



**Turn card over for important information**

1. Attend the first class meeting of the course you wish to add.
2. After obtaining an Authorization Code you must register for courses online.
3. Go to [www.craftonhills.edu/webadvisor](http://www.craftonhills.edu/webadvisor)
4. Log In
5. Click on Current Students Icon.
6. Under the Registration heading Click "Register and Drop Classes"
7. Click on either "Search and register for classes" or "Express Registration"
8. Choose your course and click the Submit button.
9. Select Register from the Action drop down menu
10. Input your Authorization code in the "Add Code" box to the right of the course.
11. Click the Submit Button
12. The code will be validated and you will be registered into the selected course. Be sure to make your payment immediately to avoid being dropped.

*\* If you do **NOT** have internet access, CHC provides WiFi access on campus; Computers are available in the Library and Admissions & Records.*

**You are advised not to purchase textbooks until you are officially registered into the course. You are not officially registered until all fees are paid.**

- **Prior to the beginning of the term, after registering for courses, your entire registration balance must be paid by the end of the next business day.**
  - **Once the term has begun, payment is due at the time of registration.**
  - **Outstanding registration fees will result in your courses being administratively dropped for non-payment.**
- If you are a financial aid recipient, your award will not cover all of your fees. You are responsible to submit payment for any balance due.**

**AFFIX STICKER**

Code **NOT** valid before the first day of class

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**IMPORTANT!**

The "Use by" date printed on the Authorization Code label 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; the instructor **WILL NOT** 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 class schedule, CHC website or contact The Admissions & Records Office for important dates and deadlines
- You are 100% responsible for dropping a class; **NEVER** assume the instructor will drop you
- Obtain a registration class/fee statement after adding and paying for the class (es) by either of the following methods:
  1. Login to [www.craftonhills.edu](http://www.craftonhills.edu)
  2. Go to the Admissions & Records Office (picture I.D. required)

**NOTE:**

*Your registration class/fee statements 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. Admissions & Records contact information: Ph # (909) 389-3372 email [admissions@craftonhills.edu](mailto:admissions@craftonhills.edu) or visit in person (SSA 212).

**YOU MAY NOT:**

- Attend a class that you have **NOT** officially added (instructors **WILL NOT** add you)
- Add beyond the "Use by" (last day to add deadline) 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 academic or financial holds
- Obtain a registration statement form the Admissions & Records office if you have an owing balance

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