### **Registration Priorities**

# Log on to: www.craftonhills.edu or Dial (909) 884-1441 TO CONFIRM YOUR PRIORITY LEVEL ANY TIME ON OR AFTER JUNE 13, 2006 PRIORITY REGISTRATION BEGINS ON JULY 3, 2006 (JUNE 28 for EOPS, DSP&S, and CalWORKs students)

Registration is open to students according to a priority system.

This priority system has been created to make your registration as easy as possible.

You can register by Web/Telephone either during your priority registration times (see priorities A through F below) or during the open registration period July 19 - August 13, 2006.

Since classes are filled on a first-come, first-served basis, we recommend that you register as soon as your priority is available.

### **CATEGORIES OF PRIORITY REGISTRATION**

To determine your registration date and time, you need to know:

- Your priority level (A, B, C, D, E, or F) based on your status as a student.
- . ONLY units completed or currently enrolled at CHC will be used to calculate priority registration.

Once you have determined your priority level, you may register on the days assigned to that priority or **ANY REGISTRATION DAY THEREAFTER.** 

EOPS, DSP&S, CalWORKs, registration is June 28 - 30. For more information contact the appropriate program office.

### **Priority A**

• Students enrolled at CHC during the previous Spring or Summer semester who have completed 40 to 109 units at CHC. Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.

<u>Priority A students register Monday, July 3 and Tuesday, July 4.</u> EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E

### **Priority B**

• Students enrolled at CHC during the previous Spring or Summer semester who have completed 30 to 39.9 units at CHC. Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.

Priority B students register Wednesday, July 5 and Thursday, July 6.

**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E** 

### **Priority C**

• Students enrolled at CHC during the previous Spring or Summer semester who have completed 15 to 29.9 units at CHC. Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.

Priority C students register Friday, July 7 and Monday, July 10.

**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E** 

### **Priority D**

• Students enrolled at CHC during the previous Spring or Summer semester who have completed 0 to 14.9 units at CHC. Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.

Priority D students register Tuesday, July 11 and Wednesday, July 12.

**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E** 

### **Priority E**

- Students who attended CHC previously but not in the previous Spring or Summer semester AND have re-applied for admission.
  - or Continuing or Returning Students who have previously earned a Bachelor's Degree or higher.
  - or Continuing students with 110 units or more.

Priority E students register Thursday, July 13 and Friday, July 14.

### **Priority F**

You are a new student who has completed the Matriculation process (CHC application, residency statement, assessment, and educational plan with counselor) or you are a new student who has completed the matriculation process or met the pre-enrollment assessment waiver criteria <a href="Priority F.">Priority F.</a> <a href="Priority F.">Priority F students register Monday, July 17 and Tuesday, July 18.</a>

NOTE: You may register on your priority registration day OR ANY REGISTRATION DAY THEREAFTER

### For Web Registration Instructions, log on to: www.craftonhills.edu

Web/Telephone Registration 6:00 AM - 11:59 PM					
Monday	Tuesday	Wednesday	Thursday	Friday	
June 26	June 27	June 28	June 29	June 30	
		EOPS,	EOPS,	EOPS,	
		DSP&S,	DSP&S,	DSP&S,	
		CalWORKs	CalWORKs	CalWORKs	
Web/Telephone Registration 6:00 AM - 11:59 PM					
Mandan	Tuesday	Wodnosday	Thursday	Friday	
Monday	Tuesday	Wednesday	Thursday July 6	July 7	
July 3	July 4	July 5	July 6	July 1	
Priority	Priority	Priority	Priority	Priority	
A	A	B	В	C	
		_	2		
Web/Telephone Registration 6:00 AM - 11:59 PM					
		5 210 612 612 610	3 121/2 12/00 2 1/2		
Monday	<u> </u>			Friday	
Monday July 10	Tuesday	Wednesday	Thursday	Friday July 14	
Monday July 10	<u> </u>			Friday July 14	
July 10	Tuesday	Wednesday July 12	Thursday July 13	July 14	
•	Tuesday July 11	Wednesday	Thursday	•	
July 10 Priority	Tuesday July 11 Priority	Wednesday July 12 Priority	Thursday July 13 Priority	July 14 Priority	
July 10 Priority	Tuesday July 11 Priority D	Wednesday July 12  Priority D	Thursday July 13 Priority E	July 14 Priority	
July 10 Priority	Tuesday July 11 Priority D	Wednesday July 12 Priority	Thursday July 13 Priority E	July 14 Priority	
July 10 Priority	Tuesday July 11 Priority D	Wednesday July 12  Priority D	Thursday July 13 Priority E	July 14 Priority	
July 10  Priority C	Tuesday July 11  Priority D  Web/Telephor	Wednesday July 12  Priority D  e Registration 6:00	Thursday July 13  Priority E  0 AM - 11:59 PM	July 14 Priority E	
July 10  Priority C  Monday	Tuesday July 11  Priority D  Web/Telephor Tuesday July 18	Wednesday July 12  Priority D  Re Registration 6:00  Wednesday July 19	Thursday July 13  Priority E  O AM - 11:59 PM Thursday July 20	July 14 Priority E Friday	
July 10  Priority C  Monday	Tuesday July 11  Priority D  Web/Telephor Tuesday July 18  Priority	Wednesday July 12  Priority D  Registration 6:00  Wednesday July 19  Open Registration	Thursday July 13  Priority E  O AM - 11:59 PM Thursday July 20  Open	July 14  Priority E  Friday July 21  Open	
July 10  Priority C  Monday July 17	Tuesday July 11  Priority D  Web/Telephor Tuesday July 18	Wednesday July 12  Priority D  Registration 6:00  Wednesday July 19  Open Registration and first day of	Thursday July 13  Priority E  O AM - 11:59 PM Thursday July 20	July 14 Priority E Friday July 21	
July 10  Priority C  Monday July 17  Priority	Tuesday July 11  Priority D  Web/Telephor Tuesday July 18  Priority	Wednesday July 12  Priority D  Registration 6:00  Wednesday July 19  Open Registration	Thursday July 13  Priority E  O AM - 11:59 PM Thursday July 20  Open	July 14 Priority E Friday July 21 Open	

Web Registration - www.craftonhills.edu Telephone Registration - (909) 884-1441 Monday - Saturday, 6:00 am - 11:59 pm Sunday, 6:00 am - 7:00 pm

After registering for classes, your <u>entire</u> registration balance <u>must</u> be paid within three business days. Payment by cash, check or money order must be made in person at the Admissions & Records Office walk-up windows. Outstanding registration fees may result in your classes being dropped.

The Payment Center located in the Admissions & Records Office is open Monday through Thursday, 8:00 am - 7:00 pm and Friday 8:00 am - 3:00 pm (Hours are subject to change.)



# For Web registration instructions, see page 17 or log on to:

### www.craftonhills.edu

### Web/Telephone Registration

### Before you log on or call, 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 13) (high school students see page 28 for policies and procedures)
- Register
- Payment

Upon approval by the Admissions and Records Director, students currently enrolled in high school may register for the approved class(es) when open Web/Telephone registration begins. Please refer to the priority registration page in the schedule of classes. The high school application deadline is August 2, 2006.

### **Office Hours:**

Monday-Thursday ...... 8:00 am to 7:00 pm
Friday ...... 8:00 am to 3:00 pm
(Hours are subject to change.)

If you have any problems with the Web/Telephone system, call the HELP line at (909) 389-3372 or E-mail: <a href="mailto:admissions@craftonhills.edu">admissions@craftonhills.edu</a>

For current updated information on classes go to www.craftonhills.edu

# Web/Telephone Registration for DSP&S, EOPS/CARE, and CalWORKs

Eligible students may register using
Web/Telephone June 28 - 30.
Please contact the Disabled Student Programs
& Services at (909)389-3325 or the
EOPS/CARE/CalWORKs Office at (909)389-3241
to determine your registration day and time.
DSP&S and EOPS/CARE/CalWORKs students who miss registering on June 28 - 30 must wait to register during their regular registration which begins July 3. Please consult the grid on page 14 to determine your priority group.

### **Student E-Mail Accounts**

As a student of the San Bernardino Community College District, you are provided with a student e-mail account. This is true regardless of where you are enrolled - Crafton Hills College campus or the San Bernardino Valley College campus. The e-mail account is created at the time your application to either campus is accepted and will remain active for one year after you stop attending school. The San Bernardino Community College District uses this e-mail account as one of its official channels of communication with its students. This means that faculty and staff will send broadcast or tailored messages to this account, and it is your responsibility as a student to either check this account for e-mail on a periodic basis or forward your e-mail to another account that you do use regularly. Instructions on how to forward e-mail are provided at the "General Student E-mail Information" link below.

#### E-mail Account Format

Your e-mail account has a specific format as shown below:

firstname.lastnameXXX@student.sbccd.net

#### Where:

first name is your full, official first name (no nicknames) last name is your full, official last name XXX is the last three digits of your student ID

### Example:

Name Joseph Smith

Student ID: 12345

E-mail Address: joseph.smith345@student.sbccd.net

### THINGS TO KNOW BEFORE YOU LEAVE THE ADMISSIONS OFFICE

Please make sure you know your student ID and e-mail address before you leave the Admissions Office.

Your e-mail address is printed on both your "Residency Statement" and your "Registration Statement."

## Accessing Your E-mail Account (First Time User)

To access your e-mail account the first time, please visit the following web site:

#### http://ccentral.sbccd.cc.ca.us

Please click on the Login button Login and login for the first time. First time access requires that you know your e-mail address, which can be constructed as described above, and the first time password, which is your date of birth in MMDDYY format. The first time you log in, you will be prompted to change your password. After your password has been changed, you may access your e-mail via Campus Central or by going directly to the mail server as described below.

# Accessing Your E-mail Account (Continuing User)

After you have completed the "First Time User" process, you may access your e-mail account via the Internet at any time by going to the following Internet address:

http://student.sbccd.net

#### General Student E-mail Information

General information about using student e-mail at SBCCD can be found at the following Internet web site:

http://www.sbccd.org/studentemail









# Web Registration To Add and/or Drop Classes

- 1. Login to www.craftonhills.edu
- 2. Click on Apply/Register from the top menu.
- 3. Click on "Register / Add / Drop Classes" link.
- Click on "Register / Add/ Drop/ Pay for Classes". Click on either Add Online, Drop Online or Payment Online
- 5. Login to Campus Central. (Initially Login = Student E-mail Address, Pin=Date of Birth)
  Refer to page 16 for Student E-Mail Account Information.
- 6. Click on the term you wish to register for.
- 7. Click on "Add a New Section" to register for your classes.
  - a. Use the four-digit reference number found in the schedule of classes or click on the "Browse the Schedule of Classes" link.
  - b. Confirm your selection.
  - c. Repeat for all desired classes.
- 8. Click on "Drop a Section" if you wish to cancel registration for a class.
  - a. Click on the four-digit reference number of the class you want to drop.
  - b. Confirm your selection.
  - c. Repeat for all desired classes.
- 9. If desired, click on "Purchase an ASB Card". Once this purchase is made, the sale cannot be canceled online.

Please note that an annual ASB Card may not be purchased online at this time.

Annual ASB Cards are only available during the Fall semester.

- 10. Click "Pay now with your credit card". Visa and Master Card are accepted.
  - a. Enter your card number and expiration date and click "Continue".
  - b. Confirm that the information you entered is correct, then click "Pay".
  - c. If your payment is successful your account balance will be adjusted accordingly.
  - d. Click "Return to Registration".
- 11. Once all transactions are complete, exit Web Registration by clicking on the "finished" link.

Your registration statement will be created.

- a. Click "Registration Statement" to view your statement. A new window will open.
- b. If desired, you may print your statement.
- c. Close this window.
- 12. Logout of Campus Central by clicking on the "logout" link.

For current updated information on classes go to www.craftonhills.edu



# You have just completed CHC'S On-Line Registration Process

After registering for classes, your <u>entire</u> registration balance <u>must</u> be paid within three business days. Payment by cash, check or money order must be made in person at the Admis-

sions & Records Office walk-up windows. Outstanding registration fees may result in you being dropped from your classes.



### **Telephone Registration Worksheet**



### For Telephone Registration, DIAL (909) 884-1441 A Voice Response Will Guide You Through Each Step

STEP 1	To access grades (available January 16, 2007 for the previous Fall Semester) PRESS 2				
STEP 2	To Register for Classes Enter your 9-digit social security number				
	(No dashes or spaces required)				
	Enter your 6-digit birth date using your birth month, day, and year (mm/dd/yy)	)			
	Example: If you were born on February 12, 1972, enter 021272				
STEP 3	Purchase ASB Card				
	Yes Otherwise				
STEP 4	To add a course	PRESS 1			
OTE: T	To drop a course	PRESS 2			
	To review your schedule				
	To accept schedule, receive balance and complete call	PRESS 6			
STEP 5	Credit Card				
	To pay by credit card				
	To skip this option	PRESS any other key			
STEP 6	Military Recruitment				
	Answer No				
	Answer Yes	PRESS any other key			
Courses to	Add	Courses to Drop			
Reference #	Units Course Days Time	Reference #			
	<u> </u>				
	<b>_</b>				
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