

## WEB/TELEPHONE REGISTRATION SCHEDULE – SPRING 2007

Web/Telephone Registration begins **November 1, 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. Incomplete applications, prerequisite requirements or Academic and Probationary issues may cause the system to disallow registration. **The deadline for students to register prior to the start of instruction using Web or Telephone Registration for the Spring Semester is: Saturday, January 20, 2007, unless the class is closed.**

**You may register on the day of your appointment or any day thereafter.**

<b>Wednesday November 1</b>	<b>Thursday November 2</b>	<b>Monday November 6</b>	<b>Thursday November 9</b>
<b>EOPS/CARE &amp; DSPS only</b>	<b>EOPS/CARE &amp; DSPS only</b>	<b>Category A</b>	<b>Category B</b>
<b>Tuesday November 14</b>	<b>Wednesday November 15</b>	<b>Thursday November 16</b>	<b>Friday November 17</b>
<b>Category C</b>	<b>Category D</b>	<b>Category E</b>	<b>Category F</b>

### 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](http://www.valleycollege.edu) or call (909) 888-1996 beginning **October 23, 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 Fall 2006 term who have completed 40 to 109 units at SBVC.

#### Category B

- Students enrolled at SBVC during the Fall 2006 term who have completed 30 to 39.9 units at SBVC.

#### Category C

- Students enrolled at SBVC during the Fall 2006 term who have completed 15 to 29.9 units at SBVC.

#### Category D

- Students enrolled at SBVC during the Fall 2006 term who have completed up to 14.9 units at SBVC.

#### Category E

- Students who attended SBVC previously but not in the Fall 2006 term who have reapplied for Spring 2007 admission.
- New students who have submitted an application for Spring 2007 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.

## Calculate Your Fees

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 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 and enter the total here: \_\_\_\_\_  
 (Example: If you are taking 6 units, the total will be \$120.)

**Note: If you are not a resident of California, multiply the number of units by \$186. Students who are both citizens and residents of a foreign country will also be required to pay a Capital Outlay fee of \$13 in addition to the non-resident fee.**

- B. Add the required Health Fee of \$15
- C. Add the required Student Center fee. To do this, multiply the number of units you will be taking by \$1 per unit. (Example: If you are taking 3 units the fee will be \$3.) The maximum amount paid annually for

the Student Center fee is \$10. The computer will keep track of this for you.

- D. Add a \$1 Student Representation fee. (This fee may be waived for moral, financial, political, or religious reasons.) Use the fee payment coupon to note your reason for requesting a waiver for this fee.

Add the totals of items A, B, C and D above:  
 A) \_\_\_\_\_ + B) \$15 + C) \_\_\_\_\_ + D) \$1 = \_\_\_\_\_ .

Your preliminary calculations will be confirmed when you register by telephone or on the web.

You will also be given the option of purchasing an Associated Student (AS) Discount Sticker for \$5. If you decide to purchase an AS Sticker, you will be able to attend college sporting events, dances and other campus activities for free. In addition, you will receive discounts from many area businesses when you show your AS Sticker. Finally, showing your AS Sticker to the campus Bookstore cashier will enable you to receive 5% discount on the cost of your textbooks!



### Registration Fee Payment Coupon – Spring 2007

(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	\$20 per unit	_____
Non-resident/Citizens of U.S. (\$160/unit plus enrollment fee \$26/unit)	\$186 per unit	_____
Non-resident/Citizens of Foreign Countries (\$160/unit plus enrollment fee \$20/unit plus Capital Outlay Fee \$13)	\$186 per unit <u>plus</u> \$13	_____
Health & Accident Fee	\$15	_____
Student Center Fee	\$1 per unit; not to exceed \$10 annually	_____
Student Representation Fee	\$1	_____
<i>(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.)</i>		
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 **SAN BERNARDINO VALLEY COLLEGE** 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 # \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



Print Name as shown on card \_\_\_\_\_

Card Number (Please be accurate) \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_



**TOTAL AMOUNT  
TO BE CHARGED**

\_\_\_\_\_

Expiration Date

## 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](http://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@student.sbccd.net](mailto:firstname.lastnameXXX@student.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. 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.**