Priorities

Log on to: www.craftonhills.edu

TO **CONFIRM** YOUR PRIORITY LEVEL ANYTIME ON OR AFTER JUNE 01st, 2011.
PRIORITY REGISTRATION **BEGINS** ON JUNE 20th, 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.

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 June 20th, Tuesday June 21st and Wednesday June 22nd.</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 June 23rd, Friday June 24th and Saturday June 25th.</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 June 26th, Monday June 27th and Tuesday June 28th.</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 June 29th, Thursday June 30th and Friday July 01st.</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 02nd, Sunday July 03rd and Monday July 04th.</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 05th, Wednesday July 06th and Thursday July 07th.</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 08th, Saturday July 09th and Sunday July 10th.</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 August 05th, 2011) <u>Register Monday July 11th through Sunday August 14th.</u>



@CHCAdmissions

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



Web Priority Schedule

WEB PRIORITY SCHEDULE

Web Registration 6:00 AM - 11:50 PM						
Sunday	Monday June 20	Tuesday June 21	Wednesday June 22	Thursday June 23	Friday June 24	Saturday June 25
	Priority A	Priority A	Priority A	Priority B	Priority B	Priority B
Sunday June 26	Monday June 27	Tuesday June 28	Wednesday June 29	Thursday June 30	Friday July 01	Saturday July 02
Priority C	Priority C	Priority C	Priority D	Priority D	Priority D	Priority E
Sunday July 03	Monday July 04	Tuesday July 05	Wednesday July 06	Thursday July 07	Friday July 08	Saturday July 09
Priority E	Priority E	Priority F	Priority F	Priority F	Priority G	Priority G
Sunday July 10	Open Registration					
Priority G	July 11 - August 14, 2011					

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

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.