



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

**Have forgotten your student ID Number:  
Call (909) 382-8988**

**WEB REGISTRATION**

## **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 17)
- Register
- Payment

### Office Hours:

Monday - Thursday ..... 9:00 am - 6:00 pm  
 Friday ..... 9:00 am - 1:00 pm  
 (Hours are subject to change)

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.

**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)389-3239. CHC Certifying Official at (909) 389-3256

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

**Log on to: [www.craftonhills.edu](http://www.craftonhills.edu)**  
**TO CONFIRM YOUR PRIORITY LEVEL ANY TIME ON OR AFTER MARCH 01, 2010**  
**PRIORITY REGISTRATION BEGINS ON MAY 03, 2010**

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 24. 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 May 03, Tuesday May 04, Wednesday May 05.**  
**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 May 06, Friday May 07, Saturday May 08.**  
**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, May 09, Monday May 10, Tuesday May 11.**  
**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 May 12, Thursday May 13, Friday May 14.**  
**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 Saturday May 15, Sunday May 16, Monday May 17.**  
**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 18, Wednesday May 19, Thursday May 20.**

#### 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 21, Saturday May 22, Sunday May 23.**

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

<b>Web Priority Schedule</b>
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<b>Web Registration 6:00 AM - 11:50 PM</b>						
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**WEB PRIORITY SCHEDULE**

	<b>Monday May 03</b>	<b>Tuesday May 04</b>		<b>Thursday May 06</b>	<b>Friday May 07</b>	
	<b>Priority A</b>	<b>Priority A</b>	<b>Priority A</b>	<b>Priority B</b>	<b>Priority B</b>	<b>Priority B</b>
	<b>Monday May 10</b>	<b>Tuesday May 11</b>	<b>Wednesday May 12</b>	<b>Thursday May 13</b>		
<b>Priority C</b>	<b>Priority C</b>	<b>Priority C</b>	<b>Priority D</b>	<b>Priority D</b>	<b>Priority D</b>	<b>Priority E</b>
<b>Priority E</b>	<b>Priority E</b>	<b>Priority F</b>	<b>Priority F</b>	<b>Priority F</b>	<b>Priority G</b>	<b>Priority G</b>
<b>Sunday May 23</b>	<b>Open Registration</b> <b>6 - Week Session May 24 - June 27</b>					
<b>Priority G</b>						

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, 9:00 am - 6:00 pm and  
Friday (through May), 9:00 am - 1:00 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