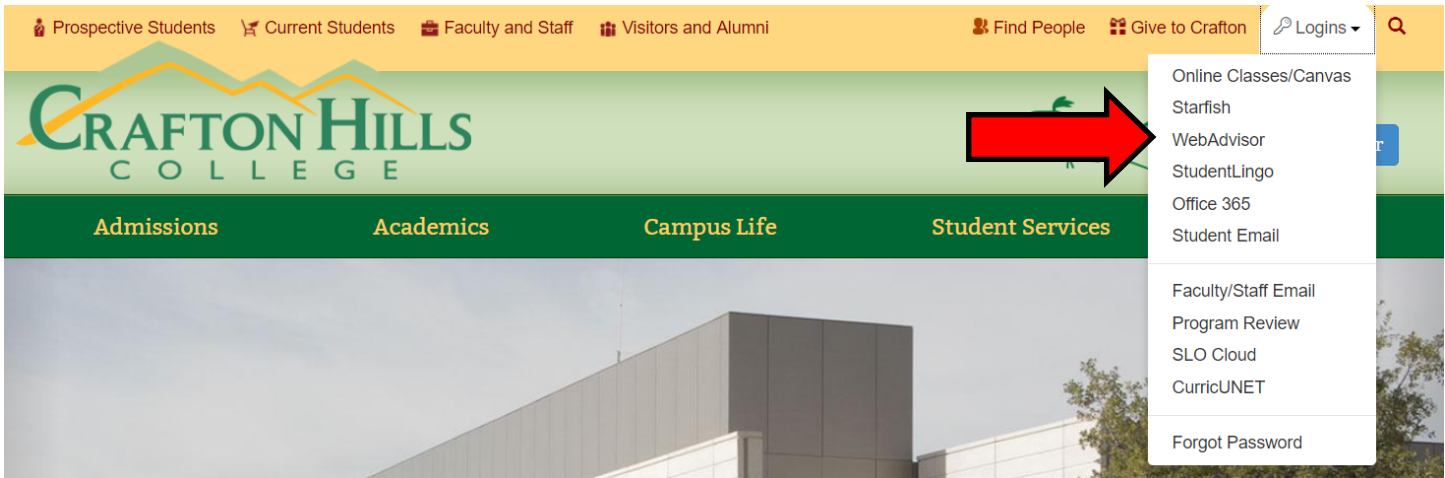


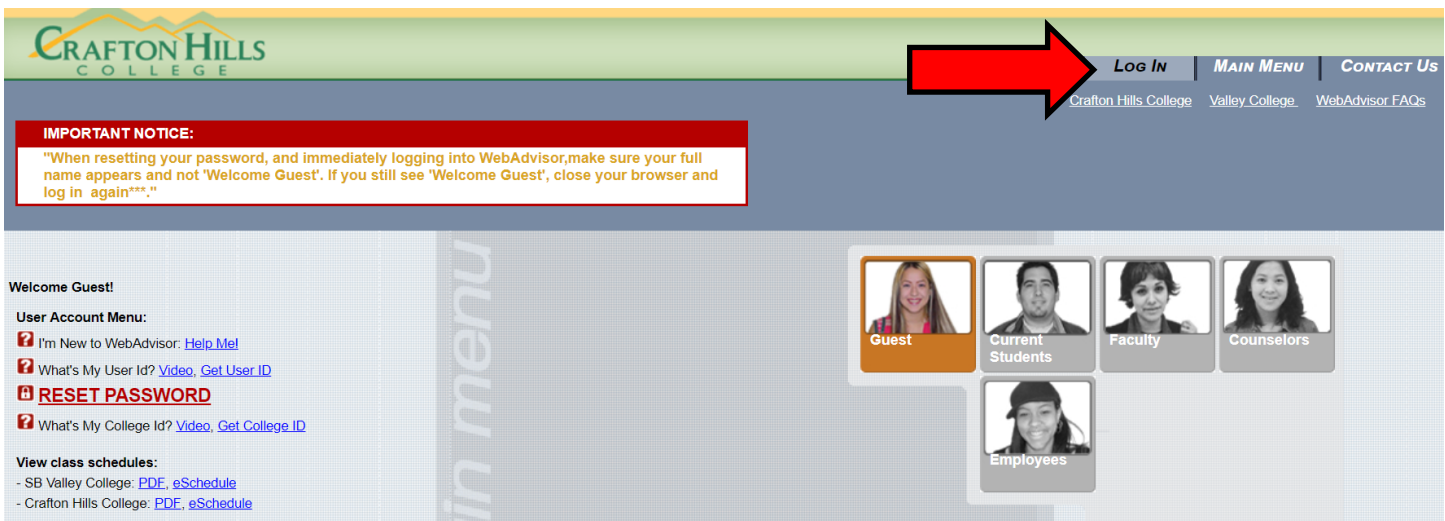
Crafton Hills College WebAdvisor Log-In Steps

STEP 1: Visit Craftonhills.edu. From the Log Ins drop down menu select **WebAdvisor**



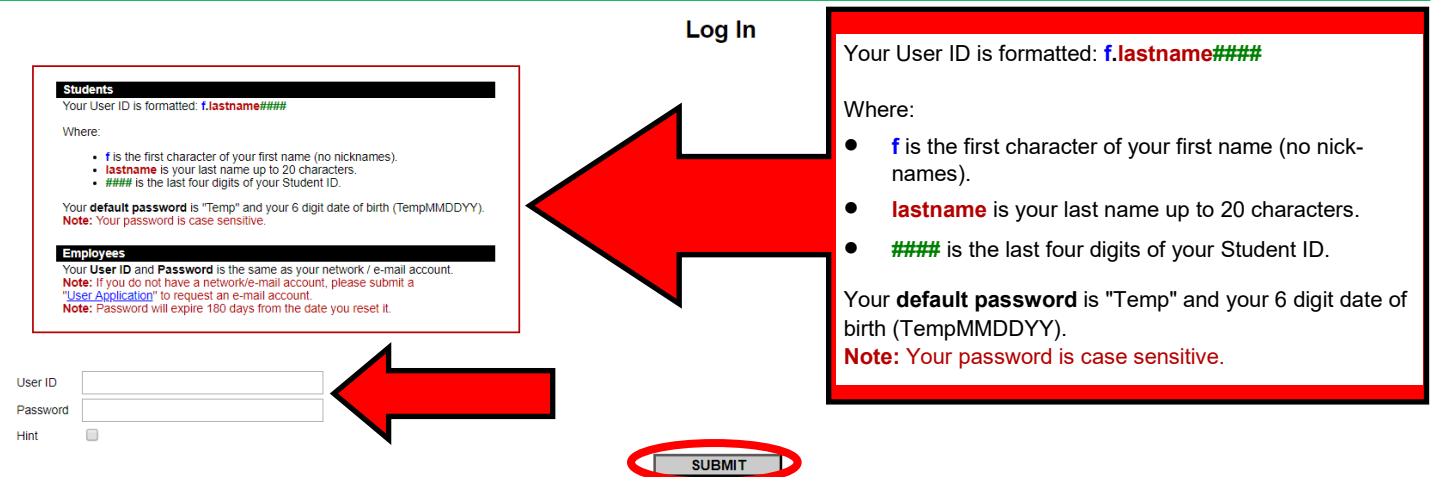
The screenshot shows the top navigation bar of the Crafton Hills College website. The 'Logins' dropdown menu is open, and a red arrow points to the 'WebAdvisor' option. Other options in the menu include Online Classes/Canvas, Starfish, StudentLingo, Office 365, Student Email, Faculty/Staff Email, Program Review, SLO Cloud, CurricUNET, and Forgot Password. The main navigation bar includes links for Admissions, Academics, Campus Life, and Student Services.

STEP 2: Select Log In



The screenshot shows the Crafton Hills College WebAdvisor login page. A red arrow points to the 'Log In' button in the top right corner. Below the navigation bar, there is an 'IMPORTANT NOTICE' box with instructions on resetting passwords. The main content area features a 'Welcome Guest!' message, a 'User Account Menu' with links for help, user ID, and password reset, and a 'View class schedules' section. On the right side, there are profile picture boxes for Guest, Current Students, Faculty, Counselors, and Employees.

STEP 3: Read the information for Students, type the User ID and Password as indicated and select **Submit.**
Upon submitting you will return to the main menu and can select the blue **Current Students** box.



The screenshot shows the 'Log In' form on the WebAdvisor page. A red box highlights the 'Students' section, which provides instructions on how to format the User ID (f.lastname####) and the default password (Temp and 6-digit date of birth). Another red box highlights the 'Employees' section, which states that the User ID and Password are the same as the network/e-mail account. A red arrow points to the 'SUBMIT' button at the bottom of the form. The form includes fields for User ID, Password, and a Hint checkbox.

Crafton Hills College Registration Steps

STEP 1: Log In to WebAdvisor and select **Register and Drop Classes**

Registration

- [My Priority Registration \(When can I register?\)](#)
- [Find Zero Textbook Cost Classes \(SBVC\)](#)
- [Find Zero Cost Textbook Classes \(CHC\)](#)
- [Search for Classes](#)
- [Register and Drop Classes](#)
- [Registration Holds \(What's keeping me from registering?\)](#)
- [Manage My Waitlist \(for classes that are full\)](#)

STEP 2: Select **Search and register for classes**

Register and Drop Classes

Please choose which type of registration you would like to use:

[Search and register for classes](#)

Use this option if you would like to look for classes, add them to your pre

[Express registration](#)

Use this option if you know the exact subject, course number, and section

STEP 3: Choose the **Term, Subject, Location (CHC)** and type the **Course Number** and select **Submit**

Term

Starting On/After Date Ending By Date

Subject	Course Number	Section
English	101	

Attendance Type Available Status

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Location

Instructor's Last Name

SUBMIT

STEP 4: Choose the course you wish to enroll in to and select **Submit**

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist
<input type="checkbox"/>	Spring 2019	Waitlisted	ENGL-101-05 (0614) Freshman Composition	Crafton Hills College	01/15/2019-05/23/2019 Lecture Tuesday, Thursday 08:00AM - 09:50AM, WEST - 109	R. Brown	0 / 25 / 2
<input type="checkbox"/>	Spring 2019	Open	ENGL-101-06 (0616) Freshman Composition	Crafton Hills College	01/15/2019-05/23/2019 Lecture Tuesday, Thursday 08:00AM - 09:50AM, WEST - 217	C. White-Elliott	14 / 25 / 0
<input type="checkbox"/>	Spring 2019	Waitlisted	ENGL-101-10 (0600) Freshman Composition	Crafton Hills College	01/14/2019-05/22/2019 Lecture Monday, Wednesday 08:00AM - 09:50AM, EAST - 105	R. Cowles	0 / 25 / 3
<input checked="" type="checkbox"/>	Spring 2019	Open	ENGL-101-11 (0602) Freshman Composition	Crafton Hills College	01/14/2019-05/22/2019 Lecture Monday, Wednesday 08:00AM - 09:50AM, WEST - 215	R. Brown	10 / 25 / 0

TERMS

Status: Open (open to register), Closed (cannot register or waitlist), Waitlist (class is full but open for waitlist)

Section Name and Title: Gain more detailed information pertaining to the course, including prerequisites, advisories, and whether the course is linked to another course

Meeting Information: Dates, times, and location of the course

Available: Number of seats available to register for the course, **Capacity:** max number of students allowed to register for the course, **Waitlist:** number of students on the waiting list wanting to add the course

STEP 5: Choose **Register, Remove from List, or Wait List** from the drop down menu and select **Submit**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty
Register	2019SP	COUN-110-70 (0408) Intro Career, Edu. & Life Plan	Crafton Hills College	03/25/2019-05/23/2019 Internet-Based - Delayed-Intr Days to be Arranged, Times to be Arranged, Room to be Announced	T. Barne
Remove from List	2019SP	ENGL-101-80 (0630) Freshman Composition	Crafton Hills College	01/18/2019-05/17/2019 Lecture Friday 08:00AM - 11:50AM, WEST - 216	J. Branson
Wait List	2019SP	MATH-110-60 (1340) Intro to Probability/Statistic	Crafton Hills College	01/14/2019-05/22/2019 Lecture Monday, Wednesday 05:00PM - 06:50PM, CNTL - 135	K. Punsalan

Visit this web link to access the **Registration How To Video:**

<https://www.youtube.com/watch?v=1Wz5gU0PYNo>