PRIORITY REGISTRATION

STUDENTS: If you experience difficulty registering by phone or web and need assistance, please contact the Admissions & Records Office by email at admissions@valleycollege.edu or by fax at (909) 889-4988. Admissions & Records is located in the Administration/Student Services Building, Room 100. Office hours are 8:00 a.m. to 7:00 p.m., Monday through Thursday and Friday, 8:00 a.m. to 4:00 p.m.

Log on to www.valleycollege.edu or call (909) 888-1996 to confirm your registration category beginning July 1, 2006. Web/Telephone registration begins on July 17, 2006.
DSPS and EOPS registration is July 12, 2006.

Categories of Registration

To determine your priority registration date and time, you need to know your category level (A, B, C, D, E, or F) based on your student status. To confirm your category, log on to www.valleycollege.edu or call (909) 888-1996 beginning **July 17, 2006. Be sure to calculate both the number of units completed at SBVC and the number of units you are currently taking.**

Once you have determined your category level, you will be assigned a date to register. If you do not register by telephone or web on the published date, you may register on any date up until the deadlines posted at the top of page 8.

Category A
- Students enrolled at SBVC during the Spring 2006 or Summer 2006 terms who have completed 40 to 109 units at SBVC.

Category B
- Students enrolled at SBVC during the Spring 2006 or Summer 2006 terms who have completed 30 to 39.9 units at SBVC.

Category C
- Students enrolled at SBVC during the Spring 2006 or Summer 2006 terms who have completed 15 to 29.9 units at SBVC.

Category D
- Students enrolled at SBVC during the Spring 2006 or Summer 2006 terms who have completed up to 14.9 units at SBVC.

Category E
- Students who attended SBVC previously but not in the Spring 2006 or Summer 2006 terms who have reapplied for Fall 2006 admission.
- New students who have submitted an application for Fall 2006 admission **AND** who have completed Assessment.

Category F
- New students who have submitted an application for admission **BUT** have **NOT** completed Assessment.
- Students who have previously earned a Bachelor's degree or higher.
- Continuing students with 110 or more units.

WEB/TELEPHONE REGISTRATION SCHEDULE – FALL 2006

Web/Telephone Registration begins **July 17, 2006**. While the Web/Telephone Registration system is in operation, it is available Monday-Saturday, 7:00 a.m. – midnight and Sunday, 6:00 a.m. – 7:00 p.m. <u>Incomplete applications, prerequisite requirements or Academic and Probationary issues may cause the system to disallow registration</u>. **The deadline for students to register prior to the start of instruction using Web or Telephone Registration for the Fall Semester is: <u>August 13, 2006.</u>**

<u>You may register on the day of your appointment or any day thereafter.</u>

Wednesday July 12	Thursday July 13	Monday July 17	Tuesday July 18	Wednesday July 19	Thursday July 20
EOPS/CARE & DSPS only	EOPS/CARE & DSPS only	Category A Last Two Digits SSN 51-99	Category A Last Two Digits SSN 00-50	Category A Last Two Digits SSN 00-99	Category B Last Two Digits SSN 51-99
Monday July 24	**Tuesday July 25**	**Wednesday July 26**	**Thursday July 27**	**Monday July 31**	**Tuesday August 1**
Category B Last Two Digits SSN 00-99	Category C	Category D	Category E Last Two Digits SSN 00-50	Category E Last Two Digits SSN 51-99	Category F

July 29-August 13, 2006: Open Web/Telephone Registration
Closes at 6:00 p.m. on August 13

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Registration Fee Payment Coupon – Fall Session 2006
(Please return with payment)

_____   _____   _____
Student ID#   **Birthdate**   **Day Telephone #**

Name_____
           Last   First   Initial
Address_____
           No. & Street   Apt./Sp. #   City   State   Zip Code

REQUIRED FEES:
Enrollment Fee	**$26 per unit**	_____
Non-resident/Citizens of U.S.	**$186 per unit**	
($160/unit plus enrollment fee $26/unit)		
Non-resident/Citizens of Foreign Countries	**$186 per unit <u>plus</u> $13**	
($160/unit plus enrollment fee $26/unit <u>plus</u> Capital Outlay Fee $13)		_____
Health & Accident Fee	**$15**	_____
Student Center Fee	**$1 per unit; not to exceed $10 annually**	_____
Student Representation Fee	**$1**	_____

*(This $1 fee may be waived for moral, religious, political or financial reasons. Circle a reason if applicable, sign and drop in registration drop box in the Admissions and Records Office in the AD/SS Building.) Signature*_____

OPTIONAL FEES:
Associated Students Discount Sticker	**$5**	_____
Parking Fees	**$35 annual, $20 per semester**	_____

I have Financial Aid: ☐ **BOGG and/or other** _____
(Financial Aid/BOG Waiver recipients may still owe fees)
Send check or money order made payable to <u>SAN BERNARDINO VALLEY COLLEGE</u>   **TOTAL FEES $** _____

Payment may be made by check/money order/credit card. ABSOLUTELY DO NOT SEND CASH! All fees must be paid within three (3) business days during the registration period or your classes may be cancelled. YOU ARE RESPONSIBLE FOR ALL FEES INCURRED. After the start of the semester, you must pay at the time of registration. YOU WILL NOT BE BILLED!

NAME: _____   **SOC. SECURITY #** _____/_____/_____   _____

TOTAL AMOUNT TO BE CHARGED

VISA   **Print Name as shown on card** _____

Card Number (Please be accurate) _____   _____

Expiration Date

MasterCard   **Signature of Card Holder** _____

WEB REGISTRATION INSTRUCTIONS

STUDENTS: If you experience difficulty registering during the registration period and need assistance, please call the Admissions and Records Office at (909) 384-4401. The HELP line is staffed Monday through Thursday, 8:00 a.m. – 7:00 p.m., and Friday, 8:00 a.m. – 4:00 p.m.

Web Registration Instructions:
1. Log on to www.valleycollege.edu
2. Log on to Campus Central.

   New Students and Students Returning After an Absence
   a) Your initial login is your San Bernardino Valley College e-mail address.
      Example: firstname.lastnameXXX@studnet.sbccd.net
         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
   b) Your initial PIN/password is your date of birth.

The computer system will not allow you to use your e-mail address and date of birth more than once when you log onto the system. You must create a password immediately. If your e-mail address and password need to be reset for any reason, please contact the Help Desk at (909) 384-4357 and give them your student identification number **AND** social security number.

   Continuing Students
   a) Enter your SBVC e-mail address and password to gain entry.

3. Click on the "Valley" online registration link. [Note: Remember that you may not access the registration link until on or after your priority date.]
4. Click on the semester you wish to register for. You may speed up the process by having prepared a list of reference numbers.
5. Click on "Add a New Section" to register for your classes.
   a) Use the four-digit reference number found in the printed schedule of classes or click on the "Browse the Schedule of Classes" link to see this information online.
   b) Confirm your selection.
   c) Repeat for all desired classes.
6. Click on "Drop a Section" if you wish to cancel registration for a class.
   a) Click on the four-digit reference number of the class you want to drop.
   b) Confirm your selection.
   c) Repeat for all desired classes.
7. If desired, click on the "Purchase an AS Discount Sticker." (Note: Once this purchase is made, the sale cannot be cancelled through Web Registration.)
8. If desired, click "Pay now with your credit card." Visa and MasterCard are accepted.
   a) Enter your card number and expiration date and click "Continue."
   b) Confirm that the information submitted is correct, then click "Pay."
   c) If your payment is successful, your account balance will be adjusted accordingly.
   d) Click "Return to Registration."
9. Once all transactions are complete, exit Web Registration by clicking on the "Finished" link. Your registration will be created.
   a) Click "Registration Review" to verify your schedule and fees. A new window will open. Check for errors.
   b) PRINT A COPY OF YOUR SCHEDULE AT THIS TIME.
   c) Close this window.
10. Log out of Campus Central by clicking on the "log out" link.

Payment is due immediately. When dropped from class for non-payment, your space becomes available to other students who want to register for this class. If you add or drop a class after the start of instruction, you are responsible for the fees. It is your responsibility to get a printout of your schedule and checking bank withdrawal balances.

TELEPHONE REGISTRATION INSTRUCTIONS

STUDENTS: Please listen carefully to the voice response for instructions. If you experience any difficulty registering and need assistance, please call the Admissions and Records Office at (909) 384-4401. The HELP line is staffed Monday through Thursday, 8:00 a.m. – 7:00 p.m., and Friday, 8:00 a.m. – 4:00 p.m. Due to the heavy volume of calls received during registration periods, we may take longer to answer incoming phone calls. We apologize for the inconvenience.

TELEPHONE REGISTRATION WORKSHEET • DIAL (909) 888-1996
A Voice Will Guide You Through Each Step

STEP 1	**To access registration**…………………………………..	Press 1
	To access grades………………………………………..	Press 2

STEP 2 **To register for classes**

Enter your 9-digit Social Security number
(No dashes or spaces required)…………………………….   _____

Enter your 6-digit birth date using your month, day, and year (mm/dd/yy)
   Example: If you were born on February 12, 1972, enter 021272   _____

STEP 3 **Purchase AS Discount Sticker**
Yes ………………………………………………………   Press 1
Otherwise ………………………………………………..   Press any other key

Have this information ready for the next step:
   (Use eSchedule to create your schedule)

Courses to add:

Reference #	Sec #	Units	Course	Day	Time

STEP 4 **To add a course**…………………………………………   Press 1
To drop a course……………………………………..   Press 2
To review your schedule……………………………….   Press 3
To accept schedule, receive balance & complete call…   Press 6
Print your schedule

STEP 5 **Credit Card**
To pay by credit card……………………………………..   Press 1
To skip this option………………………………………   Press any other key

Get a printout of your schedule immediately!

**To ensure your registration is complete,
always wait for "Thank You" before hanging up.
PAY YOUR FEES IMMEDIATELY TO BE ENROLLED IN ANY CLASS!**

Prior to the start of class, we must receive your payment within three business days or you will be dropped from all classes selected in this phone session. After the start of class, you must pay immediately. You are responsible for all expenses incurred. When dropped from class for non-payment, your space becomes available to other students who want to register for the class. It is your responsibility to insure that your transaction cleared by getting a copy of your schedule and checking bank withdrawal balances.

We are not responsible for any delay in the mail.