

WEB REGISTRATION INSTRUCTIONS

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

Web Registration Instructions:

1. Log on to www.valleycollege.edu
2. Log on to Campus Central.
 - a) New Students and Students Returning After an Absence
 - i) Your initial login is your San Bernardino Valley College e-mail address.
Example: firstname.lastnameXXX@student.sbccd.net
first name is your full, legal first name (no nicknames)
last name is your full, legal last name
XXX is the last three digits of your student ID
 - ii) 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.

- b) Continuing Students
 - i) 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 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 Class Schedule 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 "Purchase an AS Discount Sticker." (Note: Once this purchase is made, the sale cannot be cancelled through Web Registration.)
8. If desired, click on "Purchase a Parking Permit." (Note: Once this purchase is made, the sale cannot be cancelled through Web Registration.)
9. If desired, click "Pay now with your credit card." Visa and MasterCard are accepted.
 - a) Enter your card number and expiration date, click "Continue."
 - b) Confirm that the information submitted is correct, click "Pay."
 - c) If your payment is successful, your account balance will be adjusted accordingly.
 - d) Click "Return to Registration."
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.

HOW TO ADD OR DROP AFTER THE START OF CLASSES

If you revise your schedule and if the total number of units taken changes, the amount of your fees will also change. Payment is due immediately. See the "Policies" pages in the back of this schedule for a description of the Refund Policy if you are dropping a class.

ADDING CLASSES: AFTER the registration period has closed and beginning on the first day of class, there are three ways you can add a class, with payment due immediately if the total number of units you are taking also changes. If you add or drop a class after the start date, you are responsible for the fees.

Obtain a webcode authorization sticker from your instructor. Log on to www.valleycollege.edu, enter the Campus Central system, and follow the directions to register by using the web code authorization sticker information. Payment will be due immediately. **YOU CANNOT ADD A CLASS VIA THE WEB** after the "use by date" (located on the web authorization sticker) has expired.

Always retain your registration and schedule information until after final grades are posted.

DROPPING CLASSES: An instructor's signature *is NOT required to DROP a class*. All classes may be dropped using the web. Log on to www.valleycollege.edu. **It is the student's responsibility to drop classes he/she is no longer attending. Be aware that dropping a class may affect your financial aid eligibility. Check with the Financial Aid Office.**

CÓMO AÑADIR O CANCELAR CLASES DESPUÉS DE QUE EL SEMESTRE HAYA EMPEZADO

Si usted cambia su horario, y el número de clases que iba a tomar cambia, la cantidad de su costo también cambiará. El pago de las clases hay que hacerse inmediatamente. Véa las páginas de "Reglas" al final de este horario de clases para que se entere de las reglas de reembolso si usted va a cancelar una clases.

CÓMO AÑADIR CLASES: Después de que se ha cerrado el período de matrículas y a partir del primer día de clases, hay formas que usted puede usar para añadir una clase, con tal de que haga su pago inmediatamente si el número de unidades que usted va a tomar ha cambiado. Si usted añade o cancela una clase después de que haya empezado el semestre, usted tendrá que pagar el costo.

Obtenga una estampilla de autorización de su profesor(a). Conéctese al sitio www.valleycollege.edu, entre a la página principal llamada "Campus Central", y siga las instrucciones para matricularse usando la información de la estampilla de autorización. Tendrá que hacer el pago inmediatamente. Usted no podrá añadir clases a través del Internet después de que haya expirado el "use by date" (en la estampilla de autorización), en caso que a su professor(a) se le hayan acabado las estampillas de autorización, él/ella podrá firmar su tarjeta de añadir clases. Después de firmada la tarjeta, esta tarjeta de añadir clases la debe de entregar a la oficina de Admisiones y Registros para procesamiento. Deberá pagar inmediatamente.

Por favor, siempre guarde su recibo de registro y la información de su horario y/o la copia de añadir/cancelar clases hasta que los grados finales hayan sido enviados.

CÓMO CANCELAR CLASES:

Usted no necesita la firma de su profesor(a) para cancelar clases. Usted puede usar el Internet. Conéctese con www.valleycollege.edu. El estudiante tiene la responsabilidad de cancelar las clases que ya no esté tomando. Por favor recuerde que el cancelar clases puede afectar su elegibilidad para ayuda financiera. Consulte con la oficina de Ayuda Financiera antes de cancelar clases.

