

HOW PRIORITY REGISTRATION WORKS

SBVC uses a priority system for registration. Because not everybody can go first, we have to use a priority system. SBVC, in compliance with California law, allows disabled and disadvantaged students the first opportunity to register. To be eligible for this service, students must be approved for services with the DSPS Office, or the EOPS/CARE office. After these students have registered, the students who have the highest number of units earned at SBVC have the highest priority. You can find out when you are authorized to register by reviewing the table below, or by calling (909) 888-1996.

WEB/TELEPHONE REGISTRATION SCHEDULE – SPRING 2008

Web/Telephone Registration begins **November 3**. The registration system is available Monday-Saturday, 7:00 a.m. – midnight and Sunday, 6:00 a.m. – 7:00 p.m. Please be aware that incomplete applications, prerequisite requirements or Academic and Probationary issues may cause the system to disallow registration. We encourage you to pay with a credit card when you register. Those wishing to pay by cash or check have three business days to do so. Students who do not pay within three business days from the time of registration, may be dropped.

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

November 1-2	EOPS/CARE and DSPS	November 10-13	Priority D
November 3-5	Priority A	November 14-15	Priority E
November 6-7	Priority B	November 16-18	Priority F
November 8-9	Priority C	November 19-January 13	Open Registration

January 9 – the remainder of Spring Semester, you must pay at the time of registration.

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 **October 15**. **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 this page.

Category A

- Students enrolled at SBVC during the Fall 2007 terms who have completed 40 to 109 units at SBVC.

Category B

- Students enrolled at SBVC during the Fall 2007 terms who have completed 30 to 39.9 units at SBVC.

Category C

- Students enrolled at SBVC during the Fall 2007 terms who have completed 15 to 29.9 units at SBVC.

Category D

- Students enrolled at SBVC during the Fall 2007 terms who have completed up to 14.9 units at SBVC.

Category E

- Students who attended SBVC previously but not in the Fall 2007 terms who have reapplied for Spring 2008 admission.
- New students who have submitted an application for Spring 2008 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 \$195. 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 \$16

- 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) \$16+ 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 2008

(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. (\$175/unit plus enrollment fee \$20/unit)	\$195 per unit	_____
Non-resident/Citizens of Foreign Countries (\$175/unit plus enrollment fee \$20/unit <u>plus</u> Capital Outlay Fee \$15)	\$195 per unit <u>plus</u> \$15	_____
Health & Accident Fee	\$16	_____
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	\$20 Spring	_____
I have Financial Aid: <input type="checkbox"/> 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!** After June 30, you must pay all your fees within three (3) working days of registration or you may be dropped from your classes. **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**



Print Name as shown on card _____

Card Number (Please be accurate) _____

Expiration Date _____



Signature of Card Holder _____

WEB REGISTRATION INSTRUCTIONS

If you experience difficulty registering during the registration period and need assistance, please call the Valley College HELP Desk at: (877) 241-1756.

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@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 (877) 241-1756 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. If desired, click on the "FACTS" link. This gives you the option of paying your fees in several small payments. There is a fee for this service.
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

Please listen carefully to the voice response for instructions. If you experience difficulty registering during the registration period and need assistance, please call the Valley College HELP Desk at: (877) 241-1756.

TELEPHONE REGISTRATION WORKSHEET • DIAL (909) 888-1996 *An Electronic 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!
After January 9, you must pay all your fees within three (3) working days of registration or you will be dropped from your classes. 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 ensure 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.