

**8-week classes: June 1 - July 23 • 6-week classes: June 15 - July 23**

# SUMMER 2009



**Prepare for tomorrow; start taking classes today!**

**Priority Web Registration for all  
6-week & 8-week classes: April 20- May 10**

- Open Registration for 8-week classes:  
May 11 - May 31
- Open Registration for 6-week classes:  
May 11 - June 14

**Need  
money for  
classes?  
See pages  
44-48**

**[www.craftonhills.edu](http://www.craftonhills.edu)**

11711 SAND CANYON ROAD, YUCAIPA, CA 92399-1799

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## Calendar of IMPORTANT DATES - Summer 2009

Summer Sessions	Open Registration	Last Day to Register & Last Day to Drop Prior to 1 <sup>st</sup> Day	Session Start Date	Last Day to Drop Without a "W"	Last Day to Drop With a "W"	Session End Date
6 Weeks 06/15-7/23	05/11-06/14	06/14	06/15	Refer to dates on pages 3, 4 & 5 or your registration statement	Refer to dates on pages 3, 4 & 5 or your registration statement	07/23
8 Weeks 06/01-07/23	05/11-05/31	05/31	06/01	Refer to dates on pages 3, 4 & 5 or your registration statement	Refer to dates on pages 3, 4 & 5 or your registration statement	07/23

April 06 ..... Confirmation of Registration Priority Date [www.craftonhills.edu](http://www.craftonhills.edu), click on Apply/Register, then My Priority Registration Information or call (909) 884-1441

**April 20-22 ..... Priority Web Registration for EOPS, DSP&S, and CalWORKs, Active military/veterans (priority A)\*\***

**April 23- May 10 ..... Priority Web Registration**

May 26 ..... First date to place online book orders and online reservations

May 27 ..... First date to purchase textbooks at the Bookstore. You are advised not to buy your textbooks until you are officially enrolled in classes. All fees must be paid.

June 11 ..... Last date for Summer Financial Aid

June 16 ..... Parking permit regulations enforced in all parking lots and on all college streets

June 18 ..... Priority campus-based financial aid for Fall 2009

One week from the day your class begins ..... Final date for book returns or exchanges

July 1 ..... Last date to submit graduation packets

July 3 ..... **HOLIDAY** - Independence Day (Observed), Campus Closed

July 16 ..... Last Day for Summer BOG Refunds

**Final Exams ..... Administered at the last class meeting**

August 10 ..... Fall deadline for High School Students to submit paperwork for admission

August 17 ..... Summer 2009 grades available at [www.craftonhills.edu](http://www.craftonhills.edu)

*BOG (Board of Governors Grant Waiver) refund requests should be submitted no later than July 16, 2009*

*Please check your statement, you may have a balance due.*

You are advised not to buy your textbooks until you are officially registered into the class.

You are not officially registered until you have paid all fees.

**Refer to your Registration Statement (class printout) or see pages 3 & 4 for class start dates, drop dates, and withdrawal dates. Refer to page 7 of this schedule for refund information.**

**\*\*\*Must provide a DD-214 Member/Service 4, with an honorable discharge within 2 years from separation date**

### **DATES**

June 22 - July 12 ..... Priority Web Registration for Fall 2009

August 17 ..... Beginning Fall 2009 Semester

### **EVENTS FOR FALL 2009**

CRAFTON HILLS COLLEGE SECTION DATES

REF #	COURSE/SECTION	BEGIN	END	LAST DAY TO:		
				ADD	DROP	WITHDRAW
0002	AH-101-01	06/01/09	07/23/09	06/08/09	06/16/09	07/09/09
0020	CD-105-01	06/01/09	07/23/09	06/07/09	06/15/09	07/08/09
0024	CIS-101-01	06/01/09	07/23/09	06/07/09	06/15/09	07/08/09
0094	RESP-050-01	06/01/09	07/23/09	06/08/09	06/16/09	07/09/09
0114	SPEECH-100-02	06/01/09	07/23/09	06/08/09	06/16/09	07/09/09
0098	RESP-209AX2-01	06/01/09	07/30/09	06/10/09	06/17/09	07/15/09
0100	RESP-230-01	06/01/09	07/30/09	06/10/09	06/16/09	07/16/09
0102	RESP-231-01	06/01/09	07/30/09	06/09/09	06/17/09	07/15/09
0104	RESP-232-01	06/01/09	07/30/09	06/10/09	06/16/09	07/16/09
0106	RESP-233-01	06/01/09	07/30/09	06/10/09	06/17/09	07/15/09
0026	EMS-156-21	06/12/09	08/14/09	06/23/09	06/30/09	07/30/09
0006	ANAT-101-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0008	ANAT-150-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0010	ART-102-01	06/15/09	07/23/09	06/22/09	06/24/09	07/15/09
0004	ASL-101-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0012	BIOL-100-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0016	CHEM-101-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0018	CHEM-101-02	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0030	ENGL-015-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0032	ENGL-015-02	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0034	ENGL-101-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0036	ENGL-101-02	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0038	ENGL-101-03	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0040	ENGL-101-04	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0042	ENGL-102-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0044	FIRET-100-01	06/15/09	07/23/09	06/22/09	06/24/09	07/15/09
0046	FIRET-101-01	06/15/09	07/23/09	06/22/09	06/24/09	07/15/09
0048	HEALTH-102-01	06/15/09	07/23/09	06/16/09	06/24/09	07/13/09
0050	HEALTH-102-02	06/15/09	07/23/09	06/17/09	06/25/09	07/14/09
0054	HIST-100-01	06/15/09	07/23/09	06/22/09	06/24/09	07/15/09
0056	HIST-101-01	06/15/09	07/23/09	06/22/09	06/24/09	07/15/09
0060	MATH-090-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0062	MATH-090-02	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0072	MATH-102-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0074	MATH-108-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0076	MICRO-150-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0078	MUSIC-103-70	06/15/09	07/23/09	06/21/09	06/25/09	07/14/09
0080	OCEAN-101-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0082	PHIL-103-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09

## CRAFTON HILLS COLLEGE SECTION DATES

REF #	COURSE/SECTION	BEGIN	END	LAST DAY TO:		
				ADD	DROP	WITHDRAW
0086	PHYSIC-100-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0088	PHYSIC-100-02	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0090	PSYCH-100-01	06/15/09	07/23/09	06/22/09	06/24/09	07/15/09
0092	PSYCH-108-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0108	SOC-100-01	06/15/09	07/23/09	06/22/09	06/24/09	07/15/09
0110	SPAN-101-01	06/15/09	07/23/09	06/21/09	06/25/09	07/14/09
0112	SPEECH-100-01	06/15/09	07/23/09	06/22/09	06/24/09	07/15/09
0052	HEALTH-263-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0084	PE-263-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0028	ENGL-914-40	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0058	MATH-952-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0064	MATH-095-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0066	MATH-095-02	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0068	MATH-095-03	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0070	MATH-095C-01	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0022	CHC-100-40	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0014	BIOL-100-02	06/15/09	07/23/09	06/21/09	06/24/09	07/14/09
0096	RESP-051X4-01	08/10/09	08/13/09	08/10/09	08/10/09	08/12/09

**(All Telephone Numbers are in the 909 Area Code)**

**ADMISSIONS OFFICE.....Room SSA-213, 389-3372**

**E-mail: [admissions@craftonhills.edu](mailto:admissions@craftonhills.edu)**

The office maintains all student records and all forms necessary to maintain enrollment status. These forms include application for admission, transcript requests, enrollment verification, name/address changes, class repetition, and a variety of petitions.

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

**ASSESSMENT CENTER .....Room SSB-202,**

**E-mail: [assessment@craftonhills.edu](mailto:assessment@craftonhills.edu) 389-3361**

The CHC Assessment Center administers all assessment, basic skills and prerequisite challenge tests. Also available is the Wonderlic WBST ATB exam for Financial Aid students who are required to prove an Ability to Benefit. The Assessment Center also provides proctor services to non-Crafton Hills College students who attend other colleges and universities and want to take their tests in a location other than that school. Contact the Assessment Center for additional information. Study Guides available upon request.

Hours: Monday - Wednesday ..... 8:00 am - 5:00 pm  
 Thursday ..... 10:00 am - 5:00 pm  
 Fridays during May only ..... 8:00 am - 1:00 pm

**BOOKSTORE .....Room BK-101, 389-3250**

**Website: <http://bookstore.craftonhills.edu>**

Hours: First Week/ Monday-Thursday ..... 7:45 am - 7:00 pm  
 Second Week/ Monday-Thursday ..... 7:45 am - 6:00 pm  
 The regular hours (begin June 15, 2009):  
 Hours: Monday - Tuesday ..... 7:45 am - 6:00 pm  
 Wednesday - Thursday ..... 7:45 am - 3:00 pm  
 Closed Friday

**CAFETERIA ..... College Center, 389-3376**

CHC's cafe features homemade chili, banana bread, fresh baked cookies, and corn bread. Fresh salads and fruit are available. We offer a variety of hot and cold sandwiches and, of course, all types of burgers and fries. Breakfast and lunch specials are also available.

Hours: Monday - Thursday ..... 7:30 am - 5:00 pm

**CalWORKs .....Room SSA-307, 389-3239**

**E-Mail: [rchavira@craftonhills.edu](mailto:rchavira@craftonhills.edu)**

The CalWORKs Program is designed to provide support and encouragement to TANF/CalWORKs recipients in order to help them reach their educational and career goals. Services include job placement, child care assistance, counseling, liaison representation with the county.

Hours: Monday - Thursday ..... 8:00 am - 6:30 pm

**CAMPUS BUSINESS OFFICE ..... Room LADM-151, 389-3221**

The CBO is available to collect credit by exam fees; chemistry fees, loan defaults; grant overpayments; and settle obligations for returned checks.

Hours: Monday - Thursday ..... 8:00 am - 5:30 pm

**CAREER CENTER .....Room SSB-202,**

**E-mail: [careercenter@craftonhills.edu](mailto:careercenter@craftonhills.edu) 389-3361**

The CHC Career Center provides free career assessments, online career programs and a listing of jobs available off campus. The Career Center also provides free unlimited access to various programs for career search information, occupations, and labor market trends. During the semester and at our annual Career Fair, various employer representatives will be available in the Career Center to accept applications, provide information and for recruitment of students for available positions. Various employers list job openings with the Career Center and these positions are posted

on an Internet site for access from any computer. The Career Center staff is available to help with resume writing and posting the resume on various websites.

Hours: Monday - Wednesday ..... 8:00 am - 7:00 pm  
 Thursday ..... 10:00 am - 7:00 pm  
 Friday (through May) ..... 8:00 am - 3:00 pm

**COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE) OFFICE .....Room SSA-307, 389-3239**

The CARE Program is an affiliate of the EOPS Program. The CARE Program is designed to provide educational support services to meet the needs of the single parent who is 18 years of age or older, head of household, with at least one child under the age of 14 years old, and is a recipient of TANF/CalWORKs. Services include financial assistance with child care, workshops, on and off campus referrals.

Hours: Monday - Thursday ..... 8:00 am - 6:30 pm

**COMMUNICATIONS .....Room LADM-153, 389-3276**

Students can visit the Communications Office to purchase parking permits and pay for parking citations. Any lost and found items can be turned in or claimed here. Students unsure of a campus office or department phone number can reach the college telephone operator by calling this office.

Hours: Monday - Thursday ..... 8:00 am - 9:00 pm

Crafton Hills College is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the College Police and Communications Office, located in LADM-153.

**COUNSELING/TRANSFER CENTER ..... Room SSB-201, 389-3366**

The Counseling and Transfer Center provides students with the information necessary to plan personal and educational goals. Counselors are available to assist individuals in identifying goals and developing a long term educational plan to reach the goal. A Veterans' Counselor is available on an appointment basis. Information and guidance are available to assist with developing plans to meet career/vocational goals as well as transfer goals. The Transfer Center schedules representatives from university programs to assist students with transfer questions and to review transcripts. Counselors see students on a walk-in basis during peak dates and on a walk-in or appointment basis during off-peak dates. Please call for more information.

**Hours are as follows: June 2 - August 7:**

Hours: Monday - Wednesday ..... 8:00 am - 7:00 pm  
 Thursday ..... 10:00 am - 7:00 pm  
 Friday (through May) ..... 8:00 am - 3:00 pm

**Counseling Hours:**

Monday - Wednesday ..... 9:00 am - 7:00 pm  
 Thursday ..... 10:00 am - 7:00 pm  
 Friday (through May) ..... 9:00 am - 3:00 pm  
 Hours are subject to change - call to verify hours

(All Telephone Numbers are in the 909 Area Code)

**DISABLED STUDENT PROGRAMS & SERVICES (DSP&S).....Room SSB-110,****E-mail: [mliceri@craftonhills.edu](mailto:mliceri@craftonhills.edu) 389-3325 • TTY 794-4105**

Disabled Student Programs & Services is composed of both programs and services. The learning disabled student may seek assistance in the Diagnostic Learning Center. Services available to disabled students include notetakers, readers, textbooks on tape, tram service.

Hours: Monday - Thursday ..... 7:30 am - 5:30 pm

**DISTRIBUTED EDUCATION ..... 441 W. 8th Street, San Bernardino 384-4325****E-mail: [distributeded@sbccd.cc.ca.us](mailto:distributeded@sbccd.cc.ca.us)**

The Distributed Education office coordinates the televised and computer-delivered courses for students of Crafton Hills College in Yucaipa and San Bernardino Valley College. Televised courses are broadcast on Channel 24, KVCR-TV, and typically have 5 campus meetings. KVCR is also available on cable and satellite systems; check with your TV system provider for specific channel. Online courses require access to a computer system with an Internet connection. Online courses may have up to five campus meetings, and Hybrid courses have weekly campus meetings. Registration procedures, fees, and academic credits are the same as equivalent traditional classroom courses.

**The Internet site is <http://learnonline.sbccd.cc.ca.us>**

Hours: Monday - Friday ..... 8:30 am - 4:30 pm

**EMERGENCY TRAINING CENTER ..... 2235 E. Perimeter Rd Email: [info@sbretc.org](mailto:info@sbretc.org) ..... San Bernardino 389-3208**

This center was funded by a grant from the Federal Aviation Administration. The center is used for training fire fighting personnel nationwide in the proper tactics for fighting aircraft interior and exterior fires and proper rescue techniques.

Hours: Monday-Thursday ..... 8:00am - 5:30 pm

**EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S) ..... Room SSA-307, 389-3239****E-Mail: [rchavira@craftonhills.edu](mailto:rchavira@craftonhills.edu)**

The EOP&S Program is a state funded effort that provides special services to full time community college students. The program's aim is to serve and encourage students from various backgrounds to continue their education at the community college level. Eligible students are provided with the necessary academic and personal support services to enable them to succeed at Crafton Hills College.

Hours: Monday - Thursday ..... 8:00 am - 6:30 pm

**FINANCIAL AID OFFICE ..... Room CL-214, 389-3223**

You may be eligible for financial assistance to help meet your educational expenses. There are many Federal and State aid programs available. Each has different qualifications and each is designed to meet special needs. Application forms are kept as simple as possible.

Hours: Monday - Thursday ..... 9:00 am - 6:00 pm  
5:30 pm to open a new 2009-2010 file**HEALTH AND WELLNESS CENTER ..... Room SSB-101 389-3272 or 389-3273**

Registered Nurses/Public Health Nurses/Nurse Practitioner are available to provide urgent care, first aid and primary care services for illness or injury. Some other services include: health evaluation and counseling, health advocacy and promotion, physical exams, medications, laboratory testing, blood pressure screening, immunizations, TB skin testing, pregnancy testing, birth control, emergency contraception, cervical and breast cancer screening, STD testing and treatment, HIV/AIDS testing, body fat testing, nutrition and weight management, stress evaluation and counseling, crisis counseling, personal counseling by a licensed Marriage Family Therapist, alcohol and drug abuse evaluation and counseling, vision and hearing tests, referrals to low-cost community health services and more.

Hours: Monday - Thursday ..... 8:00 am - 4:00 pm

**INTERNATIONAL STUDENTS ..... Room SSA-213 389-3366**

Crafton Hills College is approved by the Immigration and Naturalization Service to admit non-immigrant F-1 Visa International students. The number of such students permitted to enroll may be limited at the discretion of the President of the College. In order to be considered for admission, all applicable materials must be submitted by the following deadlines:

<b>May 1</b>	<b>for Fall Semester</b>
<b>November 1</b>	<b>for Spring Semester</b>
<b>March 15</b>	<b>for Summer Session</b>

To obtain the required materials and procedures, contact the International Counselors located in SSB-201 or call 389-3366.

**THE LEARNING RESOURCE CENTER ..... Library, 3rd floor 389-3312**

The Learning Resource Center provides free tutoring for a variety of courses including math, writing, foreign languages, and the sciences. The center also offers reading and language activities, an open-use computer lab, and a series of video telcourse programs on many topics. Students can also develop their academic skills through the center's workshop series. Come and investigate your resources.

Hours: Monday - Thursday ..... 7:30 am - 9:30 pm

**LIBRARY ..... 389-3321****For reference help dial 389-3322 or 389-3323**

The Library has 64 Internet computers for student and community use. We have a collection of over 60,000 volumes, periodicals, video and audio tapes, as well as a periodical system with full-text capacity available on-line at home and at the college for our students. Reference librarians are available to assist in locating your information.

Hours: Monday - Thursday (June 11 - 14) ..... 7:30 am - 6:00 pm

Monday - Thursday (June 18 - Aug 2) ..... 7:30 am - 9:30 pm

**STUDENT SENATE OFFICE ..... SCC-107 E-mail: [mcole@craftonhills.edu](mailto:mcole@craftonhills.edu) 389-3410**

The Student Senate Office provides support for the Student Senate and student clubs and organizations; sells Omnitrans bus passes and discount tickets to some area theme parks; and issues ID and AS cards. Our office is also a great place for information and/or directions. If you have questions, if you're lost, please stop by and let us help you.

Hours: Monday - Thursday ..... 7:30 am - 5:30 pm

Extended Hours one day/week pending employee availability

**VETERANS SERVICES ..... Room SSA-213, 389-3256**

This office provides veterans with assistance regarding VA educational benefits. If you have any questions, please call or stop by the Admissions and Records Office.

Hours: Monday - Thursday ..... 8:00 am - 4:00 pm

Friday (through May) ..... 8:00 am - 3:00 pm

(Hours are subject to change)

# FEE SCHEDULE

(All fees are subject to change)

## MANDATORY FEES

**Enrollment Fee.....\$20.00 per unit**

Non-Resident Fee ..... \$214.00 per unit  
*Includes mandatory enrollment fees.*

Health Fee ..... Fall/Spring \$15.50; Summer \$12.50

Accident Insurance Fee..... Fall/Spring \$1.50; Summer \$1.50

Student Center Fee .....\$1 per unit, (maximum \$10 per year)  
 Assessed Summer - Spring

Capital Outlay Fee.....\$5.00 per semester  
 (Citizen of a foreign country who is also a resident of a foreign country)

Student Representation Fee.....\$1.00  
 This fee may be waived for moral, religious, political, or financial reasons. For more information, please call the Student Senate Office at (909) 389-3410.

## OPTIONAL FEES

**AS (Associated Student ) Sticker:**

- \$15.00 annual • \$7.50 semester

**Schedule of Classes.....** Free on campus

- \$1.00 (if mailed in U.S.)
- \$7.00 (if mailed outside of U.S.)

**Transcripts:**

- First two requests are free
- Subsequent requests ..... \$3.00 each
- Priority requests (same day) ..... \$5.00 each
- Online requests ..... \$5.00 (includes service charge)

**CHC Catalog.....** \$4.00 (on campus)

- \$6.00 (if mailed in U.S.)
- \$16.00 (if mailed outside of U.S.)

**Enrollment Verifications ..... \$3.00 each**

## STUDENT HEALTH AND ACCIDENT FEES

A. A health and accident insurance fee will be paid by students at the time of registration. The receipts will be expended only to defray the cost of student health services and student accident insurance as provided in Education Code 72246.

1. The health fee for students enrolled in fall & spring semesters shall be \$15.50 and 12.50 in the summer.
2. The accident insurance fee shall be \$1.50.

The Health and Accident Fee is non-refundable unless all courses for which the student is enrolled are cancelled or the student withdraws from all courses prior to the first day of the term.

B. Exemptions - Certain individuals are exempt from health and accident fees by code exemption or action of the Board of Trustees:

1. Apprentices attending college under an approved training program.
2. Students who depend exclusively upon prayer for healing in accordance with the teaching of a bona-fide religious sect, denomination or organization.

C. Exempted students who do not pay health or accident insurance fees are not eligible for health services or coverage under the accident insurance policy.

D. International students must purchase a Student Accident and Sickness Medical Expense Plan or show evidence of equal coverage and provide results of a negative tuberculosis skin test or chest x-ray performed in the United States.

## REFUNDS (Board Policy #5033)

**If a class is cancelled . . .** You will automatically be mailed a refund of the enrollment fees for any class cancelled by the College. If this class is your only class for the term, you will receive a refund of all fees except the parking fee and AS Card fee. To receive a refund of the parking fee, you must complete a **“Request for Refund”** form and attach the parking decal to the form. Turn in this form and the decal to the Communications Office, LADM-153. To receive a refund of the AS Card fee, complete a **“Request for Refund”** and attach the semester/annual sticker to the form. Turn in this form and the sticker to the Student Services Office, SSA-306.

**If you drop a class BEFORE the first day of the term,** you will automatically be mailed a refund of enrollment fees. If you wish to receive a refund of the parking fee, you must request a refund in the Communications Office, LADM-153 and attach the parking decal to the **“Request for Refund”** form. A \$10 refund processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.

**If you drop a class AFTER the first day of the term and within the first 10% of the term,** you will automatically be mailed a refund of enrollment fees. A \$10 refund processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.

**If you WITHDRAW from the COLLEGE...** You are eligible for a refund of enrollment fees if you withdraw **during the first 10% of the term.** To be eligible for a refund of the other fees, you must withdraw PRIOR to the FIRST day of the term. A \$10 refund processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.

**You are NOT eligible for a refund if you drop a class AFTER the first 10% of the term.**

## ALLOW 6 - 8 WEEKS FOR ALL REFUND CHECKS.

If you wish to apply the refund credit toward registration in another class, you must drop and add at the same time, within the refund period.

**ALL OTHER FEES ARE NON-REFUNDABLE AS OF THE FIRST DAY OF CLASS.**

## HEALTH FEE • ACCIDENT FEE • STUDENT CENTER FEE • STUDENT REPRESENTATION FEE • PARKING FEE

To receive a refund of any/all of the above fees, you must:

1. Drop ALL classes **BEFORE** the beginning of the term.
2. Turn in your **“Request for Refund”** form, along with your parking decal to the Student Services Office within the first 30 days of instruction. You must REQUEST the refund; it is not automatic. A \$10.00 refund processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.



## Crafton Hills College Campus Bookstore



### PARKING PERMITS

Parking permits are required in **ALL PARKING LOTS** and on **ALL STREETS** at Crafton Hills College. Permits are available in the Communications Office. Daily parking permits are dispensed by vending machines in Parking Lot D. To purchase annual or semester parking permits or make payments for citations, go to the Communications Office, LADM-153, between 8:00 am and 6:00 pm, Monday through Thursday.

#### Parking Permits:

Fall/Spring.....	\$20.00
Summer .....	\$15.00
Daily Parking.....	\$1.00

**While accurate at time of printing, fees may be changed by Board action at any time.**

### PARKING CONTROLS

Parking permits must be displayed as indicated on the purchased permit. Vehicles without displayed parking permits are ticketed between 7:00 am and 4:30 pm, Monday through Friday. **Illegally parked vehicles are ticketed at all times.**

### Campus Bookstore

What does the CHC Bookstore have to offer?  
Along with textbooks, we offer a vast array of school supplies, study aids, backpacks, clothing, snacks, beverages, greeting cards and gifts galore. We provide on campus convenience for your special book orders, postage stamps and gift cards.

**Our Bookstore is Self Service.** Students have the opportunity to select their own textbooks. Please be sure to make your selections carefully.

**(SEE REFUND POLICY BELOW)**

Registration printout is recommended for the selection & purchase of textbooks.

- **Refund Policy** - Refunds will be granted in full **ONLY** if the following conditions are met: **Current Cash Register Receipt and Personal I.D. required for all returns: No Exceptions.** If purchase is charged, original credit card must be presented. New texts must be in brand new condition; if they are not, refunds will be 75% of the new price. Shrink-wrap packages are not returnable if original package is unwrapped. (Publisher Policy)

- **No Refunds or exchanges** on supplies, clothing, review, study aides or other non-textbook.

Check the Bookstore website for book titles and prices as they become available:  
<http://bookstore.craftonhills.edu>  
Telephone: (909) 389-3250

We are sorry we cannot buy back  
OR exchange workbooks

#### **CHC Bookstore Mission Statement**

To continually and consistently provide an assortment of products and services selected specifically to meet the needs of our students, faculty and staff as well as the surrounding community.

Bookstore proceeds stay on campus to benefit and support the mission of the college.

- **Time Limit: Spring & Fall — First 2 Weeks Only**  
**Summer - First Week Only**  
**5 - 8 Week - First Week Only**  
**1 - 4 Week- 48 hours Only**

- **After Refund Period: No returns, ALL SALES FINAL.**

**I.D. and receipts are required.** During finals of each semester, used textbooks **may** be bought back by the Bookstore if they have been requisitioned by the instructor for the coming semester. Watch for buy back dates.

- **Credit Card Policy** — Credit cards must be signed. I.D. required. Credit card holder must be present.

- **Check Cashing Policy** — Student must present a State picture I.D. or Driver's License. If check signer is not present, a photo copy of their driver's license or picture State I.D. may be accepted. Checks must be imprinted with correct address and written for the exact amount of purchase only. Student I.D. number and phone number are needed. No out of state or two party checks accepted.

**(Please Note: Books paid for by check must be returned within the refund period.)**

A \$25.00 service charge will apply to each returned check.



## Veterans Affairs Certifying Official

### Steven Rush

Admissions & Records Office  
Student Services Annex Room 213

Telephone (909) 389-3256  
Monday - Thursday 8-4:30 PM • Friday 8-3:00 PM



**THE VETERANS AFFAIRS (VA)** Office at Crafton Hills College (CHC) is available to serve those students eligible for GI Montgomery Bill benefits. The VA Certifying Official can provide you with any required forms and is able to answer questions. Please stop in or call for assistance.

#### APPLY FOR BENEFITS

Before receiving any benefits from the VA you must go to [www.gibill.va.gov](http://www.gibill.va.gov) to apply for your GI Bill benefits. Once you have completed the application, bring a printed copy along with your DD-214 service/member 4 showing active status or honorable discharge to the Veterans Certifying Official.

#### TRANSCRIPTS

VA requires that all previous experience be evaluated towards your educational goal. Please bring official sealed transcript(s) to the Veterans Affairs Office at Crafton Hills College upon application for benefits. Official transcripts must be sealed. Neglecting to submit transcripts can delay your benefits (Don't forget about military and high school transcripts). Transcripts from all previous institutions must be evaluated prior to the start of the 2nd term of attendance at Crafton Hills College.

#### ACTIVE MILITARY/VETERAN PRIORITY REGISTRATION

As of January 1st 2008 California passed a bill giving active military and veteran's priority registration. This allows any Active Military or Veteran to add courses during the earliest period of registration. To be eligible a DD-214 showing Active status or honorable discharge must be provided to the Veterans Certifying Official.

#### REQUEST FOR VA EDUCATIONAL BENEFITS

This form must be completed and submitted to the Crafton Hills College Veterans Certifying Official every term you wish to use your Veterans benefits.

#### FINANCIAL AID

Collecting Montgomery GI-Bill benefits does not disqualify you from other types of financial assistance. Contact the Crafton Hills College Financial Aid Office to explore your eligibility for other benefits. Military Veterans and dependents are advised to check the [www.military.com](http://www.military.com) website for special scholarships that may be available to you. Explore your possibilities!

#### ADDS & DROPS

It is the students' responsibility to notify the Crafton Hills College Veterans Affairs Certifying Official of any change in their class schedule. The Crafton Hills College Veterans Affairs Office must be notified of any changes in your class schedule in order to calculate proper payment.

#### VERIFY YOUR ENROLLMENT

After you have completed your paperwork and registered for classes you then must complete your self certification on the last day of every month in which are enrolled in courses by using the W.A.V.E. system at: [www.gibill.va.gov/wav](http://www.gibill.va.gov/wav) or 1-877-823-2378 (Note: does not apply to CH 35)

#### VA WORK STUDY

The VA work-study program is available to VA educational recipients who are enrolled in at least 9 units or more (spring or fall, for summer see your VA Certifying Official). Veteran students may work at any VA site that participates in the program. Inquire at any VA work site for openings and participation.

#### TUTORIAL ASSISTANCE

Tutoring is free to all veteran students. These programs provide assistance in labs, small groups, and one-on-one sessions in most subjects and skills areas.

The Veterans Services San Bernardino County Office is also available to help you with all of your VA benefits. You may call the Veterans Services San Bernardino County VA Office if you have questions. The address and phone number is listed below.

#### SAN BERNARDINO COUNTY VETERANS SERVICES

175 W. Fifth St, 2nd floor  
San Bernardino, CA 92415-0470  
(909) 387-5516

It is recommended that you record your DD214 with the local County Records Office. This is a service that is valuable and safeguards your information after Montgomery Government Issue Bill (MGIB) benefits expire.

#### COUNTY RECORDERS OFFICE

222 W Hospitality Lane  
San Bernardino, CA 92410  
(909) 387-8306

The Regional Veterans Affairs Office in Muskogee, Oklahoma handles claims for all the Western states. If you have questions regarding your benefits please call the VA Regional Office for assistance.

#### REGIONAL VA OFFICE

P.O. Box 8888  
Muskogee, OK 74402-8888  
[www.gibill.va.gov](http://www.gibill.va.gov)  
1-888-GI-BILL (1-888-442-4551)  
Monday - Friday 8am-4pm CST

Step 1: Be admitted as a student.

**You are a CONTINUING student:**

- Attended the previous semester
- Skip to Step 4

**You are a RETURNING student:**

- Attended in the past, but not last semester
- Must complete an application
- Once status has been reactivated, skip to Step 3 if not, go to Step 4

**You are a NEW student:**

- Never attended Crafton Hills College before
- Must complete an application (online or in person)
- Have transcripts from any/all previous schools sent to the Admissions & Records Office

The Admissions and Records Office is located in SSA-213, Park in Lot B or C. A decal is required and can be purchased in Lot D for \$1.

For questions or additional information you may contact the Admissions and Records Office at (909) 389-3372 or email at [admissions@craftonhills.edu](mailto:admissions@craftonhills.edu)

The **Admissions and Records Office** is responsible for admitting and enrolling students at Crafton Hills College. The Admissions and Records Office is located in the SSA, Room 213, under the clock tower at the west end of campus (see campus map located on the last page of the schedule of classes).

**The hours of the Admissions and Records Office are:**

**Monday through Thursday 8:00 am to 7:00 pm**  
**Friday (through May) 8:00 am to 3:00 pm**  
**(Hours are subject to change)**

Step 2: Participate in Assessment Process

Every new student is strongly encouraged to participate in the assessment process. This process is designed to assist students in choosing the correct classes. The assessment process is required to determine placement in English and mathematics classes at Crafton Hills College. The assessment instrument is a multiple-choice instrument covering reading comprehension, sentence skills, arithmetic and elementary algebra. Although you are not required to prepare for the assessment, since it is designed to measure our current skills in each area assessed, we strongly recommend that you take time to review (particularly in math). Review materials are available to you at the Counseling Center and on the Crafton Hills College website under the Counseling heading. We suggest that you pick up or access this review information prior to taking the test so that you can determine whether review might benefit you.

No appointment is necessary to participate in assessment but every student will be asked to take some time to at least go through the review materials to see what types of information they will assessed on before they take the assessment test. Students who come into the Counseling Center will strongly encouraged to return to take the assessment at some time the following day or after.

## Assessment Testing is held in the Counseling Center, SSB-201 (2nd Floor)

(Parking permits are required for all parking lots and streets at Crafton Hills College. Daily parking permits are dispensed by vending machines for \$1.00 in Parking Lot D. Park in Lot B or C for closest location.)

Walk-in hours subject to change.  
Please call to verify.

### Through May 30, 2009

Monday - Wednesday	8:00 am - 5:00 pm
Thursday	10:00 am - 5:00pm
Friday April 17- May 28	8:00 am - 1:00 pm
Saturday May 3	8:00 am - 10:00am
May 10	
May 17	
May 31	

### June 1 - August 4, 2009

Monday - Wednesday	8:00 am - 5:00 pm
Thursday	10:00 am - 5:00 pm
Friday	Closed

**Please bring your 7 digit Crafton Hills College identification number and valid picture identification.**

Plan on two hours to complete the assessment process. For questions or study guides you may contact the assessment center at (909)389-3361 or email at [assessment@craftonhills.edu](mailto:assessment@craftonhills.edu)

**NOTE:** As a new student, you may obtain an assessment exemption if you fall into one of the following categories:

1. You have completed an Associate of Arts or Science degree or higher. (Provide Transcript)
2. You have completed 30 or more semester units of college work at another college or university. (Provide Transcript)
3. You have completed prerequisite courses with a grade of "C" or better. If you have not completed prerequisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. You have scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide Scores)
5. You are only enrolling in courses at Crafton Hills College to maintain a certificate or license requirements.
6. You are only enrolling in 6 units or less of courses for personal enrichment (e.g., PE, Music, Art) up to a cumulative total of 12 units (once you have reached 12 units of course work you will be required to participate in the assessment process).
7. You have taken a placement exam at one of the other San Bernardino or Riverside County community colleges or you have taken the Accuplacer Assessment Test at another college in the last two years and you provide scores and placement recommendations from the other college. (Provide Placement Results)

If any of the waiver criteria apply to you, visit the Counseling Center, SSB-201 to obtain an assessment waiver. You are responsible for supplying the documentation for the waiver and for completing the waiver process at the Counseling Center before you will be eligible to register.

**Step 3: Meet with a Counselor to Develop a First Semester Educational Plan**

Every new student is strongly encouraged to develop a first semester Student Educational Plan (SEP) with a counseling faculty member before they enroll in classes. The SEP provides you with a plan to reach your educational or career goal and specifies the courses required to reach your goal. After the SEP is completed, you will be able to access it through Campus Central at [www.craftonhills.edu](http://www.craftonhills.edu) at anytime. Financial Aid and EOPS students are required to have a current SEP on file.

The Counseling Office is located in SSB-201. Park in Lot B or C. A decal is required and can be purchased in a lot D for \$1.

**Step 4: Select your classes**

Take the time to look through the list of course offerings, beginning on page 35 of this schedule or online at [www.craftonhills.edu](http://www.craftonhills.edu). As you make your selections, think about the hours in the day you have available to take classes, and make sure that the classes you have chosen are not held at conflicting times. Stop by the Counseling Center, SSB-201 if you would like help selecting your classes.

Use the chart on page 17 for guidance on the right level of English, reading and math for you to begin your studies. Remember to select some alternate courses as backups, in case your first-choice classes are already full by the time you register.

**Step 5: Calculate your fees. (Fees are subject to change pending legislative action)**

Each course listed in the schedule will tell you how many semester "units" of credit have been assigned to it. Your fees will be based on these units. Use Steps A, B, C, and D (and E if applicable) below to do a preliminary calculation of your fees:

- A. If you are a resident of California, multiply the number of units you will be taking by \$20.00 and enter the total here: \_\_\_\_\_  
Example: If you are taking 6 units, the total will be \$120.00)

**NOTE: If you are a non-California resident, multiply the total number of units by \$214.00 (\$194 + 20).**

- B. Add the required Health and Accident Fee of:  
Fall or Spring \$17 • Summer \$14
  - C. Add a \$1 Student Representation fee. This is a fee voted in by CHC students to support student senate and federal lobbying efforts on behalf of the student body. For more information, contact the Student Senate Office, SCC-107 in the College Center, (909) 389-3410. This fee may be waived for moral, religious, political or financial reasons.
  - D. Add the Student Center Fee \$1 per unit  
(maximum of \$10 per year) Assessed Summer - Spring
- Add the totals of items A, B, C and D above :
- A) \_\_\_\_\_ + B) \_\_\_\_\_ + C) \_\_\_\_\_ + D) \_\_\_\_\_ = \_\_\_\_\_.
- E. If you are both a citizen of a foreign country and a resident of a foreign country, add the Capital Outlay Fee (\$5).

Your preliminary calculations will be confirmed when you register.

At the time of registration you will be given the option of purchasing an Associated Student (AS) Card. The cost is \$7.50 for one semester and \$15 for the full year. (Annual AS Cards are only available for purchase during the fall semester.) Purchasing an AS Card gives you access to a variety of incentives offered exclusively to AS Card holders including 5% off all purchases at the Bookstore, discounts at our Cafeteria, discount movie tickets and more! Once you purchase an AS Card, you may not cancel service.

**Step 6: Register at [www.craftonhills.edu](http://www.craftonhills.edu)**

See pages 13 to 16 for detailed instructions on how to register by Web. The first few weeks of Web registration are open to students according to a priority system. Use the charts on pages 13 and 14 to identify your priority and the first day you will be able to use Web registration.

You can register by Web on your assigned priority day or any registration day thereafter. You cannot register before your assigned day. Since classes are filled on a first-come, first-served basis, we recommend that you register as soon as your priority is available.

**Step 7: Pay your fees.**

After registering for classes, your **entire** registration balance **must** 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.**

Any fees covered by financial aid will be paid automatically at the time you register. The AS Card and a parking permit are optional and at your expense. Please check your registration statement (printout). You may have a balance due.

**Do you need financial assistance to attend college?**

You may qualify for a fee waiver (Board of Governor's Grant) if you or your parents qualify according to one of the following:

- Low income
- CalWORKS/TANF recipient
- SSI recipient
- Child or spouse of disabled or deceased veteran.

Fee waiver forms are available in the Financial Aid Office, CL-214.

Visit the office for additional instructions and advice on how to proceed in obtaining a fee waiver. The fee waiver must be processed 24 hours prior to registering by web/telephone. **Fee waivers do not cover books. You will still have a small balance with Admissions & Records.**

The Financial Aid Office has a variety of other programs that may assist low-income students in reaching their goals. See page 44 of this schedule for more detailed information.

**IMPORTANT NOTICE****Admissions & Records****Office Hours**

**Monday - Thursday from 8:00 am to 7:00 pm, and on  
Fridays (through May) from 8:00 am to 3:00 pm.  
(Hours are subject to change)**

**The Web Registration Services are open  
Monday - Saturday from 6:00 am to 11:59 pm  
and on Sunday from 6:00 am to 7:00 pm**

# Welcome to Crafton! Questions?

Need help? Problems in School?  
The Student Success  
Program is here for you

Is it your first semester at Crafton or in college? Are you confused about how to use telephone registration, or about what the abbreviations mean in the schedule? Or possibly you are considering dropping out due to financial, child care or health problems? Before you give up or drop out, give the Student Success Program a call. The Student Success Program is here to help.

The Student Success Program was created to help students hook up with the resources and support they need to remain in school and be successful. Rebecca Orta, the Student Success Advisor has successfully completed her goal at Crafton and understands the demands of being a student.

We encourage you to give the Student Success Program a call or stop by the office if you have any questions or encounter any problems with attending or successfully completing your course work.

**Visit us in the Student Services/Counseling Building (SSB-214),**

**Call 389-3450**

**E-mail: [rorta@craftonhills.edu](mailto:rorta@craftonhills.edu)**

**Summer Hours beginning June 4, 2009**

**Monday-Wednesday**

**8:00 am - 6:00 pm**

**Thursday**

**10:00 am - 6:00 pm**



**Log on to: [www.craftonhills.edu](http://www.craftonhills.edu) or dial (909) 884-1441  
 TO **CONFIRM YOUR PRIORITY LEVEL ANY TIME ON OR AFTER APRIL 06, 2009**  
**PRIORITY REGISTRATION BEGINS ON APRIL 20, 2009****

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 either during your priority times (see priorities A-G below) or during the open registration period beginning May 11. 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, 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.**

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

**Priority A**

- Students who've been accepted into the EOPS, DSP & S and/or CalWorks program or are active military/veterans  
**Register Monday April 20, Tuesday April 21 and Wednesday April 22.**  
**For more information contact the appropriate program office.**

**Priority B**

- Students enrolled at CHC during the previous 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.  
**Register Thursday, April 23 Friday, April 24 and Saturday, April 25.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E**

**Priority C**

- Students enrolled at CHC during the previous 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.  
**Register Sunday, April 26, Monday, April 27 and Tuesday, April 28.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E**

**Priority D**

- Students enrolled at CHC during the previous 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.  
**Register Wednesday, April 29, Thursday, April 30 and Friday, May 1.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E**

**Priority E**

- Students enrolled at CHC during the previous 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.  
**Register Friday, May 1, Saturday, May 2, Sunday, May 3 and Monday, May 4.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E**

**Priority F**

- Students who attended CHC previously but not in the previous semester AND have re-applied for admission for Summer 2008.  
 or Continuing or Returning Students who have previously earned a Bachelor's Degree or higher.  
 or Continuing students with 110 units or more.  
**Register Tuesday, May 5, Wednesday, May 6 and Thursday, May 7.**

**Priority G**

- 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 **Prior** to the registration date for Priority F.  
**Register Friday, May 8, Saturday May 9 and Sunday, May 10.**

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

<b>Web Priority Schedule</b>
------------------------------

<b>Web Registration 6:00 AM - 11:50 PM</b>						
<b>Sunday April 19</b>	<b>Monday April 20</b>	<b>Tuesday April 21</b>	<b>Wednesday April 22</b>	<b>Thursday April 23</b>	<b>Friday April 24</b>	<b>Saturday April 25</b>
	Priority A	Priority A	Priority A	Priority B	Priority B	Priority B
<b>Sunday April 26</b>	<b>Monday April 27</b>	<b>Tuesday April 28</b>	<b>Wednesday April 29</b>	<b>Thursday April 30</b>	<b>Friday May 1</b>	<b>Saturday May 2</b>
Priority C	Priority C	Priority C	Priority D	Priority D	Priority D	Priority E
<b>Sunday May 3</b>	<b>Monday May 4</b>	<b>Tuesday May 5</b>	<b>Wednesday May 6</b>	<b>Thursday May 7</b>	<b>Friday May 8</b>	<b>Saturday May 9</b>
Priority E	Priority E	Priority F	Priority F	Priority F	Priority G	Priority G
<b>Sunday May 10</b>	<b>Open Registration</b>					
Priority G	6 - Week Session May 11 - June 14 8 - Week Session May 11 - May 31					

Web Registration: [www.craftonhills.edu](http://www.craftonhills.edu)  
Monday through Saturday, 6:00 am - 11:59 pm  
Sunday, 6:00 am - 7:00 pm

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

After registering for classes, your entire registration balance must 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 will 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



[www.craftonhills.edu](http://www.craftonhills.edu)

**Have forgotten your student ID Number:  
Call (909) 884-1441**

## **Web Registration** (For Detailed Web Instructions see page 16)

### **Before you logon 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 13-14)
- 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 priority registration page in this schedule of classes.

### **Office Hours:**

**Monday - Thursday ..... 8:00 am - 7:00 pm**  
**Friday ..... 8:00 am - 3:00 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](mailto:admissions@craftonhills.edu)**

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

Eligible students may register using Web April 20 - 22. If you have any questions please contact: The Disabled Student Programs & Services at (909)389-3325. EOPS/CARE/ CalWORKs Office at (909)389-3241. CHC Certifying Official at (909) 389-3256

\* Must provide a DD-214 Member/Service 4, with an honorable discharge within 2 years from separation date.



## To Add and/or Drop Classes

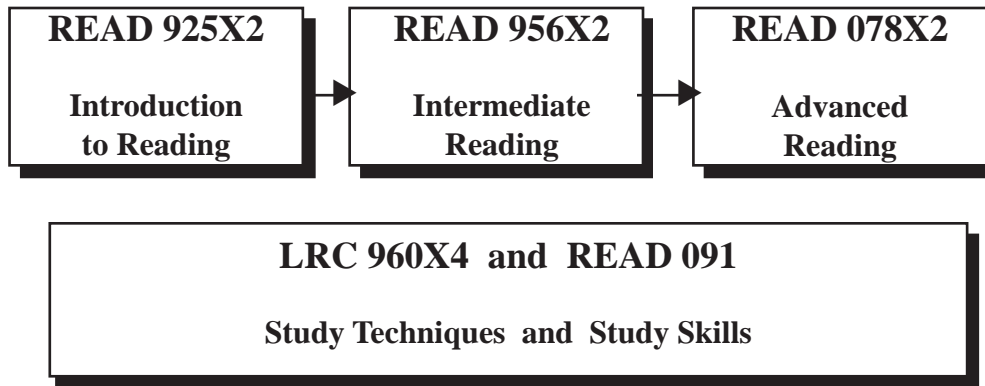
1. Login to [www.craftonhills.edu](http://www.craftonhills.edu)  
(Username = Student Email address  
Password = 6 digit Date of Birth)
2. Click on "CHC" link next to "Register for Classes"  
**CHC/SBVC - Register for Classes**
3. Select the appropriate semester
4. Click on "Add a New Section" to register
  - 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 by clicking the red "Register" link
  - c. Repeat for all courses in which you wish to register
5. Click on "Drop a Section" to remove yourself from courses
  - a. Click the four-digit reference # next to the course you wish to drop
  - b. Confirm your selection by clicking the red "drop" link
  - c. Repeat for all courses in which you wish to drop
6. If desired, click on "Purchase an AS Card". Once this purchase is made, the sale cannot be cancelled online. Please note that an annual AS Card may not be purchased online at this time. **Annual AS Cards are only available during the fall semester**
7. Click on "Select Payment Option Now" Visa and Master Card are accepted
  - a. Enter your credit card information
  - b. Enter the billing address fro the credit card holder and click continue
  - c. Confirm that the information that you entered is correct and then click "Pay"
  - d. You will be issued a confirmation number
  - e. Clikc on "Return to Registration"
8. Once all transactions are complete, exit Web Registration by clicking on the "[Click here to complete your registration and receive your registration statement. You may click here even if you did not register online.](#)" 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 the window
9. Logout by clicking the "Log Out" Button

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

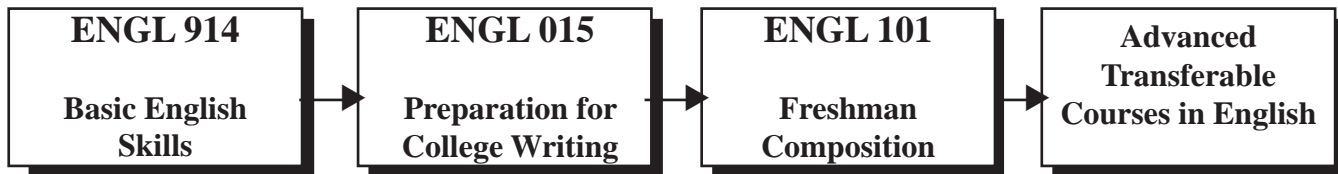
After registering for classes, your **entire** registration balance **must** be paid by the end of the following business day. Payments may be made online with Visa or Master Card. Payment by cash, check or money order must be made in person at the Admissions & Records Office. Outstanding registration fees may result in your classes being dropped. **Late Adds: You must be prepared to pay for class(es) at the time you add.**

Improving your reading, writing, and math skills is an important step in meeting your educational goals. There are several possible starting points for you to enter at the right level. Starting at the right class will let you move from class to class successfully and get to the point you need in the shortest amount of time. **Your Counselor will help you decide** on the best class by using your placement test results, high school and/or college grades, learning skills, motivation, and other factors. **A Counselor can show you the skills needed for each class.**

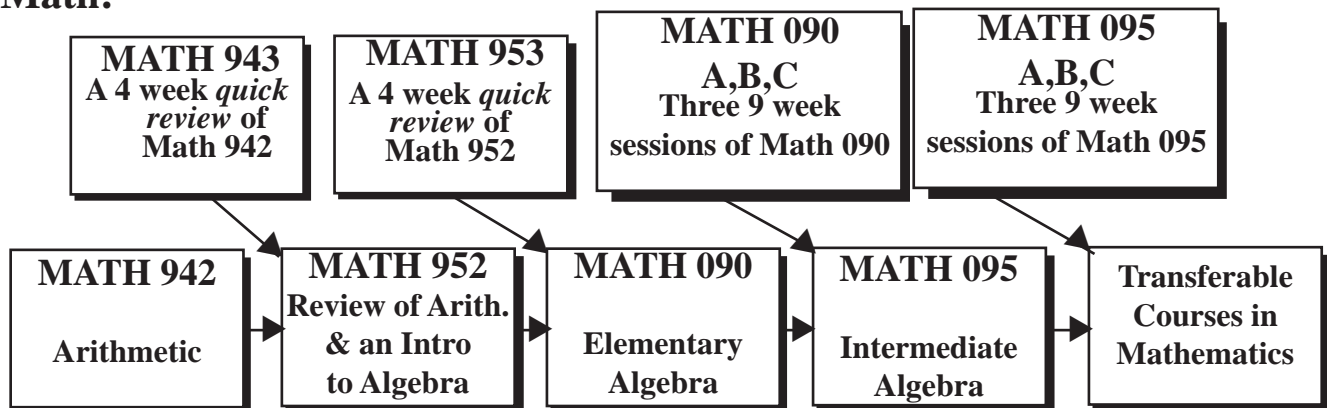
**Reading:**



**English:**



**Math:**



Visit **The Learning Resource Center**, 3<sup>rd</sup> floor of the Library  
 7:30 am to 9:30 pm • Monday - Thursday  
 7:30 am to 4:00 pm • Friday

**You will be blocked from registering in a class  
if you have not met the prerequisite.**

**Q: What is a prerequisite?**

A: A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrollment in a course or educational program. This may be a course that must be taken before another course or a passing score on an accepted placement test. For example, in order to enroll in English 101, you must have completed English 015 (or its equivalent at another college) with a grade of C or better or have received a passing score on the CHC placement test (or acceptable equivalent).

**Q: What is a corequisite?**

A: A corequisite is a condition of enrollment consisting of a course in which must be taken at the same time as another course. For example, if you wish to take Accounting 220, you must also enroll in Accounting 221.

**Q: What is a departmental recommendation?**

A: A departmental recommendation is a skill or a defined area of knowledge that the department faculty feel is important, if not essential, for a student to succeed in the course for which it is recommended. For example, the departmental recommendations for Psychology 100 are English 101, Math 090, and passing a reading test at or above the 12th grade level.

**Q: How do I meet a prerequisite?**

A: There are several ways to meet a prerequisite. First, a student may take the prerequisite course at Crafton Hills College. Second, a student may qualify for enrollment in the course based on the college placement procedure that is given to all new students in the course (students may also provide course placements from assessments taken at other colleges. Scores alone will not be accepted.) Finally, students may meet the prerequisite by having taken the equivalent course at another college. The student must provide a copy of the transcript or grade report (an unofficial copy of the transcript is adequate but official copies submitted to the admissions office are required by the third week of semester) to a counselor who will determine whether the course is equivalent to the prerequisite course at Crafton. If the course was taken at a private or out of state college or university, the student will need to provide a copy of the catalog description.

**NOTE:** Unofficial transcripts and course descriptions can often be accessed off the college or university website.

**Q: If I haven't met the prerequisite, is there any possibility that I can still take the course?**

A: A prerequisite challenge is a process that allows students to demonstrate that they can probably succeed in a course even though they have not completed the prerequisite. To begin this process, you need to see a counselor. You may be required to complete the assessment process as part of the process. This will depend on whether the course you are challenging requires math or English as a pre-requisite or if you have already completed the assessment. The Counseling Center is located in the Student Services Building, SSB 201. See page 5 for hours that counselors are available.

**NOTE:** Prerequisites and corequisites cannot be waived.

**Q: How long does a challenge take?**

A: The college is required to respond to your challenge within five (5) working days. If the college does not give you a decision within five (5) working days, you are allowed to remain in the class.

**Q: What do I do if I've taken the prerequisite course at another college?**

A: You need to bring an official copy of your transcript to the Counseling Center so that a counselor can verify that the course you took at another college or university meets the prerequisite. An unofficial copy of your transcript may help, but we need the official one no later than the Friday of the third week after the term starts.

**Q: What if I don't like the decision of my challenge?**

A: You MAY have the right to an appeal. If you think you may want to appeal, check with the Counseling Center.

**Students registered in classes in which they have not met the prerequisite requirements will be administratively withdrawn (see refund policy).**

## Online, Hybrid, and Television Courses

- Are you looking for alternatives to taking classes on campus?
- Do you have a schedule that needs flexibility?
- Do you want to avoid parking hassles and coming to class once or twice a week?
- Are you a self-motivated learner who can complete assignments without face-to-face interaction and constant reminders?

If you answered **YES**, then an online, hybrid, or television course may be right for you!

The beauty of a distance education course is the flexibility of time for you as the student while offering the same rigor and quality as an on-campus class. You can often set your class time around your other commitments and won't have to spend time driving to campus.

### Is This Kind of Class Right for Me?

Taking an online or television course requires a different set of skills and abilities than an on-campus course. The following strategies are needed to be successful:

- **Independence and High Motivation** – You will need to be able to work on your own, create your own learning environment where you can study, and manage your time appropriately. You should be able to set goals for yourself and arrange a time in your weekly schedule to dedicate to the online or television course.
- **Internet Competence** – You need a variety of Internet related skills including the ability to navigate the web, send email, download and upload files, post messages, etc.
- **Reading, Writing, and Typing Abilities** – Your communication with others will be done via the Internet, so you will need to read materials and respond appropriately in writing.

### What is an Online Course?

An online course is conducted wholly over the internet. Assignments are done and submitted via the Internet and may include discussion boards, research, written papers, exams, quizzes, and other activities.

### What is a Hybrid Course?

A hybrid course combines some classroom instruction with online instruction. Hybrid courses have the benefit of being able to periodically see your instructor and classmates on a face-to-face basis.

### What is a Telecourse?

Telecourses are professionally produced programs designed for broadcast in conjunction with classes that meet occasionally on campus. Each series is titled to reflect the subject matter of the course and may comprise up to 26 programs of 30-60 minutes in length.

### Technical Requirements

#### Online and Hybrid Courses

- A computer system with Internet connection
- CD-ROM drive
- Speakers and headphone

#### Television Courses

- A television capable of receiving KVCR-TV via antenna, cable, or satellite
- VCR for recording programs (optional, but highly recommended)

### Help and Resources

A two week, one unit, course covering how to succeed as an online student is offered as CIS 062. Students who are not comfortable with using a computer to take a course are encouraged to take CIS 062 before the start of their first online course.

For technical assistance, call (877)241-1756. This assistance is available 24 hours a day, 7 days a week.

The District website for distance education is <http://dets.sbccd.org> and offers a variety of resources to help online students.

### Blackboard

The Blackboard Learning Management System is used for online, hybrid, and traditional classes and is always a required part of online classes. The login can be accessed through the Crafton Hills College web site by clicking on the "Blackboard Login" button on the right side of the home page or directly at <http://blackboard.sbccd.cc.ca.us/webapps/login/>. On the login page use your student ID number as both username and password. Once you are logged in you SHOULD change your password by clicking on "Personal Information" under the tools menu. Your courses can be found under the "Courses" tab at the top of the page. There is a short list of frequently asked questions that can be found at <http://dets.sbccd.org/pages/183.asp>. In addition, you can learn Blackboard skills as a part of the course CIS 062, Introduction to Online Learning.

**If you forget your student ID, call (909) 884-1441**

**Distributed Education Schedule  
(ONLINE)**

<b>Course</b>	<b>Course Information</b>	<b>Instructor Information</b>
MUSIC 103 (70)	This class is an online course with no on-campus meetings. Participation in this online class requires that students have access to a computer that is connected to the Internet and has a CD-ROM drive and speakers or headphones.	McConnell Mark Office: PAC-310 Phone: (909) 389-3293 mmconne@craftonhills.edu

## WHO MAY APPLY

Admission to Crafton Hills College is open to those who meet any one of the following requirements:

1. Eighteen years of age or older and can benefit from instruction offered by the college, or
2. A high school graduate, or
3. Have a G.E.D (General Education Development) Certificate, or
4. Have a California High School Proficiency Certificate or
5. Out-of-state residents and citizens of other countries here on student visas may also attend, subject to regulations. (Contact Admissions & Records).

## NEW STUDENTS

(If you have never taken a course at CHC)

### Before you register you must:

1. Fill out an application (inside schedule) or online [www.craftonhills.edu](http://www.craftonhills.edu). (a) Take it to the Admissions Office in the Student Services Building (SSA), Room 213, or (b) mail it to the address on the application.
2. Have your official high school/college/university transcripts sent to the Admissions & Records Office
3. Participate in the assessment process to determine placement levels in English, Mathematics and Reading. The assessment schedule is on page 10 of this schedule. You must apply before you can go through the assessment process.
4. Participate in a New Student Orientation Session and develop a Student Educational Plan (SEP).

## STUDENT MATRICULATION

New, non-exempt students enrolling in California community colleges must participate in a matriculation process. Matriculation is a process which brings together a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. The agreement includes an admission process, college orientation, pre-enrollment assessment, advisement and counseling for course selection, a suitable program of studies, and follow-up on student progress. The student agrees to express at least a broad educational objective at entrance. He or she also agrees to declare a specific educational objective within a reasonable period of enrollment, attend class and complete coursework diligently, and maintain progress toward an educational goal. The purpose of Matriculation is to ensure access to appropriate programs and courses offered by community colleges to all students who can benefit, and to facilitate successful completion of student educational objectives in accordance with applicable standards of educational quality as determined by the Board of Governors and local trustees. Studies show that students who participate in the components of this process are more likely to succeed in college.

## MATRICULATION APPEALS

The college provides an appeals process for review of the following matriculation concerns:

1. Review of placement decisions.
2. Waiver & challenge of prerequisites.
3. Complaint of unlawful discrimination: If a student feels that assessment, orientation, counseling, prerequisites, or any other matriculation procedure is being applied in a discriminatory manner, he or she should consult with the Vice President of Student Services or designee (SSA-306).

## ASSESSMENT

All new students entering Crafton Hills College who intend to complete a program of study at the college must be assessed for placement in English, mathematics and reading prior to enrollment. Exceptions will be made for those who have:

1. You have completed an Associate of Arts or Sciences degree or higher. (Provide Transcript)
2. You have completed 30 or more semester units of college work at another college or university. (Provide Transcript)
3. You have completed prerequisite courses with a grade of "C" or better. If you have not completed prerequisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. You have scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide Test Scores)
5. You are only enrolling in courses at Crafton Hills College to maintain a certificate or license requirements.
6. You are only enrolling in 6 units or less of courses for personal enrichment (e.g., PE, Music, Art) up to a cumulative total of 12 units (once you have reached 12 units of course work you will be required to participate in the assessment process).
7. You have taken a placement exam at one of the other San Bernardino or Riverside Counties community colleges or you have taken the Accuplacer Assessment Test at another college in the last two years and you provide scores and placement recommendations from the other college. (Provide Placement Results)

## PROGRAM ADVISEMENT FOR CONTINUING STUDENTS

Counselors and faculty advisors are available in the Counseling Office during registration to assist students with planning their semester program of classes. Students are not required to stop at the Counseling Office if:

1. They are not on cumulative semester academic or progress probation.
2. They are a continuing student and they have a counselor-approved Student Education Plan (SEP) for the coming semester.

*La falta de un dominio completo del idioma inglés no proibirá su admisión a ni su participación en los prog-ramas educativos de Crafton Hills College. Sin embargo, en muchas clases, el estudiante necesitará entender el inglés hablado y escrito y la habilidad de hablar y escribir en inglés. Cualquier estudiante, con habilidades limitadas en inglés, que trate de matricularse será dirigido al Centro de Asesores/Carreras en la oficina SSB-201. Se recomienda que los estudiantes con un dominio limitado en inglés se inscriban en clases que se enfocan en desarrollar ese dominio (vea Reading 925X2 y LRC 960x4 para conseguir el dominio del idioma (inglés) que es necesario para tener éxito o para asegurar la seguridad personal en otras clases.*

## LANGUAGE REQUIREMENT

Limited English language skills will not prevent your admission and participation in the educational programs at Crafton Hills College. However, in many courses the student will need the ability to understand spoken and written English and the ability to speak and write English. Any student with limited English language skills who attempts to register will be referred to the Counseling Center in room SSB-201.

## CANCELLING CLASSES

The college reserves the right to cancel any class that does not meet minimum size requirements established by the District. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college.

## CHILDREN ON CAMPUS AND IN THE CLASSROOM

Please be advised that children are not to be brought into the classroom or left unattended on the campus.

Crafton Hills College staff are well aware of the fact that in most cases children are brought to class or on the campus due to hardship situations. Children left unattended on the campus are exposed to a multitude of dangers due to the construction of the campus (stairs, ledges, etc.) and the terrain. In addition, they are often a distraction to faculty and others and, therefore, disrupt the educational process.

You are asked to please make arrangements for the care of your children. If assistance is needed in this regard, the Counseling Center is able to provide referral information.

## RESIDENCY

Determination of Residence

- A. Adults — every person who is married or who is 18 years of age or older on the residence determination date may determine his or her own residence.
- B. Minors — those persons under 18 years of age may establish residence in accordance with the following:

1. Married minors may establish their own residence.
2. If the parents are separated permanently, the residence of the minor is the residence of the parent with whom he/she lives.
3. If both parents are deceased, and there is no court-appointed guardian, the minor may establish his/her own residence.
4. A student who remains in the state after his/her parents, who had legal residence in California, have established residence elsewhere, shall be entitled to retain resident classification until he/she has attained the age of majority and has resided in the state the minimum time necessary to become a resident so long as continuous attendance is maintained at the institution.
5. A student may combine his/her time as a resident minor with his/her time as a resident adult to establish the one year necessary for California resident classification.

Required Documents For Residence Determination (Title 5: 54024(e))

The following factors are considered in determining California residency (a minimum of three (3) must be provided):

1. Ownership of residential property or continuous occupancy of rented or leased property in California.
2. Registering to vote and voting in California.
3. Licensing from California for professional practice.
4. Active membership in service or social clubs.
5. Presence of spouse, children or other close relatives in the state.
6. Showing California as home address on federal income tax form.
7. Payment of California state income tax as a resident.
8. Possessing California motor vehicle license plates.
9. Possessing a California driver's license.
10. Maintaining a permanent military address or home of record in California while in the armed forces.
11. Establishing and maintaining active California bank accounts.
12. Being the petitioner for a divorce in California

Students Seeking Reclassification of Residence

Students who have been classified as non-residents are not automatically reclassified as residents. It is the responsibility of the students to request reclassification to residency status. The petition for reclassification must be submitted to the Admissions & Records office prior to registration for the term in which the student is seeking reclassification. The petition must be accompanied by documentation which verifies the student's intent to become a California resident, evidence of physical presence in California and evidence of financial independence. The law clearly states that the burden of proof of residence rests with the student. This request must be approved by the Dean of Student Services & Student Development Designee of Admissions & Records. Please call (909) 389-3372 for an appointment.

## APPLICATION PROCEDURE

Every student must file an official application for admission. New students may submit their application online at [www.craftonhills.edu](http://www.craftonhills.edu). Returning students must complete a new application. The application (located in the center of this schedule) may be submitted by:

1. Mail (Address on back cover)
2. In person • Office Hours:  
8:00 am to 7:00 pm Monday through Thursday  
8:00 am to 3:00 pm Friday (through May)  
**Hours are subject to change.**

If the applicant meets all admission requirements, acceptance for admission is automatic.

## ADMISSION OF HIGH SCHOOL STUDENTS

Crafton Hills College may admit high school students who are capable of benefiting from advanced scholastic courses (i.e., college level), and are seeking educational opportunities not otherwise available to them.

### To be eligible, students must have:

- the recommendation of their high school principal/designee
- the consent of a parent or guardian if student is under age 18
- demonstrated adequate preparation in the discipline to be studied
- a cumulative GPA of 2.5 or higher as stated on High School transcripts

### Students, who meet eligibility requirements, must submit (prior to the deadline) the following:

- Completed CHC application
- Completed and signed High School Concurrent Enrollment Request form
- Completed Consent for Medical Treatment form
- Official high school transcripts in a sealed envelope

All applications will be reviewed by the Dean of Student Services and Student Development or a designee. Upon approval, students may register for approved classes beginning at open registration. **Course changes or enrollment in a course without prior approval will result in an administrative withdrawal.**

Crafton Hills College may restrict the admission and enrollment of high school students during any session based on age, completion of a specific grade level, regulation or demonstrated eligibility for instruction based on the college's assessment methods and procedures. All high school students enrolling in college courses must have a release of liability and the maturity to function effectively on a college campus.

### Admission of Students below Grade 11

In extraordinary cases, where a student who has not completed the tenth grade demonstrates superior ability and capacity to succeed in college level work in a particular discipline, the college may consider admission of that student. Such consideration will be on a course-by-course basis and will be allowed only through the add/drop process, after open registration has been completed.

Students below grade 11 wishing to enroll in courses must meet all of the requirements identified in the section above as well as any pre-requisites or departmental recommendations established for the course(s) in which they wish to enroll, as demonstrated by completion of the college assessment process.

Students in this category will be bound, as are all other students, by the syllabus of the course. Course content is non-negotiable. Moreover, parents are not permitted to attend classes with their children unless they are registered for the course. These students and their parents must complete an orientation process for each course conducted by the Counseling Department. The instructor of the course will have the final determination of whether any student below grade 11 will be allowed to enroll in his or her class.

### Access to Student Records

Once accepted into Crafton Hills College, all student records become property of the College and the student, regardless of age. Student records are administered in accordance with the Family Educational Rights and Privacy Act (FERPA). Subsequently, no information will be disseminated to anyone other than student. The student may give written permission to release information. However, in no case will information be released or discussed by telephone. Attendance and performance in any class are matters between the student and the instructor only. Parents should be aware that they do not have access to their children's records without a signed release from the child. (Education code: 40961) **To view the entire F.E.R.P.A. text, please visit [www.ed.gov](http://www.ed.gov).**

### Important Information

- Admission of high school students is governed by the state laws & regulations, the type of courses permitted & the number of students are limited
- College courses are designed for adult students. Course content may be unusually frank in order to deal with scholarly discussions of behavior, artistic, human or other issues.
- College courses are taught at a much faster pace & require significantly more independent learning.
- College courses completed by high school students carry the full weight of college credit, & will count toward college degrees and/or certificates as outlined in the college catalog. These courses become a part of the students' permanent record.
- Continuation in this program is dependant upon satisfactory academic performance
- All students must meet all established course pre-requisites
- Pursuant to Education code 76300 (f) high school students are exempt from paying the enrollment fees (all other fees still apply.)
- **It is the high school exclusive right to determine what, if any, courses will be accepted & how it will be counted towards your record.**
- Grades are not automatically sent to the high school. Grades may be accessed online at [www.craftonhills.edu](http://www.craftonhills.edu)
- All regulations regarding transcript request & fees apply to all students.
- **Parents are not permitted to attend class with student unless registered for the same class**

**CHC reserves the right to deny admission in courses to anyone**



### COURSE NUMBERING SYSTEM

Courses offered at Crafton Hills College make possible the selection of curricula that meet the requirements for most regular college and university majors as well as curricula that prepare the student for productive life in the community.

- 010-099** Multipurpose courses, but not generally applicable to the Baccalaureate degree.
- 100-299** Basic lower division courses applicable to the Associate degree; may also apply to Baccalaureate degree.
- 900-999** Courses not applicable to the Associate degree.

### COURSE PREREQUISITES

Students planning to take a course that has a prerequisite, must have completed the prerequisite or will be blocked from registering in the class.

If a student feels they have met the prerequisite bring evidence (transcripts or placement scores from another college) to the Counseling Office to determine appropriate placement).

Courses having a prerequisite are identified in this class schedule with a notation of the prerequisite. Course descriptions are found in the current Crafton Hills College Catalog. Contact the Counseling Center during registration if you have questions arising from curricula sequence prerequisites.

### ATTENDANCE

Regular and prompt attendance is expected of every student. Instructors may drop students who incur excessive absences. After a student has been dropped from a class for excessive absences, reinstatement will be at the discretion of the instructor.

Students may be dropped by the instructor for not attending the first class meeting.

### PASS (P)/NO PASS (NP)

#### (formerly credit/no credit)

If you wish to be graded in any class on a Pass (P)/No Pass (NP) basis, you must indicate by the end of the 5th week, or in the case of summer session or short-term course(s), no later than the end of the first 30% of the term.

You may take up to fifteen (15) units of Pass (P)/No Pass (NP) courses to apply toward graduation requirements.

No course in your major or required by your major may be taken for Pass (P)/No Pass (NP). Instructions and forms may be obtained in the Admissions and Records Office located in SSA-213.

Units from Pass (P)/No Pass (NP) courses will apply toward graduation, but are not included in the grade point average.

### NON-DEGREE APPLICABLE COURSES

Courses numbered in the 900s do not apply toward a degree and are designed to provide the fundamental skills necessary for successful completion of other college courses. These include precollegiate courses in reading, writing, computation, learning skills, and study skills. Non-degree applicable courses are indicated by numbers from 900 to 999. In accordance with Title V, Section 55758.5 (b), grades earned in non-degree applicable courses are not included when calculating a student's degree-applicable grade point average.

Students will not receive credit for more than 30 units of basic skills course work taken in the San Bernardino Community College District. Basic Skills coursework earned in another community college district will not be counted toward the 30-unit limit.

### GRADING SYSTEM

The following grading system has been adopted by Crafton Hills College.

SYMBOL DEFINITION		GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Passing (at least satisfactory; units awarded not counted in GPA)	
NP	No Pass (less than satisfactory or failing; units not counted in GPA)	

### GRADE CHANGES

By law, the instructor is the final authority on assignment of grades. When reported to the Admissions & Records Office, grades represent the instructor's decision as to the student's achievement. Grade changes are initiated through the instructor from whom the grade was received.

**No grade will be changed for any reason or under any circumstances after three (3) years from the end of the term in which the grade was assigned. (SBCCD Board Policy 5040)**

Note: When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud bad faith, or incompetence, shall be final. (California Education Code Section 76224(a); California Code of Regulation Sections 55760 (a) and 55758; SBCCD Board Policy 5540).

## STUDENT GRIEVANCE POLICY

In accordance with Board Policy 5530, a student may initiate grievance proceedings against a college employee for any of the following reasons:

- Any act or threat of intimidation, harassment, discrimination or physical aggression.
- Any arbitrary action or imposition of sanctions without proper regard to due process as specified in college procedures.

Every effort shall be made to resolve a student complaint at the lowest level possible. A student must first attempt to resolve the issue directly by contacting the college employee most closely related to the origin of the alleged problem. Students not satisfied with the results of this attempt may then confer with the successive supervisors most closely related to the problem. The supervision succession to follow is generally the faculty chair, coordinator or supervisor, the appropriate dean, and then the appropriate vice president. If the alleged problem is still unresolved, the student may request a formal hearing by submitting a written request to any manager or employee in any area for delivery to the Vice President of Student Services who will assess which manager or vice president is to oversee the grievance process.

## STANDARDS OF STUDENT CONDUCT

Creating a proper campus environment is also very important for academic and individual success. The SBCCD Board of Trustees has established district-wide standards of student conduct which will be enforced at all times. These rules of conduct are particularly important in large common areas such as the cafeteria, bookstore, vending areas, campus quads, and other highly frequented areas.

## IN THE CLASSROOM

Creating a proper teaching and learning environment is imperative for getting a good education. Everyone at Crafton Hills College is responsible for helping to create this environment, including students. Simple rules of courtesy apply.

1. **Respect for the Instructor.** This includes arriving on time, not leaving early, bringing appropriate materials, not speaking with other students while the instructor or another student is talking, not bringing food or drink into the classroom, not being loud, boisterous, or argumentative.
2. **Respect for Other Students.** This includes not interfering with the rights of others to listen and participate, not being disrespectful, not using inappropriate language or harassing others in any way.

3. **Academic Honesty.** Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests or assignments, turning in work which is not one's own (i.e., plagiarism), talking during tests, furnishing false information to college personnel, or knowingly misrepresenting oneself to the college is grounds for disciplinary action. The consequences of cheating are severe and may include receiving a grade of "F" for the class or possible expulsion from the college.
4. **Instructor's Rights.** An instructor has the right to remove a student from class at any time he or she considers a student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Vice President of Student Services for disciplinary action as warranted.
5. **Student's Rights.** All students have a right to due process. If a conflict occurs, the student must first discuss the problem with the instructor. If this does not resolve the problem, the student should follow the procedures detailed in SBCCD Board Policy 5530, Student Grievances.

## REPEATING COURSES

Generally students may take a course only once. The following are exceptions:

1. May allow a student to repeat a course two times in an effort to alleviate substandard academic work.
2. May allow repetition of courses when it is necessary for the student to meet a legally mandated training requirement as a condition of continue paid or volunteer employment.
3. May allow repetition in activity courses, if a course number includes the notation "X2, X3, X4", then the course may be taken 2, 3, or times, respectively.
4. May allow repetition of a course where it is determined that there has been a significant lapse of time since previously taken.

Students' permanent records shall reflect all work attempted so that the student's transcript is a true and complete academic record pursuant to Administrative Code, Title 5, Section 55041. Prior course repetition actions by other accredited colleges may be honored when a student's permanent record is reviewed for degree or certificate requirements.

Courses in which an "Incomplete" (I) has been recorded may not be repeated until a letter grade has been recorded.

## STUDENT WITHDRAWAL

Students are permitted to withdraw from classes with the notation of "W" on their permanent record through the first 75% of a class section. Students enrolled after the 75% will receive a grade in the class from the instructor according to the grading system of the college.

- No notation ("W" or other) shall be made on the student's academic record who withdraw during the first four (4) weeks.
- A military withdrawal (mw) may occur upon verification that the student, who is a member of an active/reserve US military services, receiving order compelling a withdrawal.

## LAWS TO HELP STUDENTS:

### Title IX

Congress passed Title IX of the Educational Amendment in 1972. Sex discrimination is prohibited in federally assisted, education programs. Title IX states: *No person in the United States shall, on the basis of sex, be excluded from participations in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.*

### Title II

Title II of the Education Amendments of 1976 is Federal Legislation regarding Vocational Education. One of the purposes is to help all students receive the job training needed to become financially secure. Part of the law is: *To develop and carry out programs of Vocational Education within each state so as to overcome sex discrimination and sex stereotyping in Vocational Education programs and thereby furnish equal educational opportunities in Vocational Education to persons of both sexes.*

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Federal and state laws do not permit access to or release of any information contained in student educational records to any unauthorized party or agency without proper court orders or signed waivers from the individual involved.

Crafton Hills College maintains a student record of everyone admitted which relates to requests for admission; transcripts of college work attempted; semester class enrollment data; placement test data; requests for financial assistance; VA authorization benefit forms. The College does not maintain a public directory.

Students may challenge the content of records by filing the proper petition. Grade revisions can be changed only by the instructor of record unless there is an administrative error. The college administrator in charge of record maintenance at Crafton Hills College is the Vice President, Student Services in the Student Services Building, Room 306.

Crafton Hills College students have the right to review their educational records at any time the Records Office is open. This office is extremely busy at certain times during the year and students will be invited to wait until records are computed and transcripts updated.

## DISTRICT POLICE

It is a policy of the Board of Trustees for the San Bernardino Community College District to protect members of the entire college community and the property of Crafton Hills College. In accordance with this policy, the District maintains a Police Department 24 hours a day, 7 days a week. The officers are sworn and duly Commissioned Police Officers of the State of California as defined in section 830.32 of the Penal Code and 72330 of the California Education Code and authority extends to anywhere within the state.

**FOR NON-EMERGENCIES:** Contact the San Bernardino Community College District Police Department Office at (909) 389-3276. Our business office is located in the Lab Administration Building Communication Center Room 153 on the Crafton Hills Campus. Call this number to locate and/or turn in lost articles or to relay concerns for personal safety along with parking rules and regulations.

**TO REPORT ANY CRIMINAL ACTION OR A LIFE-THREATENING EMERGENCY:** Contact the San Bernardino Community College District Police Department at (909) 389-3275. Be aware that when the office is closed on nights and weekends the San Bernardino County Sheriff will dispatch for the District Police Department.

The San Bernardino Community College District is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the Communications Center room 153 and on the District Police website <http://www.sbccd.org>.

## Non-Discrimination Policy

San Bernardino Community College District and its two colleges, Crafton Hills College and San Bernardino Valley College, are committed to non-discrimination. Our goal is to provide equal opportunities for all community members in all areas of the college including admission, student financing, student support facilities and activities, and employment. Federal laws and district policies strictly prohibit all types of discrimination, including sexual harassment and inequities based on race, color, religion, sex, age, marital status, physical disabilities or mental impairments, or sexual orientation. The District's non-discrimination policies are supported by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; and sections 503 and 504 of the Rehabilitation act of 1972, as amended.

Crafton Hills College is further committed to overcoming sex discrimination and sex stereotyping in career and technical education programs.

Students, job applicants, and employees may complain of any action which they believe discriminates against them on the above-cited grounds.

For information regarding the college's equal opportunity/affirmative action policies or to file a complaint, contact John Matulich, Vice Chancellor of Human Resources and Employee Relations District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. Telephone (909) 382-4041.

For information regarding the requirements of Section 503 and 504 of the Rehabilitation Act of 1973 or to file a complaint, contact Alex Contreras, Vice President, Student Services, Student Services Building, Room 306.

Complaints of sexual harassment may be registered with the College President or the Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. Telephone (909) 382-4041.

In compliance with the **Student Right to Know and Campus Security Act** of 1990 (Public Law 101-542), it is the policy of the San Bernardino Community College District and Crafton Hills College to make available to all students the completion rates of certificate, degree, or transfer-seeking first-time, full-time students entering college beginning in Fall 1995, and annually thereafter. This information is available in the college library and on the web at

<http://cccco.edu>

Information on crime rates is available in the Communications Center (LADM-153)

*El Distrito de Colegios de la Comunidad de San Bernardino, y sus dos colegios, San Bernardino Valley College y Crafton Hills College, están comprometidos a no discriminar. Nuestra meta es proveerles la oportunidad igual a todos los miembros de la comunidad, en todos los aspectos del colegio, incluso los servicios de admisión de ayuda financiera, de facilidades & actividades estudiantiles y del empleo.*

*Las leyes federales y la políticas del Distrito prohíben absolutamente todo tipo de discriminación, incluso el acoso sexual, y la desigualdad, sea basada en la raza, el color, la religión, el sexo, la edad, el estado civil, la deshabilidad física o impedimentos mentales, o la orientación sexual. Las políticas antidiscriminatorias están apoyadas por los requisitos de los Títulos VI y VII del Acta de Derechos Civiles del 1964 con sus enmiendas; el Títulos IX de las Enmiendas de la Educación del 1972; el Acta sobre la Discriminación en el Empleo por la Edad del 1975; y Secciones 503 y 504 del Acta de Rehabilitación del 1972 con sus enmiendas.*

*Además, Crafton Hills College se compromete a vencer la discriminación por el sexo y los estereotipos sexuales en los programas de la educación vocacional. La falta de facilidad con el uso del inglés no será barrera a la admisión ni a la participación en los programas de la educación vocacional.*

*Los estudiantes, los solicitantes para el empleo y los empleados pueden quejarse de cualquiera acción que les parezca discriminar contra ellos por uno de los motivos antes descritos. Para información sobre la política del distrito o para quejarse: Póngase en contacto con:*

*Gloria Harrison, President or John Matulich, Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. Telephone (909) 382-4041.*

### AMERICANS WITH DISABILITIES ACT OF 1990 STATEMENT OF POLICY

It is the policy of Crafton Hills College to make our services, facilities, programs, and accommodations accessible to all people including people with disabilities, and comply fully with the provisions of the Americans with Disabilities Act of 1990.

If a disability prevents you from fully using our facility or enjoying our services and programs, we would like your input and ideas on how we can serve you better.

Any concerns, comments, or suggestions should be directed to the Vice President of Administrative Services at (909)



## Substance Abuse Policy and Resource Information

- San Bernardino Community College District strives to maintain a workplace free from the illegal use, possession or distribution of controlled substances as defined in the Controlled Substances Act. Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by employees in the workplace or on District business is prohibited. Employees shall not use illegal substances or abuse legal substances in a manner which impairs performance of assigned tasks.
- All employees are required to comply with this policy as a condition of their continued employment. An employee who violates this policy will be subject to disciplinary action which may include termination.
- Any employee convicted under a criminal drug statute for improper conduct in the workplace must report this conviction within five working days to the District Human Resources.

### Standard of Student Conduct Policy 6060

Disciplinary action for good cause may be imposed upon a student by an instructor, an administrator, or the Board of Trustees for misconduct of the following while attending college classes or college sponsored activities:

- The use, sale or possession or hallucinogenic drugs or substance or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or the presence on campus of anyone under the influence of such drugs or substances.
- The use or possession of alcoholic beverages on college property or at any college sponsored event or the presence on campus of anyone under the influence of alcohol.
- Any student who violates this policy will be subject to disciplinary action which may include expulsion.

- Illicit drugs use and alcohol abuse account for two-thirds of violent behavior, one-half of all injuries, one-third of all emotional difficulties and one-third of all academic problems on college campuses. Students must be aware that substance abuse leads to financial, health, psychological, work, school and legal problems. **For more information on health risks associated with Alcohol and other Drugs please refer to [www.craftonhills.edu](http://www.craftonhills.edu) then link to Student Resources and Health & Wellness Center.**

### Are you at Risk?

- If you answer yes to one or more of the following, there is a problem.
  1. Have you blacked out after using drugs or alcohol?
  2. Have you been arrested during or after you were drinking or using drugs?
  3. Do you drink or use drugs to get wasted?
  4. Has someone close to you, talked with you about your alcohol or drug usage?
  5. Does a family member have an alcohol or other drug problem, or had one in the past?

### Confidential Resources for Help:

- Health and Wellness Center .....(909) 389-3272
- CHC, Counseling Center ..... (909) 389-3366
- Alcoholics Anonymous Meeting Referrals .....(909) 825-4700
- Alcoholics Anonymous  
Website:..... [www.alcoholics-anonymous.org](http://www.alcoholics-anonymous.org)
- Narcotics Anonymous Meeting Referrals .....(909) 795-0464
- Narcotics Anonymous Website:..... [www.na.org/index.htm](http://www.na.org/index.htm)
- National Database of Drug and Alcohol  
Treatment ..... [www.samhsa.gov](http://www.samhsa.gov)
- Alcohol and your College Experience..... [www.factsontap.org](http://www.factsontap.org)
- Drug Help ..... [www.drughelp.org](http://www.drughelp.org)
- California Alcohol & Drugs  
Programs ..... [www.adp.state.ca.us](http://www.adp.state.ca.us)

## Procedure to Add Classes Online After the Term Begins

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*If you do **not** have internet access, CHC provides Wifi and computer access on campus (computers available in the Library and Admissions and Records).*

Attend the first class meeting of the course you wish to add

*If space is available, ask the instructor for an Authorization Code Sticker*

1. Login to [www.craftonhills.edu](http://www.craftonhills.edu) (Username = Student Email Address Initial Password= 6 Digit Date of Birth)  
If you have forgotten your password click on the “Forgot your Password” link at the login prompt or call 1-877-241-1756
2. Click on “CHC” link next to “Register for Classes”  
**CHC/SBVC** - “Register for Classes”
3. Click on the appropriate term
4. Click on “Add New Section”
5. Enter the 4 digit reference # in the box provided and press the “Enter” key  
(only one class can be added at a time)
6. When prompted, enter the Authorization Code on the sticker the instructor provided
7. Follow the prompts and instructions on the screen
8. Pay **ALL** registration fees immediately to avoid being administratively dropped from all your classes. Pay online using Visa or MasterCard

The Authorization Code should be used **IMMEDIATELY** to guarantee official enrollment.

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### IMPORTANT!

The “Use by” date printed on the Authorization Code sticker is the **LAST** date for students to add courses and last date to receive refund of enrollment fees for full term classes. You will **NOT** be permitted to add the class once the date has expired.

### STUDENT RESPONSIBILITIES:

- You are 100% responsible for officially adding the class; **NEVER** assume the instructor will add you
- You **MUST** be prepared to pay for your class at the time you add; Financial Aid/BOG recipients **MAY** still owe fees
- You are 100% responsible for knowing all registration deadlines and policies; Check CHC website or class schedule
- You are 100% responsible for dropping a class; **NEVER** assume the instructor will drop you
- A registration statement will be e-mailed to you after adding and paying for the class(es)

### Note:

*Your registration statement will not be mailed.*

If you experience difficulties in using the Authorization Code you **MUST** contact the Admissions and Records Office on or before the “Use by” (last date to add) date printed on your Authorization Sticker.

Telephone # (909) 389-3372 • Email: [admissions@craftonhills.edu](mailto:admissions@craftonhills.edu)

### YOU MAY NOT:

- Attend a class that you have **NOT** officially added (instructors will **CANNOT** add you)
- Add beyond the “Use by” (last day to add) date printed on your authorization code sticker
- Add a class for which you have not successfully met the pre-requisite
- Add a class if you have an academic or financial hold
- Obtain a registration statement form from the Admissions & Records Office if you have a balance due

You are advised **NOT** to purchase textbooks/materials if you have not officially added the class and/or you have a balance due. Text books and class materials may not be 100% refundable after purchase, check with the Bookstore for details.

## HOW TO READ THE SCHEDULE OF CLASSES

Reference Number	Section Number	Days Course Meets	Time Course Meets	Course Title	Type of Instruction	Units	Room	Instructor
3062	01	MTWTHF	10:30a-12:45p	<b>Biological Principles of Health</b>	Lec	3.00	LADM224	Ledoux, J.
Note: Ref. No. 3062 - 5 week class: 06/09 - 07/10								

## Financial Aid Now



## Ask Me How

Many hundreds of our students are missing out on the Board of Governor's Waiver (BOG) by not completing the Free Application for Federal Student Aid (FAFSA). Even if you do not qualify for any Federal Grant programs, you could receive a Board of Governor's Waiver from the State of California. The Waiver covers the \$20.00\* per unit tuition. You could use the cost savings for books!

In addition to the Waiver, there are Pell grants, Supplemental Educational Opportunity grants, a Federal Work-Study program, and scholarships.

To learn more about scholarships, grants, loans and

the work-study program, drop by the Financial Aid Office on campus and ask for the Free Application for Federal Student Aid (FAFSA) and The Student Guide from the U.S. Department of Education or go to:

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Our school code is: 009272**

**For more information,  
call Financial Aid.**

**(909) 389-3223**

*\* Accurate at the time of printing.*

Ref Sec Days Time Type/Units Room Instructor

## ALLIED HEALTH

AH 101 Medical Terminology 3.00 Units  
Instruction in the usage, spelling, pronunciation, and meaning of terminology used to describe the human body.

Associate Degree Applicable  
Course credit transfers to CSU

0002 01 TTH 01:30p-04:20p LEC 3.00 CHS-123 Bray,L  
Note: Ref. No. 0002 - 8 week class: 06/01 - 07/23

## AMERICAN SIGN LANGUAGE

ASL 101 American Sign Language I 4.00 Units

Introduction to American Sign Language as used by the deaf community in the United States. NOTE: This course corresponds to the first year of high school American Sign Language.

Associate Degree Applicable  
Course credit limited transfer CSU & UC.  
Contact a counselor for details.

DEPARTMENTAL RECOMMENDATION: ENGL 015

0004 01 MTWTH 07:30a-10:20a LEC 4.00 BC-104 Pelletier,A  
Note: Ref. No. 0004 - 6 week class: 06/15 - 07/23

## ANATOMY

ANAT 101 Essentials of Human Anatomy and Physiology 4.00 Units

Lecture and laboratory course emphasizing the basic structural, functional, and developmental stages of the human body. Introductory survey of the human body in one semester. Essentials of structure and function in each of the eleven body systems covered.

Associate Degree Applicable  
Course credit transfers to CSU.

0006 01 MTWTH 10:30a-12:45p LEC 4.00 LADM-224 Jonasson,M  
MTWTH 08:00a-10:15a LAB LADM-225 Jonasson,M  
Note: Ref. No. 0006 - 6 week class: 06/15 - 07/23

ANAT 150 Human Anatomy and Physiology I 4.00 Units

This is a lecture and laboratory course emphasizing an advanced understanding of the structural and functional aspects of the human body. This course is the first in a two semester series. The course covers biochemistry, cytology, cellular metabolism, histology, osteology, articulations, myology, and the integumentary, and nervous systems.

Associate Degree Applicable  
Course credit transfers to both CSU and UC.  
CAN (California Articulation Number) BIOL SEQ B

0008 01 MTWTH 03:30p-05:45p LEC 4.00 LADM-224 Jonasson,M  
MTWTH 01:00p-03:15p LAB LADM-225 Jonasson,M  
Note: Ref. No. 0008 - 6 week class: 06/15 - 07/23

Ref Sec Days Time Type/Units Room Instructor

## ART

ART 102 Art History II: Renaissance Art to Modern Art 3.00 Units

Survey of the arts and history in Western Europe from Renaissance to the Twentieth Century. Required of all art majors and open to non-art majors.

Associate Degree Applicable  
Course credit transfers to both CSU and UC.  
CAN (California Articulation Number) ART 4  
CAN (California Articulation Number) ART SEQ A

0010 01 TWTH 10:30a-01:20p LEC 3.00 PAC-308 Tameda,A  
Note: Ref. No. 0010 - 6 week class: 06/15 - 07/23

## BIOLOGY

BIOL 100 General Biology 4.00 Units

Study of the biological principles including those in cellular biology, human anatomy and physiology, animal and plant structure and function, genetics, evolution, and ecology.

Associate Degree Applicable  
Course credit transfers to both CSU and UC.

0012 01 MTWTH 10:30a-12:45p LEC 4.00 CHS-122 Enyinnaya,E  
MTWTH 08:00a-10:15a LAB LADM-211 Enyinnaya,E  
Note: Ref. No. 0012 - 6 week class: 06/15 - 07/23

0014 02 MTWTH 10:30a-12:45p LEC 4.00 CHS-122 Enyinnaya,E  
MTWTH 01:00p-03:15p LAB LADM-211 Enyinnaya,E  
Note: Ref. No. 0014 - 6 week class: 06/15 - 07/23

## CHEMISTRY

CHEM 101 Introduction to Chemistry 4.00 Units

A one-semester course introducing the study of matter and its properties. Topics include atomic structure, bonding, nomenclature, stoichiometry, chemical reactions, periodic table and organic chemistry. Includes a laboratory component that emphasizes concepts discussed in lecture.

Associate Degree Applicable  
Course credit transfers to CSU.  
Limited transfer to UC; contact a counselor for details.  
CAN (California Articulation Number) CHEM 6  
PREREQUISITE: MATH 090 or eligibility for MATH 095 as determined through the Crafton Hills College assessment process

0016 01 MTWTH 08:00a-10:15a LEC 4.00 CHS-242 Kimbrough,P  
MW 10:25a-02:50p LAB CHS-238 Kimbrough,P  
Note: Ref. No. 0016 - 6 week class: 06/15 - 07/23

0018 02 MTWTH 08:00a-10:15a LEC 4.00 CHS-242 Kimbrough,P  
TTH 10:25a-02:50p LAB CHS-238 Kimbrough,P  
Note: Ref. No. 0018 - 6 week class: 06/15 - 07/23



Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## CHILD DEVELOPMENT

CD 105 Child Growth and Development 3.00 Units

Study of human development from conception through adolescence within cultural and family contexts. Examination of cognitive, physical, social and emotional development. Observational study of children.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0020 01 MW 06:00p-08:50p LEC 3.00 BC-106 Abel,S  
Note: Ref. No. 0020 - 8 week class: 06/01 - 07/23

## COLLEGE LIFE

CHC 100 Student Success and the College Experience 3.00 Units

Introduction to the college experience, including academic and career self-assessment and strategies for success.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0022	40	MTWTH	08:00a-10:15a	LEC 3.00	CL-219	Brown,R
Note: Ref. No. 0022 - 6 week class: 06/15 - 07/23						
This section is linked to ENGL 914-40. This means students enrolling in CHC 100-40 (directly above) must also enroll and remain enrolled in ENGL 914-40.						

## COMPUTER INFORMATION SYSTEMS

CIS 101 Introduction to Computer and Information Technology 3.00 Units

Introduction to computer and information technology. Includes an overview and the use of computer software including word processing, spreadsheets, presentation applications and databases. No previous computer experience is required.

This course is also offered as BUSAD-230.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) CSCI 2

0024 01 MW 07:30a-10:20a LEC 3.00 LADM-101 Romano,N  
Note: Ref. No. 0024 - 8 week class: 06/01 - 07/23

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## EMERGENCY MEDICAL SERVICES

EMS 156 Clinical Externship for the Paramedic 2.00 Units

Coordination of advanced paramedic training within the hospital setting. Opportunity to direct and engage in emergency intervention in traumatic and medical emergencies. This portion of the program will be in a clinical setting in San Bernardino or Riverside County. Fulfills the requirements of Title 22 of the Health and Safety Code for paramedic clinical externship.

Associate Degree Applicable

Course credit transfers to CSU.

PREREQUISITES: EMS 150, EMS 151, EMS 152, EMS 153, EMS 154, and EMS 155

0026 21 ARR 16.4 HRS/WK CLINC 2.00 OFFC-CLNC Staff  
Note: Ref. No. 0026 - 10 week class: 06/12 - 08/14  
Note: Ref. No. 0026 will be held at Clinic in Off-Campus Clinic.

## ENGLISH

**ENGL 914 Basic English Skills 4.00 Units**

Instruction in basic English grammar as a foundation for writing grammatically correct sentences. Also, includes instruction in the principles of writing effective paragraphs and short compositions, including framing topic sentences, developing appropriate support, and using transitions.

Not Applicable to the Associate Degree

PREREQUISITE: READ 925X2 or eligibility for ENGL 914 as determined through the Crafton Hills College assessment process

0028	40	MTWTH	10:30a-01:20p	LEC 4.00	CL-219	Murphy,R
Note: Ref. No. 0028 - 6 week class: 06/15 - 07/23						
This section is linked to CHC 100-40. This means students enrolling in ENGL 914-40 (directly above) must also enroll and remain enrolled in CHC 100-40.						

ENGL 015 Preparation for College Writing 4.00 Units

Study of the essential skills necessary for effective expository writing.

Associate Degree Applicable

PREREQUISITE: ENGL 914 or eligibility for ENGL 015 as

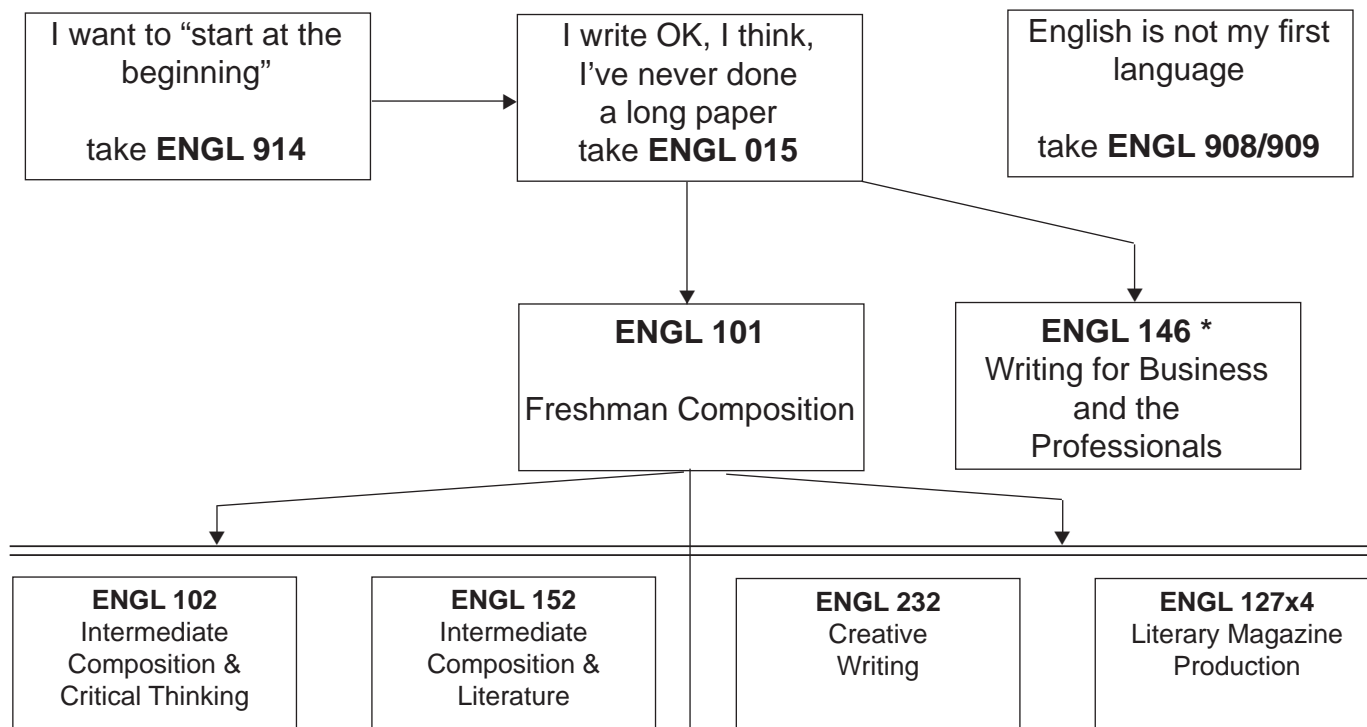
determined through the Crafton Hills College assessment process

0030 01 MTWTH 07:30a-10:20a LEC 4.00 CL-216 Cowles,R  
Note: Ref. No. 0030 - 6 week class: 06/15 - 07/23

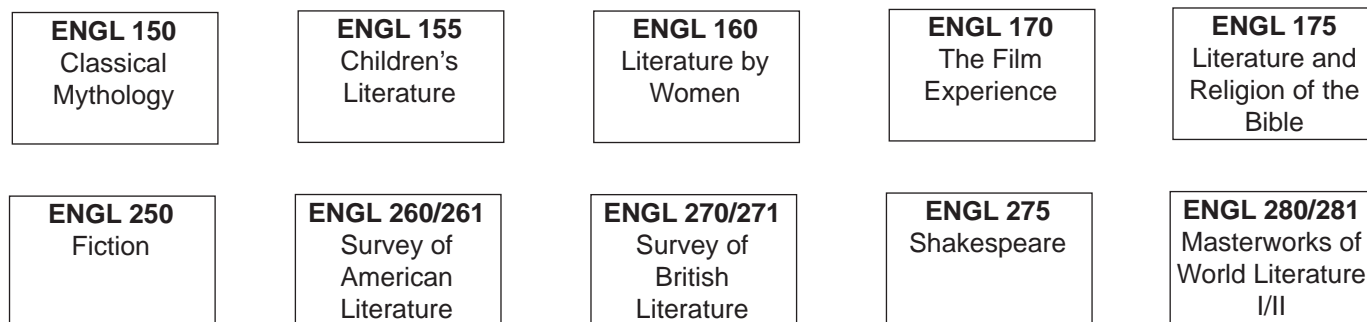
0032 02 MTWTH 01:30p-04:20p LEC 4.00 CL-217 Race,A  
Note: Ref. No. 0032 - 6 week class: 06/15 - 07/23

Levels and Order of English Classes


The ability to think and reason and communicate using written language is an essential skill. There are several possible starting points for you to enter at the right level. Starting at the right class will let you move from class to class successfully and get to the point you need in the shortest amount of time. A Counselor can show you the skills needed for each class and help you decide.



Literature Classes:



\* Meets associate degree graduation requirement in English but does not fulfill the transfer requirement to CSU OR UC.



**Visit the Writing Center**  
**in the Learning Center**  
**3rd Floor of the Library Building**

Monday - Thursday      9:00 am - 7:00 pm  
 Friday                      9:00 am - 4:00 pm

Ref	Sec	Days	Time	Type/Units	Room	Instructor
ENGL	101	Freshman Composition		4.00 Units		

Instruction in writing compositions from personal, reflective, and argumentative perspectives.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) ENGL 2

CAN (California Articulation Number) ENGL SEQ A

PREREQUISITE: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

0034	01	MTWTH	07:30a-10:20a	LEC 4.00	CL-217	Estus,S
Note: Ref. No. 0034 - 6 week class: 06/15 - 07/23						
0036	02	MTWTH	10:30a-01:20p	LEC 4.00	CL-217	Bartlett,R
Note: Ref. No. 0036 - 6 week class: 06/15 - 07/23						
0038	03	MTWTH	01:30p-04:20p	LEC 4.00	CL-216	Bartlett,R
Note: Ref. No. 0038 - 6 week class: 06/15 - 07/23						
0040	04	MTWTH	06:00p-08:50p	LEC 4.00	BC-105	Race,A
Note: Ref. No. 0040 - 6 week class: 06/15 - 07/23						

ENGL	102	Intermediate Composition and Critical Thinking		4.00 Units		
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Instruction in writing compositions reflecting critical thinking and employing rhetorical skills beyond those taught in Freshman Composition (ENGL101), including summary, analysis, evaluation, rebuttal, and argument. Includes instruction in the analysis of argumentative prose, various rhetorical techniques, the principles of inductive and deductive reasoning, and the informal fallacies. Requires substantial analytical reading and writing.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

PREREQUISITE: ENGL 101

0042	01	MTWTH	10:30a-01:20p	LEC 4.00	CL-216	Estus,S
Note: Ref. No. 0042 - 6 week class: 06/15 - 07/23						

## FIRE TECHNOLOGY

FIRET	100	Fire Protection Organization		3.00 Units		
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Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. This course is a prerequisite for the Firefighter I Basic Training Academy.

Associate Degree Applicable

Course credit transfers to CSU.

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and MATH 090 or MATH 090C as determined through the Crafton Hills College assessment process

0044	01	TWTH	07:30a-10:10a	LEC 3.00	OE2-214A	Sullivan,D
Note: Ref. No. 0044 - 6 week class: 06/15 - 07/23						

FIRET	101	Fire Prevention Technology		3.00 Units		
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This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. This is a prerequisite course for the Fire Academy.

Associate Degree Applicable

Course credit transfers to CSU.

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and MATH 090 or MATH 090C or higher

0046	01	TWTH	01:30p-04:10p	LEC 3.00	OE2-214A	Estrada,C
Note: Ref. No. 0046 - 6 week class: 06/15 - 07/23						

## HEALTH EDUCATION

HEALTH	102	Biological Principles of Health		3.00 Units		
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Examines the nature and scope of healthful living, including the principles of health resources, trends in disease prevalence, infectious and non-infectious diseases and the risk factors associated with them (smoking, substance abuse, improper diet and inactivity).

Associate Degree Applicable

Course credit transfers to both CSU and UC.

0048	01	MW	11:00a-03:30p	LEC 3.00	CHS-242	Ledoux,J
Note: Ref. No. 0048 - 6 week class: 06/15 - 07/23						
0050	02	TTH	1 1:00a-03:30p	LEC 3.00	CHS-242	Ledoux,J
Note: Ref. No. 0050 - 6 week class: 06/15 - 07/23						

HEALTH	263	Nutrition and Health		3.00 Units		
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Review of the literature on the basic nutrients: Protein, fat, carbohydrate, vitamins, minerals and water, development of the skills necessary to analyze, evaluate, and prescribe a dietary intake for healthy individuals. The relationship between lifestyle factors and disease in America is also examined, along with an in-depth analysis of emotional stress.

This course is also offered as PE-263.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATION: MATH 952 or Math 953X2 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process

0052	01	MTWTH	08:00a-10:15a	LEC 3.00	LADM-121	Ledoux,J
Note: Ref. No. 0052 - 6 week class: 06/15 - 07/23						

Ref Sec Days Time Type/Units Room Instructor

## HISTORY

HIST 100 History of the United States to 1877  
3.00 Units

Survey of American history from the pre-Columbian period to the end of the Reconstruction Era in 1877.

Associate Degree Applicable  
Course credit transfers to both CSU and UC.  
CAN (California Articulation Number) HIST 8  
CAN (California Articulation Number) HIST SEQ B  
DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

0054 01 TWTH 07:30a-10:20a LEC 3.00 BC-101 Perez,M  
Note: Ref. No. 0054 - 6 week class: 06/15 - 07/23

HIST 101 History of the United States 1865 to Present  
3.00 Units

Survey of American history from 1865 to the post-industrial, consumer society of the early 21st century.

Associate Degree Applicable  
Course credit transfers to both CSU and UC.  
CAN (California Articulation Number) HIST 10  
CAN (California Articulation Number) HIST SEQ B  
DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

0056 01 TWTH 10:30a-01:20p LEC 3.00 BC-101 Perez,M  
Note: Ref. No. 0056 - 6 week class: 06/15 - 07/23

## MATHEMATICS

MATH 952 Prealgebra 4.00 Units

This course prepares students for elementary algebra, MATH 090, providing a transition from arithmetic to algebra, covering operations with signed numbers, solving simple single variable linear equations, combining like terms, ratios, proportions, percents and their applications, perimeter, area, and volume of common geometric figures. Fractions and decimals are reviewed throughout the course.

Not Applicable to the Associate Degree  
PREREQUISITE: MATH 942 or MATH 943X2 or equivalent as determined through the Crafton Hills College assessment process

0058 01 MTWTH 07:30a-10:27a LEC 4.00 LR-348 Leon,R  
Note: Ref. No. 0058 - 6 week class: 06/15 - 07/23

Ref Sec Days Time Type/Units Room Instructor

MATH 090 Elementary Algebra 4.00 Units  
Manipulation of algebraic expressions including ones with integer exponents and factoring, solving increasingly difficult equations and their applications, graphing lines and drawing conclusions from the graph. Introduction of rational expressions. Students are expected to be proficient with the arithmetic of positive and negative numbers including fractions upon entering MATH 090.

This course is also offered as MATH-090C.  
Associate Degree Applicable  
PREREQUISITE: MATH 952 or MATH 953X2 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process

0060 01 MTWTH 07:30a-10:27a LEC 4.00 CHS-237 Ramirez,R  
Note: Ref. No. 0060 - 6 week class: 06/15 - 07/23

0062 02 MTWTH 06:00p-09:00p LEC 4.00 BC-104 McLoughlin,P  
Note: Ref. No. 0062 - 6 week class: 06/15 - 07/23

MATH 095 Intermediate Algebra 4.00 Units  
Study of rational exponents and radicals; quadratic, absolute value, rational and radical equations; complex numbers; absolute value inequalities; operations with functions; introduction to exponential and logarithmic functions; graphs of the basic functions and their translations.

This course is also offered as MATH-095C.  
Associate Degree Applicable  
PREREQUISITE: MATH 090 or Math 090C or eligibility for MATH 095 as determined through the Crafton Hills College assessment process

0064 01 MTWTH 07:30a-10:27a LEC 4.00 BC-105 Ramirez,S  
Note: Ref. No. 0064 - 6 week class: 06/15 - 07/23

0066 02 MTWTH 10:30a-01:27p LEC 4.00 BC-106 Gibson,K  
Note: Ref. No. 0066 - 6 week class: 06/15 - 07/23

0068 03 MTWTH 06:00p-09:00p LEC 4.00 BC-101 Burke,J  
Note: Ref. No. 0068 - 6 week class: 06/15 - 07/23

MATH 095C Intermediate Algebra Part C  
1.50 Units

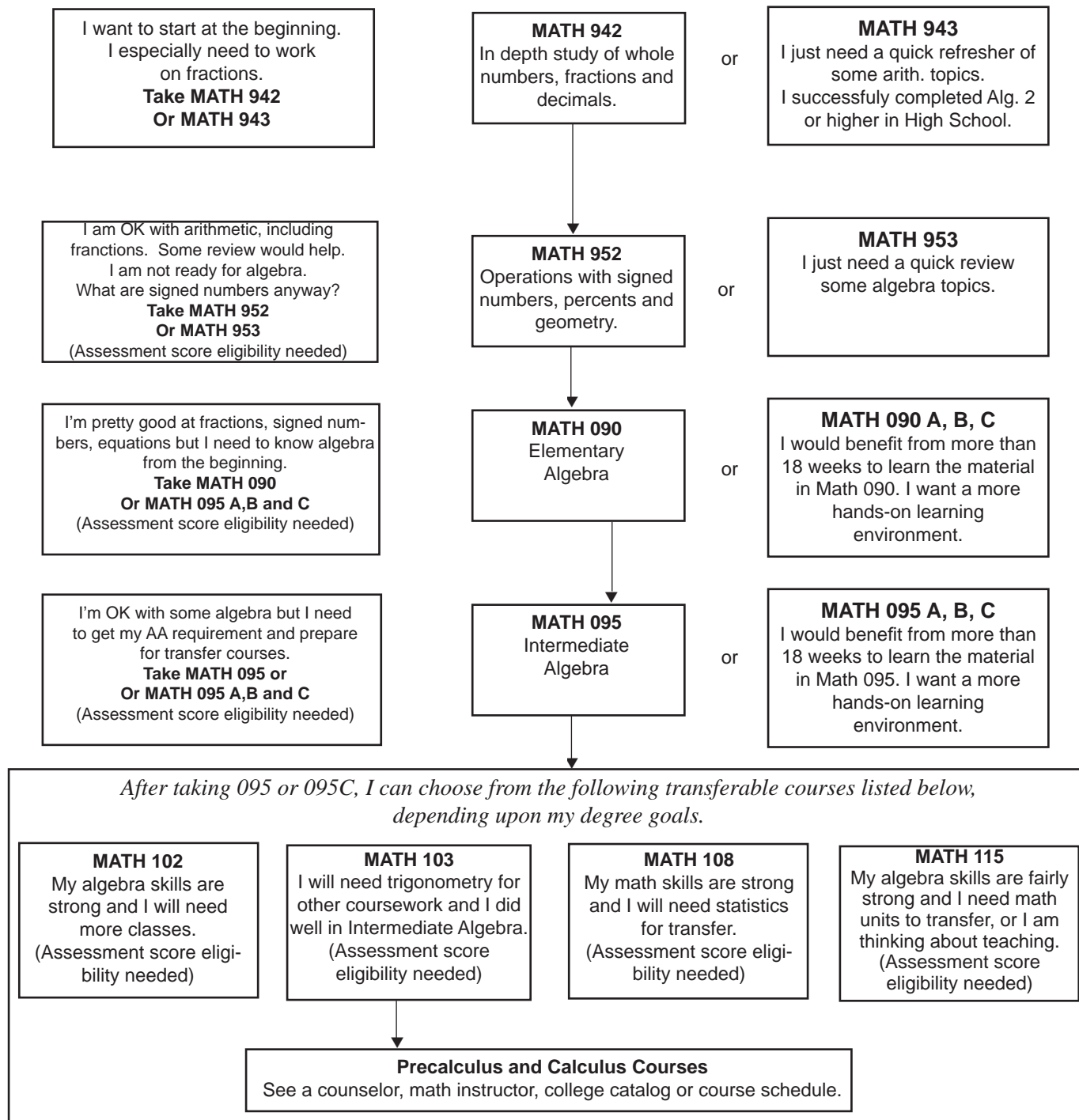
Study of operations with functions; distance and midpoint; introduction to exponential and logarithmic functions; graphs of the basic functions and their translations. MATH 095ABC is the equivalent to MATH 095. Credit cannot be granted for both MATH 095C and MATH 095. All three parts, MATH 095ABC are needed to meet the AA degree requirement.

This course is also offered as MATH-095.  
Associate Degree Applicable  
PREREQUISITE: MATH 095B

0070 01 MTWTH 10:30a-11:10a LEC 1.50 LR-348 Sidhum,Y  
MTWTH 11:15a-12:20p LAB LR-348 Sidhum,Y  
Note: Ref. No. 0070 - 6 week class: 06/15 - 07/23

## Levels and Order of Mathematics Classes

The ability to think and reason using mathematical concepts is an essential skill. There are several starting points for you to enter at the right level. Starting at the right class will let you move successfully from class to class and to get to the point you need in the shortest amount of time. Start with the assessment test in the Counseling Center. Based on your eligibility determined on the assessment, choose the statement that best describes you, meet with a counselor to discuss the path and to be sure all prerequisites are cleared and follow that path. A counselor can also show you a sheet with the skills needed for each class and help you interpret the assessment scores. They also have a more detailed sheet explaining the differences between MATH 102, 108 and 115.



**Visit the Learning Center, 3rd Floor of the Library • Free tutoring for all Math Classes**  
7:30 am to 10 pm, Monday - Thursday -AND- 7:30 am to 4 pm, Friday

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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**MATH 102** College Algebra 4.00 Units  
 Study of logarithms, sequences, series, mathematical induction, the Binomial Theorem, graphing conic sections, inverse functions, operations with radicals, systems of quadratic equations, and solving systems of three or more linear equations in three or more variables by matrices, and determinants; introduction to graphing rational functions, and the theory of equations.

Associate Degree Applicable  
 Course credit transfers to CSU.  
 Limited transfer to UC; contact a counselor for details.  
 CAN (California Articulation Number) MATH 10  
 PREREQUISITE: MATH 095 or eligibility for MATH 102 as determined through the Crafton Hills College assessment process

0072	01	MTWTH	10:30a-01:27p	LEC 4.00	CHS-237	Greene,R
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Note: Ref. No. 0072 - 6 week class: 06/15 - 07/23

**MATH 108** Statistics 4.00 Units  
 Introduction to probability, descriptive and inferential statistics, with application to the natural sciences, business, economics, and behavioral sciences.

This course is also offered as PSYCH-108.  
 Associate Degree Applicable  
 Course credit transfers to both CSU and UC.  
 CAN (California Articulation Number) STAT 2  
 PREREQUISITE: MATH 095 or MATH 095C or eligibility for MATH 108 as determined through the Crafton Hills College assessment process  
 DEPARTMENTAL RECOMMENDATION: MATH 117

0074	01	MTWTH	07:30a-10:27a	LEC 4.00	CL-218	Pfahler,D
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Note: Ref. No. 0074 - 6 week class: 06/15 - 07/23

## MICROBIOLOGY

**MICRO 150** Medical Microbiology 5.00 Units  
 Study of microbiology, emphasizing the biology of microorganisms including bacteria, fungi, protozoans, helminths, and viruses. Introduces fundamental principles of medical microbiology including microbial cultivation, metabolism, genetics, growth, and control. Principles of epidemiology, disease transmission and a survey of communicable diseases are also included.

Associate Degree Applicable  
 Course credit transfers to CSU.  
 Limited transfer to UC; contact a counselor for details.  
 CAN (California Articulation Number) BIOL 14  
 PREREQUISITE: CHEM 101

0076	01	MTWTH	10:30a-12:45p	LEC 5.00	LADM-304	Casale,W
		MTWTH	08:00a-10:15a	LAB	LADM-201	Casale,W
		MTWTH	01:00p-03:15p	LAB	LADM-201	Casale,W

Note: Ref. No. 0076 - 6 week class: 06/15 - 07/23  
 Both laboratory meeting times are required of all students enrolled in Micro 150.

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## MUSIC

**MUSIC 103** Appreciation of American Popular Music 3.00 Units

Study of American popular music.  
 Associate Degree Applicable  
 Course credit transfers to both CSU and UC.

0078	70	ARR	HRS/WK	LEC 3.00		McConnell,M
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Note: Ref. No. 0078 - 6 week class: 06/15 - 07/23  
 This class is an online course with no on-campus meetings.  
 Participation in this online class requires that students have access to a computer that is connected to the Internet and has a CD-ROM drive and speakers or headphones. For complete information refer to the online page in this schedule.

## OCEANOGRAPHY

**OCEAN 101** Elements of Oceanography 3.00 Units

Study of the basic principles of oceanography, including geology, physics, chemistry, and biology of the oceans. Topics include the structure of the earth and sea floor, the physics and chemistry of the ocean, atmospheric wind and ocean circulation, waves, currents, tides, marine plants and animals, ecological concepts, and environmental concerns. Tools of oceanographic inquiry include maps, remote sensing, Geographic Information Systems, Global Positional Systems, and field trips.

Associate Degree Applicable  
 Course credit transfers to CSU.  
 Limited transfer to UC; contact a counselor for details.

0080	01	MTWTH	01:00p-03:15p	LEC 3.00	LADM-121	Hughes,R
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Note: Ref. No. 0080 - 6 week class: 06/15 - 07/23

## PHILOSOPHY

**PHIL 103** Introduction to Logic: Argument and Evidence 3.00 Units

Introduction to the techniques of critical thought, including language analysis, inductive and deductive logic, symbolic logic and the development of the scientific method.

Associate Degree Applicable  
 Course credit transfers to both CSU and UC.  
 CAN (California Articulation Number) PHIL 6  
 DEPARTMENTAL RECOMMENDATIONS: ENGL 101; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

0082	01	MTWTH	01:30p-03:45p	LEC 3.00	LADM-304	Linfield,L
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Note: Ref. No. 0082 - 6 week class: 06/15 - 07/23

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## PHYSICAL ED

PE 263 Nutrition and Health 3.00 Units

Review of the literature on the basic nutrients: Protein, fat, carbohydrate, vitamins, minerals, and water, development of the skills necessary to analyze, evaluate, and prescribe a dietary intake for healthy individuals. The relationship between lifestyle factors and disease in America is also examined, along with an in-depth analysis of emotional stress.

This course is also offered as HEALTH-263.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATION: MATH 952 or MATH 953X2 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process

0084	01	MTWTH	08:00a-10:15a	LEC 3.00	LADM-121	Ledoux,J
Note: Ref. No. 0084 - 6 week class: 06/15 - 07/23						

## PHYSICS

PHYSIC 100 Introduction to Physics 4.00 Units

Introduction to the ideas, concepts, and theories of physics including mechanics, waves, heat, electromagnetism, and atomic and nuclear structure. This course does not require students to have extensive knowledge of mathematics.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

0086	01	MTWTH	10:30a-12:45p	LEC 4.00	LADM-121	Adams,M
		MTWTH	08:00a-10:15a	LAB	LADM-115	Adams,M
Note: Ref. No. 0086 - 6 week class: 06/15 - 07/23						
0088	02	MTWTH	10:30a-12:45p	LEC 4.00	LADM-121	Adams,M
		MTWTH	01:00p-03:15p	LAB	LADM-115	Hughes,B
Note: Ref. No. 0088 - 6 week class: 06/15 - 07/23						

## PSYCHOLOGY

PSYCH 100 General Psychology 3.00 Units

Survey of the nature and scope of psychology including the topics of neurophysiology, sensation, perception, learning, memory, cognition, intelligence, language, emotion, motivation, personality, psychopathology, treatment and social psychology.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) PSY 2

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101;

MATH 090; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

0090	01	TWTH	10:30a-01:20p	LEC 3.00	CL-218	Staff
Note: Ref. No. 0090 - 6 week class: 06/15 - 07/23						

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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PSYCH 108 Statistics 4.00 Units  
Introduction to probability, descriptive and inferential statistics, with application to the natural sciences, business, economics, and behavioral sciences.

This course is also offered as MATH-108.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

PREREQUISITE: MATH 095 or eligibility for MATH 108 as determined through the Crafton Hills College assessment process

DEPARTMENTAL RECOMMENDATION: PSYCH 117

0092	01	MTWTH	07:30a-10:27a	LEC 4.00	CL-218	Pfahler,D
Note: Ref. No. 0092 - 6 week class: 06/15 - 07/23						

## RESPIRATORY CARE

RESP 050 Introduction to Respiratory Care 2.00 Units

Introduction and orientation to the field of respiratory care.

Associate Degree Applicable

0094	01	TTH	08:00a-09:50a	LEC 2.00	CHS-123	Franklin,B
Note: Ref. No. 0094 - 8 week class: 06/01 - 07/23						

RESP 051X4 Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider 1.00 Unit

Instruction in basic life support.

Associate Degree Applicable

Note: RESP 051X4 may be taken 4 times

COREQUISITE: Acceptance into Respiratory Care Program

0096	01	M	08:00a-11:50a	LEC 1.00	CHS-123	Franklin,B
		M	01:00p-04:50p	LEC	CHS-123	Franklin,B
		TWTH	08:00a-11:50a	LAB	CHS-123	Bell,R
					CHS-127	Bryson,K
						Franklin,B
		TWTH	01:00p-04:50p	LAB	CHS-123	Bell,R
					CHS-127	Bryson,K
						Franklin,B

Note: Ref. No. 0096 - 1 week class: 08/10 - 08/13

RESP 209AX2 Clinical Refresher: Advanced Clinical Application I 2.50 Units

Continued clinical application of advanced-level skills learned in the laboratory and theory classes.

Graded on Credit/No Credit basis only.

Associate Degree Applicable

PREREQUISITE: RESP 204

0098	01	ARR	2 HRS/WK	LEC 2.50	OFFH-HOSP	Bell,R
		ARR	14 HRS/WK	CLINC	OFFH-HOSP	Bell,R

Note: Ref. No. 0098 - 9 week class: 06/01 - 07/30

Note: Ref. No. 0098 will be held at Area Hospitals in Off-Campus Hospital.

Ref	Sec	Days	Time	Type/Units	Room	Instructor
RESP 230				Advanced Theory of Respiratory Care I 2.25 Units		

Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care.  
This course is also offered as RESP-201.  
Associate Degree Applicable  
PREREQUISITE: Acceptance into Respiratory Care Program  
COREQUISITE: RESP 231, RESP 232, RESP 233

0100	01	TTH	08:00a-09:50a	LEC 2.25	CHS-127	Lockridge,H
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Note: Ref. No. 0100 - 9 week class: 06/01 - 07/30

RESP 231				Advanced Respiratory Care Skills Laboratory I 3.00 Units		
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Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care in the simulated patient-care environment.  
This course is also offered as RESP-202.  
Associate Degree Applicable  
PREREQUISITE: Acceptance into Respiratory Care Program  
COREQUISITE: RESP 230, RESP 232, RESP 233

0102	01	W	08:00a-11:50a	LEC 3.00	CHS-127	Staff
		W	01:00p-04:50p	LAB	CHS-127	Staff

Note: Ref. No. 0102 - 9 week class: 06/01 - 07/30

RESP 232				Physiologic Basis of Respiratory Disease I 2.50 Units		
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Applied cardiopulmonary, renal, and neuropathophysiology related to the diagnosis and treatment of diseases the therapist will encounter in the clinical setting.  
This course is also offered as RESP-203.  
Associate Degree Applicable  
PREREQUISITE: Acceptance into Respiratory Care Program  
COREQUISITE: RESP 230, RESP 231, RESP 233

0104	01	TTH	10:00a-12:15p	LEC 2.50	CHS-127	Brainard,C
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Note: Ref. No. 0104 - 9 week class: 06/01 - 07/30

RESP 233				Advanced Respiratory Clinical Application I 3.00 Units		
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Clinical application of advanced-level skills learned in the laboratory and theory classes.  
This course is also offered as RESP-204.  
Associate Degree Applicable  
PREREQUISITE: Acceptance into Respiratory Care Program  
COREQUISITE: RESP 230, RESP 231, RESP 232

0106	01	ARR	2 HRS/WK	LEC 3.00	OFFC-CLNC	Bell,R
		ARR	14 HRS/WK	CLINC	OFFC-CLNC	Bell,R

Note: Ref. No. 0106 - 9 week class: 06/01 - 07/30  
Note: Ref. No. 0106 will be held at Clinic in Off-Campus Clinic.

## SOCIOLOGY

SOC 100				Introduction to Sociology 3.00 Units		
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Survey of concepts and theories of society and culture, social organizations, social stratifications, social change and social policy.  
Associate Degree Applicable  
Course credit transfers to both CSU and UC.  
CAN (California Articulation Number) SOC 2  
DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101; MATH 095 or MATH 095C

0108	01	TWTH	07:30a-10:20a	LEC 3.00	CHS-122	Shelby,P
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Note: Ref. No. 0108 - 6 week class: 06/15 - 07/23

## SPANISH

SPAN 101				College Spanish I 5.00 Units		
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Introductory course beginning the development of the student's listening, speaking, reading and writing skills in Spanish. NOTE: This course corresponds to the first year of high school Spanish.  
Associate Degree Applicable  
Course credit limited transfer CSU & UC.  
Contact a counselor for details.  
CAN (California Articulation Number) SPAN 2  
CAN (California Articulation Number) SPAN SEQ A

0110	01	MTWTH	08:00a-11:45a	LEC 5.00	PAC-309	Lin Shull,C
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Note: Ref. No. 0110 - 6 week class: 06/15 - 07/23

## SPEECH COMMUNICATION

SPEECH 100				Elements of Public Speaking 3.00 Units		
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Introductory study and training in public communication.  
Associate Degree Applicable  
Course credit transfers to both CSU and UC.  
CAN (California Articulation Number) SPCH 4  
DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 or concurrent enrollment in ENGL 015

0112	01	TWTH	07:30a-10:20a	LEC 3.00	BC-106	Hogrefe,R
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Note: Ref. No. 0112 - 6 week class: 06/15 - 07/23

0114	02	TTH	06:00p-08:50p	LEC 3.00	BC-106	O'Shaughnessy,V
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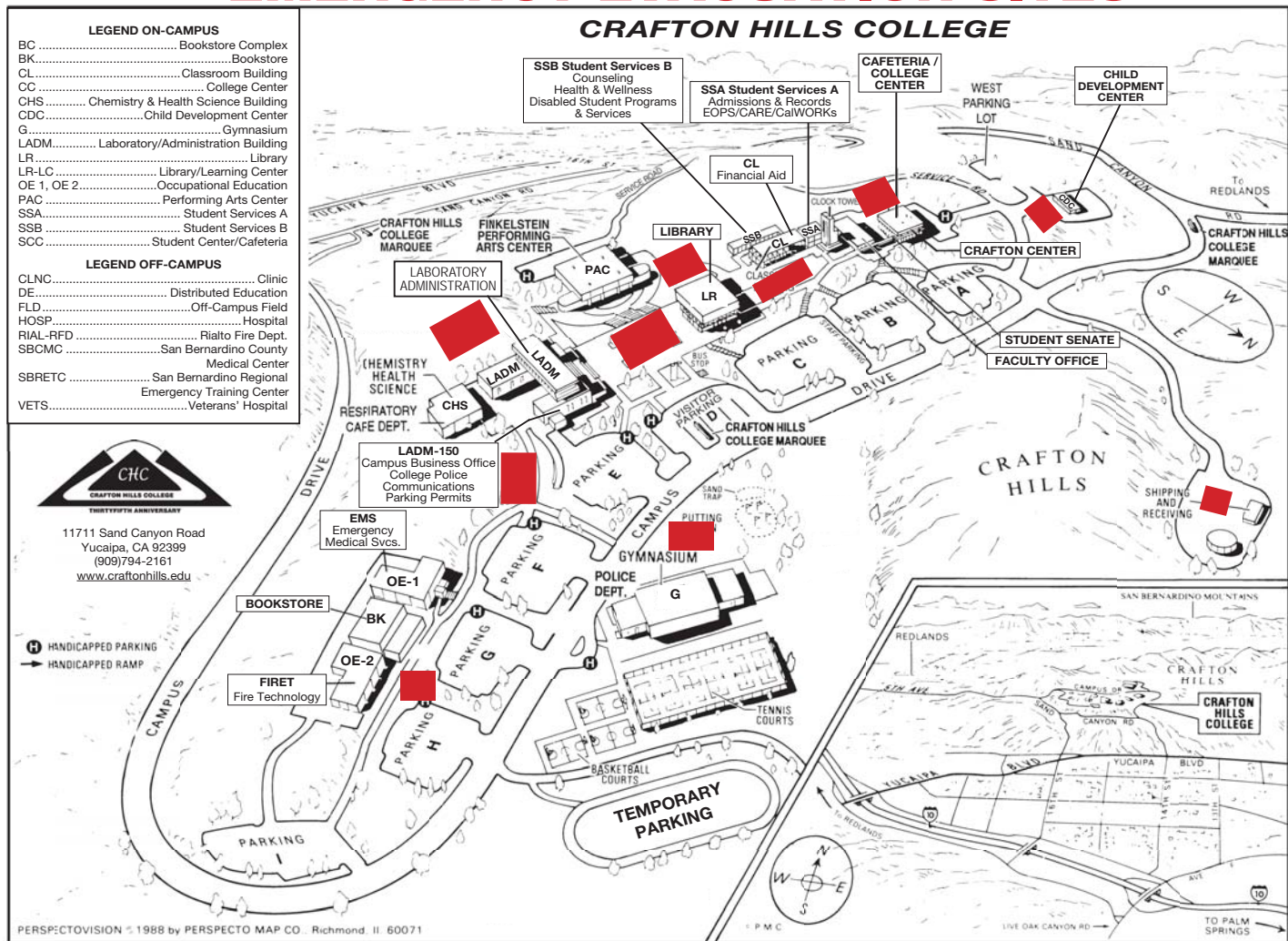
Note: Ref. No. 0114 - 8 week class: 06/01 - 07/23



## CHC Evacuation Areas

If Buildings are evacuated during an emergency, occupants will gather in the evacuation areas.

### EMERGENCY EVACUATION SITES



# 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

## 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 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>



SAN BERNARDINO  
COMMUNITY  
COLLEGE  
DISTRICT



# Semester in SALAMANCA, SPAIN

## - SPRING 2009 -



Crafton Hills College's Semester in Salamanca, Spain for Spring 2009 provides a very enriching experience. You will enjoy the historical surroundings, grow intellectually, and enhance your overall knowledge of the world while making normal progress toward your degree objectives. You will earn 12 units in courses taught by faculty from Crafton Hills College or one of the other community colleges in the Southern California Foothills Consortium.

Theatres, major symphony orchestras, world-class operatic performances, concerts, recitals, ballet performances, and an unparalleled range of live rock and ethnic music are just some of the cultural opportunities available.

- Earn college credit transferable for a bachelor degree.
- Most courses fulfill general education requirements.
- Participate in the Spanish Life and Culture class with exciting guest speakers and field trips.
- Take advantage of low-cost flights, living accommodations.
- Consider optional tours to explore the great cities and historic sites of Europe.

*Semester in*

**LONDON**  
offered Fall 2009

For more information call Lynn Jamison at the  
Citrus College Study Abroad Office,  
(626) 914-8560, visit our website at  
<http://info.citruscollege.com/studyabroad>,  
or pick up materials at the entrance of the Faculty Offices at CHC.  
CHC Professor Kris Acquistapace, Advisor: (909) 389-3347.

**Financial Aid is available to eligible students.  
Early application is essential.  
Contact the Citrus College Financial Aid Office.**

# Career and Technical Education

is online at Crafton Hills College with the Services below through the Career Center.

**Call (909) 389-3361**

- Career Information
- Career Interest Self-Evaluation
- Occupational Aptitude Assessment
- Pre-Employment Assistance  
(how to write a resume; interview techniques)

For additional information, consult the CHC catalog or contact an office listed below:

**Counseling Center**

Telephone: (909) 389-3366

Room: SSB-201

E-mail: [counselingcenter@craftonhills.edu](mailto:counselingcenter@craftonhills.edu)

**Career Center**

Telephone: (909) 389-3361

Room: SSB-202

E-mail: [careercenter@craftonhills.edu](mailto:careercenter@craftonhills.edu)

# Plus

**Degree and Certificate Programs in the Occupation fields noted below:**

- **Allied Health Services**

- Radiologic Technology

Contact Morris Hunter at (909) 580-3540 for more information

- Respiratory Care

Contact Cynthia Bidney at (909) 389-3286 for more information

- **Business and Information Technology**

- Accounting (Certificate Only)
- Business Administration
  - Business Management
  - Retail Management
- Computer Information Systems
  - 3D Computer Animation
  - Computer Assisted Graphic Design
  - Cisco Certified Network Associate
  - Cisco Certified Network Professional
  - Computer Hardware Technician
  - Programming
  - Webmaster I
  - Web Design
- Marketing Management (Certificate Only)
- Office Computer Applications
  - Office Assistant I
  - Office Assistant II

Contact Catherine Pace-Pequeno at (909) 389-3430 for more information

- **Child Development and Education**

Contact JoAnn Jones at (909) 389-3213 for more information

- **Public Safety and Emergency Services**

- Administration of Justice

Contact Dan Word at (909) 389-3570 for more information

- Emergency Medical Services

Contact Aimee Marshall at (909) 389-3252 for more information

- Fire Technology

Contact Sue Breazile at (909) 389-3408 for more information

### Financial Aid IMPORTANT Dates to REMEMBER

<b>June</b>	<b>Summer Session begins. 2009-2010 BOG Fee Waiver available for Fall 2009 June 11th Deadline for Summer Pell Grant application Pell Priority and campus based aid for Fall 2009 deadline is June 18th</b>
<b>July</b>	<b>Begin mailing award letters for Fall 2009-2010</b>
<b>August</b>	<b>First Pell disbursement for Fall 2009 will be mailed if your file is complete by June 18th and enrolled in at least 6 units prior to July 16, 2009</b>

If you need help with the cost of attending college, the Financial Aid Office may be able to help. The Financial Aid Philosophy is "No Student should be denied access to an educational experience because of a lack of funds." The distribution of these state and federal funds is closely regulated by laws & regulations designed to direct support to those who need them most.

#### **Determining Need**

The process starts with the Free Application for Federal Student Aid. Based on the information you provide, the Department of Education established a contribution from you and/or your family toward your educational expenses. Your financial need is the difference between the cost of attendance and the contribution from you and/or your family.

#### **Refund Policy**

Students receiving Federal Aid Title IV funds who withdraw or drop without notice from all classes prior to or during the 10th week of the semester (60%), will be subject to Federal refund policies. Students who receive federal financial aid and do not attend any classes will be required to repay all the funds they received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received. Examples of refunds are available from the Financial Aid Office. The college will bill the student and holds will be placed on records until the funds are repaid by the student.

#### **Satisfactory Academic Progress**

Satisfactory Academic Progress is required of all Financial Aid students. If the college places you on probation you are automatically on probation with the Financial Aid Office. Satisfactory progress will be monitored at the end of each spring semester for all Financial Aid students who apply for Aid for the next school year. Detailed information on standards required are available in the Financial Aid Office.

#### **Financial Aid Staff**

John Muskavitch	Director	389-3269
Juanita Sousa	Coordinator	389-3224
Sandra L. Roberts	Financial Aid Specialist	389-3242
Carrita Morales	Clerical Assistant	389-3223
Fermin Ramirez	Outreach Coordinator	389-3240

#### **ALL CHECKS WILL BE MAILED**

### **- B O G -**

#### **APPLICATIONS AVAILABLE IN THE FINANCIAL AID OFFICE**

California resident student fees can be WAIVED. There are three types of eligibility. You only need to be eligible for one:

**METHOD A:** Please provide proof of AFDC/TANF, SSI, or General Relief benefits being received. (If you are considered dependent, you must provide proof of the benefits your parents are receiving.) Acceptable documentation: Copy of current check, current month's or last month's eligibility letter or untaxed income verification form (available in the Financial Aid Office). Please note: Proof of food stamps or medical card is not acceptable documentation.

**METHOD B:** Please provide information regarding your household size and all sources of income by completing section B on the back of the form. If awarded a BOG B, your enrollment and health fees will be waived. Federal tax returns must be submitted.

**METHOD C:** If you don't qualify for Method A or B, you may qualify under Method C. To be evaluated under Method C you must complete a FAFSA. Once you receive your SAR (Student Aid Report) in the mail, attach it to a completed BOG application and turn it in to the Financial Aid Office. This process can take up to three weeks.

#### **FEE-WAIVERS DO NOT COVER BOOKS**

#### **Financial Aid Programs For You**

The Financial Aid Office has detailed information on the following financial aid programs:

- Pell Grant
- Federal Work Study (FWS)
- Stafford Loan Program (FFELP)
- Board of Governors Grant Waiver (BOG)
- Supplemental Educational Opportunity Grant (SEOG)

**OFFICE:** Classroom Building, Room 214 (CL-214)  
**Hours:** Monday-Thursday 9:00 am - 6:00 pm  
5:30 pm to open a file for 2009-2010  
Friday- Closed

## There is a new federal law this year about paying back money if you leave school

If you get a GRANT and then WITHDRAW from all your classes, you will OWE money back to the federal program. Here's how it works:

According to the day you withdraw, the Financial Aid Office will calculate the part of the grant that you have "earned". NOTE: If you withdraw after you have earned 60% of your grant, you do not owe any repayment.

(Don't worry if you don't understand, the Financial Aid Office will calculate the amount for you.)

*Example: Say you get a \$1000 grant. If there are 100 days in the term and you drop out on the 26th day, then you earned 26% of your grant*

The Financial Aid Office will multiply your grant money and figure out what you earned, and did not earn.

*\$1000 grant x 26% = \$260 earned; \$1000 x 74% = \$740 unearned.*

The college will owe some of the money back depending on the number of units you took:

*You took 12 units at \$26 each = \$312 x 74% (unearned) = \$231 the college has to pay.*

You will have to pay back the unearned amount, minus the college share, times 50%.

*\$740 - \$231 = \$509 x 50% = \$255 you have to pay the federal program.*

If you receive Federal Work Study (FWS) money and withdraw, you do not owe any FWS money back. You always get to keep the salary you have earned.

## If you are thinking of withdrawing or Just leaving... Please think again!

Immediately see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses. Maybe there are services (like tutoring or personal support) that will help you stay. Talk to your instructors, see what advice they can offer.

## Don't leave unless you must But if you must, take care of business before you go.

Begin the withdrawal process at the Admissions and Records Office. This office will tell you the process and the rules.

Immediately go to the Financial Aid Office in the Classroom Building, Room 214. Learn how much you will owe and how you will have to repay it.

Please work with the Financial Aid Office. You can arrange for regular payments with the Federal government without losing your student aid eligibility, so it's important to take care of the details before you go. If you leave without taking care of this business and you owe money, the Financial Aid Office will have to put a national HOLD on your student aid eligibility.

REGULATION	REQUIREMENTS	OPTIONS	IMPACT
<p>All students receiving federal financial aid who completely withdraw within the first 60% of a term, payment period, or period of enrollment are subject to the new refund provision.</p> <ul style="list-style-type: none"> <li>• Effective Fall, 2000</li> <li>• The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to process.</li> <li>• During the first 60% of the enrollment period the student "earns" Title IV aid in direct proportion to the length of time he or she remains enrolled.</li> <li>• Percentage is calculated dividing the number of days completed in the term by the number of calendar days in the term.</li> <li>• Percentage is applied to the amount of disburseable aid to the student for that period of enrollment.</li> </ul>	<p><b>Student:</b></p> <p>Shares in repayment of Title IV Funds awarded that are unearned.</p> <ul style="list-style-type: none"> <li>• The student's share is the difference between the total unearned amount and the institution's share of unearned aid.</li> <li>• The student must repay their share of the unearned funds within 45 days after being billed by the District or set up a repayment schedule with the institution or the Department of Education.</li> </ul>	<p>Student repays the funds in full within 45 days of notification.</p> <p>Student is referred to the Department of Education for collection after the District notifies the student of overpayment and affords the student 45 days to repay overpayment in full or sets up a repayment schedule.</p>	<ul style="list-style-type: none"> <li>• The District must bill and collect the overpayment within 45 days.</li> <li>• The District must set up, monitor and collect overpayment.</li> <li>• If the schedule does not adhere to repayment plan the Financial Aid Office must be notified and the student must be referred to the Department of Education for collection.</li> <li>• The District must bill and attempt to collect the overpayment from student within 45 days of notification.</li> <li>• The District has no further collection obligation after 45 days have expired.</li> </ul>
	<p><b>Institution:</b></p> <ul style="list-style-type: none"> <li>• Shares in the repayment of Title IV funds for the unearned portion of tuition and fees.</li> <li>• <b>Institutional share is the lesser of:</b></li> <li>• The total amount of unearned aid; or</li> <li>• Institutional charges multiplied by the percentage of aid that was unearned.</li> <li>• Must make post-withdrawal disbursements to eligible students who earned more aid than was disbursed prior to withdrawal.</li> <li>• The institution must define and publicize its withdrawal process.</li> </ul>	<p>The District must return its share of unearned Title IV funds no later than 30 days after it determines that the student withdrew.</p>	<ul style="list-style-type: none"> <li>• The District is refunding General Funds monies <u>to the Title IV Programs.</u></li> </ul>
		<p>The District has the option to bill the student for the institution's share of Title IV overpayment.</p>	<ul style="list-style-type: none"> <li>• Students will incur an additional liability if they are billed for the institutional share of Title IV overpayments.</li> <li>• Students will have an institutional liability that will prevent them from enrolling, per Board Policy, until the funds are repaid.</li> </ul>

# California Community Colleges 2008-2009 Board Of Governors Fee Waiver Application

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This is an application to have your ENROLLMENT FEES WAIVED. This FEE WAIVER is for California residents only. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) immediately. Contact the Financial Aid Office for more information. The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or at the Financial Aid Office.

Note: Students who are exempt from paying nonresident tuition under Education Code Section 68130.5 (AB 540) are NOT California residents. If you are NOT a California resident, you are not eligible for a fee waiver. Do not complete this application. You may apply for financial aid by completing the FAFSA.

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Last First Middle Initial  
 Email (if available): \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Home Address: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Street City Zip Code

Has the Admissions or Registrar's Office determined that you are a California resident?  Yes  No

## IMPLEMENTATION OF THE CALIFORNIA DOMESTIC PARTNER RIGHTS AND RESPONSIBILITIES ACT

The California Domestic Partner Rights and Responsibilities Act extends new rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. If you are in a Registered Domestic Partnership (RDP), you will be treated as an Independent married student to determine eligibility for this Enrollment Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner.

Note: These provisions apply to state student financial aid ONLY, and not to federal student financial aid.

Are you or your parent in a Registered Domestic Partnership with the California Secretary of State under Section 297 of the Family Code? (Answer "Yes" if you or your parent are separated from a Registered Domestic Partner but have NOT FILED a Notice of Termination of Domestic Partnership with the California Secretary of State's Office.)  Yes  No

If you answered "Yes" to the question above treat the Registered Domestic Partner as a spouse. You are required to include your domestic partner's income and household information or your parent's domestic partner's income and household information in Questions 3, 6, 7, 8, 9, 10, 11, 12.

Student Marital Status:  Single  Married  Divorced  Separated  Widowed  Registered Domestic Partnership

## DEPENDENCY STATUS

1. Were you born before January 1, 1985?  Yes  No
  2. As of today, are you married or in a Registered Domestic Partnership (RDP)? (Answer "Yes" if you are separated but not divorced or have not filed a termination notice to dissolve partnership.)  Yes  No
  3. Do you have children who receive more than half of their support from you, or other dependents who live with you (other than your children and spouse/RDP) who receive more than half of their support from you, now and through June 30, 2009?  Yes  No
  4. Are (a) both your parents deceased, or (b) are you (or were you until age 18) a ward/dependent of the court?  Yes  No
  5. Are you a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training?  Yes  No
- If you answered "Yes" to any of the questions 1 - 5, you are considered an INDEPENDENT student for enrollment fee waiver purposes and must provide income and household information about yourself (and your spouse or RDP if applicable). Skip to Question #8.
  - If you answered "No" to all questions 1 - 5, complete the following questions:
    6. If your parent(s) or his/her RDP filed or will file a 2007 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents?  Will Not File  Yes  No
    7. Do you live with one or both of your parent(s) and/or his/her RDP?  Yes  No
  - If you answered "No" to questions 1 - 5 and "Yes" to either question 6 or 7, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a DEPENDENT student in the sections that follow.
  - If you answered "No" or "Parent(s) will not file" to question 6, and "No" to question 7, you are a dependent student for all student aid except this enrollment fee waiver. You may answer questions as an INDEPENDENT student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s) information.

## METHOD A ENROLLMENT FEE WAIVER

8. Are you (the student ONLY) currently receiving monthly cash assistance for yourself or any dependents from:
    - TANF/CalWORKS?  Yes  No
    - SSI/SSP (Supplemental Security Income/State Supplemental Program)?  Yes  No
    - General Assistance?  Yes  No
  9. If you are a dependent student, are your parent(s)/RDP receiving monthly cash assistance from TANF/CalWORKS or SSI/SSP as a primary source of income?  Yes  No
- If you answered "Yes" to question 8 or 9 you are eligible for an ENROLLMENT FEE WAIVER. Sign the Certification at the end of this form. You are required to show current proof of benefits. Complete a FAFSA to be eligible for other financial aid opportunities.



**METHOD B ENROLLMENT FEE WAIVER**

- 10. DEPENDENT STUDENT: How many persons are in your parent(s)/RDP household? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2009.) \_\_\_\_\_
- 11. INDEPENDENT STUDENT: How many persons are in your household? (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2009.) \_\_\_\_\_
- 12. 2007 Income Information

	DEPENDENT STUDENT: PARENT(S)/ RDP INCOME	INDEPENDENT STUDENT: STUDENT ( & SPOUSE'S/ RDP) INCOME
a. Adjusted Gross Income (If 2007 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).	\$ _____	\$ _____
b. All other income (Include ALL money received in 2007 that is not included in line (a) above (such as TANF benefits, disability, Social Security, child support).	\$ _____	\$ _____
TOTAL Income for 2007 (Sum of a + b)	\$ _____	\$ _____

The Financial Aid Office will review your income and let you know if you qualify for an ENROLLMENT FEE WAIVER under Method B. If you do not qualify using this simple method, you should file a FAFSA.

**SPECIAL CLASSIFICATIONS ENROLLMENT FEE WAIVERS**

- 13. Do you have certification from the CA Department of Veterans Affairs that you are eligible for a dependent's fee waiver? Submit certification.  Yes  No
  - 14. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver? Submit certification.  Yes  No
  - 15. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient? Submit documentation from the Department of Veterans Affairs.  Yes  No
  - 16. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack? Submit documentation from the CA Victim Compensation and Government Claims Board.  Yes  No
  - 17. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty? Submit documentation from the public agency employer of record.  Yes  No
- If you answered "Yes" to any of the questions from 13-17, you are eligible for an ENROLLMENT FEE WAIVER and perhaps other fee waivers or adjustments. Sign the Certification below. Contact the Financial Aid Office if you have questions.

**CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW**

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent's/registered domestic partner's 2007 U.S. Income Tax Return(s). I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Signature (Dependent Students Only) \_\_\_\_\_ Date \_\_\_\_\_

**California Information Privacy Act**

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. The Chancellor's Office policy and the policy of the community college to which you are applying for aid authorize maintenance of this information. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them.

The officials responsible for maintaining the information contained on this form are the financial aid administrators at the institutions to which you are applying for financial aid. The SSN may be used to verify your identity under record keeping systems established prior to January 1, 1975. If your college requires you to provide an SSN and you have questions, you should ask the financial aid officer at your college for further information. The Chancellor's Office and the California community colleges, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership or any other legally protected basis. Inquiries regarding these policies may be directed to the financial aid office of the college to which you are applying.

FOR OFFICE USE ONLY				
<input type="checkbox"/> BOGFW-A	<input type="checkbox"/> BOGFW-B	<input type="checkbox"/> Special Classification	<input type="checkbox"/> RDP	<input type="checkbox"/> Student is not eligible
<input type="checkbox"/> TANF/CalWORKs		<input type="checkbox"/> Veteran <input type="checkbox"/> National Guard Dependent	<input type="checkbox"/> Student	
<input type="checkbox"/> GA	<input type="checkbox"/> BOGFW-C	<input type="checkbox"/> Medal of Honor <input type="checkbox"/> 9/11 Dependent	<input type="checkbox"/> Parent	
<input type="checkbox"/> SSI/SSP		<input type="checkbox"/> Dep. of deceased law enforcement/fire personnel		

Comments: \_\_\_\_\_  
 Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENTS RIGHT TO KNOW**  
**CRIME REPORTING/CRIME STATISTICS**



**REPORTING CRIMES AND EMERGENCIES**

The San Bernardino Community College District maintains a Police and Safety Services Department with personnel available 24 hours a day. You may report any criminal action or any other emergency at Crafton Hills College anytime - day or night - by calling (909) 389-3275 or by coming in person to the Communications Office located in the Lab/Admin. Bldg., Room 153.

**Crime Statistics**

Annual crime statistics can be found on the SBCCD website at [www.sbccd.org](http://www.sbccd.org) under "About the District."

In addition, the full "Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act" handbook is available at the following locations:

- SBCCD Chancellor's Office
- CHC College Police

**Parking Permits**

**Are Required For ALL LOTS AND STREETS at Crafton Hills College**

**Vehicles without displayed parking permits are ticketed between 7:00 am and 4:30 pm Monday through Friday.**



**Illegally parked vehicles (red zone, handicapped parking, staff parking) are ticketed at all times.**

**Purchase permits in the Communications Office (LADM-153).**



Roadrunner Cafeteria  
 11711 Sand Canyon Road  
 Yucaipa California, 92399  
 (909) 389-3376

Regular Business Hours: (Jun 1st-Jun 23rd)

Mon-Thurs.  
 7:30-4:00

Fridays  
 Closed

Closed May 20-31

Hours are subject to change.

**Daily Specials:**

Mon. Charly's Tuna  
 Tues. Turkey Melt  
 Wed. Quezadilla Suprema  
 Thurs. Reuben Melt  
 Fri. Closed

**Good breakfast served**

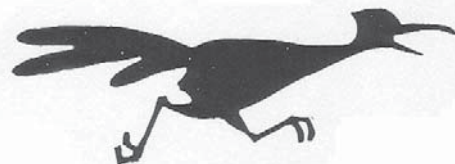
everyday, homemade killer chili, and home-style soups, corn bread and a variety of fresh made sandwiches.

Breakfast hours:  
 7:30-10:15

Lunch hours:  
 10:45-2:00

Grill closes :  
 2:00

Free 32oz drink with a purchase of Double-Cheese-Burger or a Veggie Burger.  
 This coupon is good at Crafton Hills College Cafeteria not good with any other offer or specials. limit one coupon per visit no substitution.  
 Expires June 23rd, 2009



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Easy to Use!

Go to our Homepage: [www.craftonhills.edu](http://www.craftonhills.edu)

Click On The "Apply/Register" Tab

Then Click On "Transcripts"

Under The "Records" Section

A service brought to you by  
Crafton Hills College and Credentials, Inc.

You must have a valid credit card, E-mail or fax  
and access to the Internet.

It's just that easy!!!

**Need Money to pay for your Classes?**

**You will still have a balance with  
Admissions and Records**

**We can  
Help!!!**

**Need Help  
with Books?**

**Fill out both sides of the BOG Application on page 97-98;**

Follow these simple instructions:

- ◆ If you are under 24 years of age and BOTH of the following are true or over 24 years of age, bring in a copy of YOUR 2007 Federal tax return.
  - √ You did not live with your parent(s)
  - √ Your parent(s) did NOT claim you on their taxes
  
- ◆ If you are under 24 years of age and EITHER of the following is true, bring in a copy of your PARENT'S 2007 Federal tax return. You MUST also have one parent sign the BOG application.
  - √ Your parent(s) DID claim you on their taxes
  - √ You live with your parent(s)

***Financial Aid***

If you need help with the costs of attending CHC, the Financial Aid Office may be able to help you. No student should be denied access to the educational experience because of lack of funds. The Financial Aid Office makes limited funds available to assist students in need. The office has information on the Pell Grant, California State Grants, College Work Study, Student Loan Programs, Perkins Loans, and Fee Waivers.

Any student or potential student is encouraged to inquire about the eligibility requirements for receiving financial aid. Since financial aid opportunities and regulations change periodically, you should check with the

Financial Aid Office each semester, regardless of how successful you were in obtaining aid in the past. See more information about financial aid in the schedule. Phone (909) 389-3242.

***Extended Opportunity Programs and Services (EOPS)***

Extended Opportunity Programs and Services (EOPS) is a state-funded program designed to assist in the admission and matriculation process of historically disadvantaged, low-income students. The aim of the program is to provide the necessary encouragement, support, and assistance to develop or redirect the abilities of these students to the fullest so they can undertake and complete the challenges of a higher education.

Support services include tutoring, academic counseling, financial aid assistance, and other related expenses. Check the EOPS Office for the latest criteria.

***California Work Opportunities and Responsibilities to Kids (CalWORKs)***

The CHC CalWORKs program is available to assist any student or community resident who is receiving cash aid from the county and is interested in attending college.

The goal of the CalWORKs program is to help students receiving cash aid from the county to become independent. CalWORKs provides short-term educational training programs designed to assist students in obtaining employment. The programs assist these students in successfully completing an approved certificate/occupational program and provide employment experience. CalWORKs also provides necessary child care support. Phone (909) 389-3239

***Disabled Student Programs and Services***

CHC seeks to make its programs available to disabled individuals in the community to the same extent that these programs are available to non-disabled individuals. Services include note-takers, tape recorder loans, readers, test proctoring, large print books, tutoring, mobility assistance, handicapped parking, interpreters for the deaf, preregistration, and adapted computer technology. A program to support learning disabled students is also provided. Any student with a history of learning problems is encouraged to make an appointment with a specialist. Phone (909) 389-3325

*For more information about CHC Student Services, see table of contents*



# San Bernardino Community College District

## Crafton Hills College Administration

Gloria Macías Harrison, M.A.	President
Alex E. Contreras, M.S.	Vice President, Student Services
Cheryl A. Marshall, Ed.D.	Vice President, Instruction
Charlie Ng, Jr., M.S.	Vice President, Administrative Services
Judith Ashton, M.A.	Dean, Humanities and Social Science
Joe Cabrales, M.A.	Dean, Student Services & Student Development
Kirsten Colvey, M.S.	Dean, Student Services/Counseling and Matriculation
Donna Ferracone, M.A.	Dean, Career and Technical Education
Theodore Phillips, Ed.D.	Dean, Technology and Learning Resources
Laurens K. Thurman, M.A.	Dean, Math, Science, Health and Physical Education
June C. Yamamoto, M.A.	Dean, Emergency Training Center
Cheryl Bardowell, M.P.A.	Director, Resource Development
Wayne Bogh, M.B.A.	Director, Technology Services
Rejoice Chavira, M.A.	Director, EOPS, CARE/CalWORKs
Patrick Y. Fite, B.A.	Director, Marketing and Public Relations
Mamerto Licerio, M.A.	Director, Disabled Student Programs & Services
John Muskavitch, B.S.	Director, Financial Aid
Ericka Paddock, M.A.	Director, Student Life
Cammy Purper, M.A.	Director, Child Development Center
Cidhinnia Torres Campos, Ph.D.	Director, Research and Planning
Michael Strong, B.S.	Director, Facilities, Operations & Maintenance

## District Administration

Noelia Vela, Ed.D.	Chancellor
Robert J. Temple, M.A.	Vice Chancellor, Fiscal Services
Renee Brunelle	Vice Chancellor, Human Resources & Employee Relations
Frank G. Reyes, M.A.	Executive Director, Government Relations
David Salazar, M.A.	Executive Director, Facilities, Planning and Administrative Services
Ron Gerhard, M.B.A.	Manager, Business Services
Larry Cicalone, M.B.A.	President and General Manager, KVCR-TV/FM
Bruce Griffin, M.B.A.	Chief Information Officer, Computing Services
Glen Kuck, Ed.D.	Director, Distributed Education and Technology Services
Diogenes Shipp, M.A.	Interim Director, Human Resources
Donna Hoffmann, M.A.	District Director, Marketing and Public Relations
Crispina Ongoco, B.S.	Director, Fiscal Services
Matthew Isaac, Ph.D.	Executive Director, Economic Development and Corporate Training
Patrick McCurry	District Director, Public Safety (Chief of Police)
Kevin Fleming, M.B.A.	Director, Center of Excellence
Steven Sutorus, M.B.A.	Director, Internal Audits

## Board of Trustees

Charles S. Terrell, Jr., Ed.D.	President
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Charles H. Beeman, Pharm. D.	Trustee
Carleton W. Lockwood, Jr., B.S.	Trustee
Donald L. Singer, Ph.D.	Trustee
Stefan Colvey	Student Trustee, CHC
Javier Alcaraz	Student Trustee, SBVC

**\*\*\*\*DO NOT USE THESE CODES FOR FINANCIAL AID PURPOSES\*\*\*\***

**HIGH SCHOOL CODES**

Code	School	Code	School	Code	School
(363022)	Alta Loma	(010573)	Great Oak	(363077)	Redlands East Valley
(363042)	Apple Valley	(363092)	Grove	(363059)	Rialto
(333002)	Arlington	(010671)	Hamilton	(363526)	Rim of the World
(363108)	Arroyo Valley	(333267)	Hemet	(363052)	Ruben S. Ayala
(363007)	Baker	(363090)	Henry J. Kaiser	(333713)	Rubidoux
(333021)	Banning	(363040)	Hesperia	(363030)	San Andreas/Highland
(363132)	Bloomington	(333319)	Indio	(363584)	San Bernardino
(363080)	Barstow	(333319)	John F. Kennedy	(363608)	San Geronio
(333047)	Beaumont	(333440)	John W. North	(333765)	San Jacinto
(363106)	Big Bear	(333041)	Jurupa Valley	(333070)	Santiago
(363222)	Cajon	(333066)	La Quinta	(363023)	Serrano
(333039)	Canyon Springs	(333000)	La Sierra	(363078)	Silverado
(333057)	Cathedral City	(010792)	Lakeside	(363027)	Silver Valley
(333044)	Centennial	(363105)	Los Osos	(363074)	Sultana
(363220)	Chaffey	(363056)	Lucerne Valley	(108191)	Summit
(363036)	Chaparral	(333085)	Martin Luther King Jr.	(333037)	Temecula Valley
(363250)	Chino	(363390)	Montclair	(333048)	Temescal Canyon
(363003)	Chino Hills	(333377)	Moreno Valley	(363648)	Trona
(010910)	Citrus Hill	(333052)	Murrieta Valley	(363674)	Twenty-nine Palms
(333099)	Coachella Valley	(363416)	Needles	(363758)	Upland
(363115)	Colony	(333423)	Norco	(333043)	Valley View
(363274)	Colton	(333429)	Norte Vista	(363801)	Victor Valley
(333160)	Corona	(363499)	Orangewood	(333107)	Vista del Lago
(010025)	Desert Mirage	(363448)	Ontario	(333035)	West Shores
(363003)	Don Antonio Lugo	(363468)	Pacific	(010283)	Wilmer Amina Carter
(363300)	Eisenhower	(333038)	Palm Desert	(603744)	Yucaipa Ninth Grade
(011062)	Eleanor Roosevelt	(333597)	Perris	(363850)	Yucaipa
(333235)	Elsinore	(333623)	Polytechnic	(363861)	Yucca Valley
(363037)	Etiwanda	(333649)	Ramona	(900000)	Other California
(363330)	Fontana	(363057)	Rancho Cucamonga	(600000)	Other out of state
(363055)	Fontana A. B. Miller	(333055)	Rancho Verde	(000000)	No High School
(363089)	Granite Hills	(363504)	Redlands	(800000)	Other Foreign

Code	College	Code	College	Code	College
(338073)	California Baptist University	(365211)	Crafton Hills College	(365594)	San Bernardino Valley College
(196140)	California State Polytechnic University, Pomona	(335687)	Riverside Community College	(337797)	University of California, Riverside
(366184)	California State University, San Bernardino	(800000)	Foreign College	(368700)	University of Redlands
(365210)	Chaffey College	(335403)	Mount San Jacinto College	(365790)	Victor Valley College
(335125)	College of the Desert	(600000)	Out of State College		



## ACADEMIC PROGRAM CODES

Associate of Arts		Associate of Arts	
Program Code	Description	Program Code	Description
C.AA.ADJUS	Administration of Justice	C.AA.MUSIC	Music
C.AA.ANTHRO	Anthropology	C.AA.PHIL	Philosophy
C.AA.ART	Art	C.AA.POLIT	Political Science
C.AA.FNARTS	Fine Arts	C.AA.PSYCH	Psychology
C.AA.BUSAD	Business Administration	C.AA.RELIG	Religious Studies
C.AA.CD	Child Development	C.AA.SOC	Sociology
C.AA.COMM	Communication	C.AA.SOCSCI	Social Science
C.AA.ECON	Economics	C.AA.SPAN	Spanish
C.AA.ENGL	English	C.AA.THART	Theatre Arts
C.AA.HIST	History	C.AA.UNDECIDED	Undecided
C.AA.HMNTS	Humanities	C.AA.UNDECLARED	Undeclared (Personal Growth, Recert, etc)
C.AA.LBSTDS-TCHPREP	Liberal Studies-Teacher Preparation		
Associate of Science		Associate of Science	
Program Code	Description	Program Code	Description
C.AS.ASTRON	Astronomy	C.AS.FIRET	Fire Technology
C.AS.BIOL/AP	BIOL/Anatomy & Physiology	C.AS.GEOG	Geography
C.AS.BIOL/M	BIOL/Microbiology	C.AS.GEOL	Geology
C.AS.BUSAD	Business Administration	C.AS.MATH	Mathematics
C.AS.CHEM	Chemistry	C.AS.MLTDSCPLNSCNC	Multiple Science
C.AS.CIS/3DCA	CIS/3D Computer Animation	C.AS.PHYSIC	Physics
C.AS.CIS/CAGD	CIS/Computer Assisted Graphic Design	C.AS.PRHLTHPRO	Pre-Health Professionals
C.AS.CIS/P	CIS/Programming	C.AS.RADIOL	Radiologic Technology
C.AS/CIS/W	CIS/Webmaster	C.AS.RESP	Respiratory Care
C.AS.EMS	Emergency Medical Services	C.AS.RESPC	Respiratory Care
C.AS.ENVSC/BIOL	Environmental Science/Biology	C.AS.SLPA	Speech-Language Pathology Assistant
C.AS.ENVSC/GEOS	Environmental Science/Geoscience Studies		
Certificate Program		Certificate Program	
Program Code	Description	Program Code	Description
C.CERT.ACCT	Accounting	C.CERT.IGETC	Transfer General Education-IGETC
C.CERT.AJ	Administration of Justice	C.CERT.MICN	Mobile Intensive Care Nurse
C.CERT.AT	Associate Teacher	C.CERT.MM	Marketing Management
C.CERT.BUSMGMT	Business Management	C.CERT.MT/A	Master Teacher/Art
C.CERT.3DCA	3D Computer Animation	C.CERT.MT/I	Master Teacher/Infant/Toddler
C.CERT.CAGD	Computer Assisted Graphic Design	C.CERT.MT/L	Master Teacher/Language & Literacy
C.CERT.CCNA	Cisco Certified Network Associate	C.CERT.MT/M	Master Teacher/Music
C.CERT.CCNP	Cisco Certified Network Professional	C.CERT.MT/S	Master Teacher/Special Needs
C.CERT.CFOT	California Fire Officer Training	C.CERT.OFCASST I	Office of Assistant I
C.CERT.CHT	Computer Hardware Technician	C.CERT.OFCASST II	Office of Assistant II
C.CERT.CIS	Computer Information Systems	C.CERT.P	Programming
C.CERT.CRT	Certified Respiratory Therapist	C.CERT.RADIOL	Radiologic Technology
C.CERT.CSU-BRDTH	Transfer General Education-CSU Breadth	C.CERT.RERT	Registry Eligible Respiratory Therapy
C.CERT.EL	Early Learning	C.CERT.RRT	Registered Respiratory Therapist
C.CERT.EMT-I	Emergency Medical Technician-I	C.CERT.RM	Retail Management
C.CERT.EMT-P	Emergency Medical Technician-Paramedic	C.CERT.SS	Site Supervisor
C.CERT.FBTA	Firefighter I Basic Training Academy	C.CERT.T	Teacher
C.CERT.FIA	Fire Inspection Academy	C.CERT.WEBDSGN	Web Design
		C.CERT.W	Webmaster I

**CRAFTON HILLS COLLEGE**  
11711 Sand Canyon Road  
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[www.craftonhills.edu](http://www.craftonhills.edu)

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# SUMMER 2009 REGISTRATION

1. New students can apply online at [www.craftonhills.edu](http://www.craftonhills.edu) and follow the steps under the menu selection "Admissions & Records."
2. For those filling out the application from the class schedule, submit or send the application to the CHC Admissions and Records Office in the Student Services Building (SSA) 213.
3. Priority WEB Registration for ALL 6-week & 8 week classes: April 20 - May 10.

Open Registration for 8-week classes: May 11 - May 31

Open Registration for 6-week classes: May 11 - June 14

(For WEB and Registration Instructions, see pages 13 - 16 in this class schedule or visit the CHC website and see the steps under "Admissions & Records")

4. Counselors are available for program advisement at the CHC Counseling Office, which is located in the Student Services B Building (SSB). Telephone: 794-2161, Ext. 3366.

**ADMISSIONS & RECORDS OFFICE:** Telephone 794-2161, ext 3372.

**OFFICE HOURS:** 8 a.m. to 7 p.m., Monday through Thursday;  
8 a.m. to 3 p.m., Friday;  
and closed on weekends.

During June 1 to July 31, 2009 the campus will be closed on Fridays and weekends.

**Crafton Hills**  
COLLEGE

**909-794-2161**  
[www.craftonhills.edu](http://www.craftonhills.edu)

SUMMER 2009