

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:

Monda	y - 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 <u>WILL NOT</u> 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 seperation date.

Pre-Registration Information

Spring 2012 Registration Priorities

Log on to: www.craftonhills.edu

TO <u>CONFIRM</u> YOUR PRIORITY LEVEL ANYTIME ON OR AFTER OCTOBER 01st, 2011. PRIORITY REGISTRATION <u>BEGINS</u> ON NOVEMBER 28th, 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.
- 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					
Α	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. Register Monday November 28th, Tuesday November 29th and Wednesday November 30th.					
В	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. Register Thursday December 01 st , Friday December 02 nd and Saturday December 03 rd .					
С	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. Register Sunday December 04 th , Monday December 05 th and Tuesday December 06 th .					
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. Register Wednesday December 07 th , Thursday December 08 th and Friday December 09 th .					
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. Register Saturday December 10 th , Sunday December 11 th and Monday December 12 th .					
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. Register Tuesday December 13 th , Wednesday December 14 th and Thursday December 15 th .					
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. Register Friday December 16th, Saturday December 17th and Sunday December 18th.					
Open	 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 <u>January 06th, 2012</u>) Register Monday December 19th through Monday January 16th. 					
follow u						



For a complete list of Term Dates and Deadlines, visit <u>www.craftonhills.edu</u>



Registration Priorities

Web Priority Schedule

Web Registration 6:00 AM - 11:50 PM								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	Nov 28	Nov 29	Nov 30	Dec 01	Dec 02	Dec 03		
	Priority	Priority	Priority	Priority	Priority	Priority		
	A	A	A	B	B	B		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Dec 04	Dec 05	Dec 06	Dec 07	Dec 08	Dec 09	Dec 10		
Priority	Priority	Priority	Priority	Priority	Priority	Priority		
C	C	C	D	D	D	E		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Dec 11	Dec 12	Dec 13	Dec 14	Dec 15	Dec 16	Dec 17		
Priority	Priority	Priority	Priority	Priority	Priority	Priority		
E	E	F	F	F	G	G		
Sunday Dec 18	Open Registration							
Priority G	Monday, December 19th- Monday, January 16th							

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.

After registering for classes, your <u>entire</u> registration balance <u>must</u> 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