



Chaffey College

APPLICATION FOR ADMISSION

5885 Haven Avenue, Rancho Cucamonga, CA 91737 • www.chaffey.edu

NONDISCRIMINATION POLICY: Pursuant to appropriate California Education Code(s) the District shall not deny any person registration or enrollment because of the individual's ethnic group identification, religion, marital status, age, sex, handicap, or any other categories as defined or required by law.

DO NOT WRITE IN THIS SECTION - OFFICE USE ONLY

Admission for: Summer Fall Spring 20 ____

Processed by: _____ Date: _____

Student ID _____

Registration Date _____ Summer Fall Spring

NEW RETURNING

Registration Date _____ Summer Fall Spring

CCRC CCCC CCFC

Open Registration Late Registration Summer Fall Spring

INSTRUCTIONS: ANSWER ALL THE NUMBERED ITEMS ON THE APPLICATION COMPLETELY. Do not leave "From and To" dates blank. If a question does not apply to you, write N/A in the space provided. Application must be fully completed before being submitted to the Admissions & Records Office. An incomplete application can cause delays in processing. There is no fee for this application.

PLEASE PRINT CLEARLY - USE BLACK OR BLUE INK ONLY (DO NOT USE PENCIL)

1. LEGAL NAME: *Legal name is one listed on a valid photo ID (i.e. Driver's license, State ID card, Passport, Resident Alien Card, Military ID)*

 Last First Middle Initial (Other Names Used)

2. LEGAL PERMANENT ADDRESS - DO NOT USE P.O. BOX: *A permanent address is one used for voting, income tax and other legal purposes.*

 Number / Street / Apt. No. City State Zip Code FROM: / TO: PRESENT
 Month Year

3. MAILING ADDRESS: *List only if different from legal address above (i.e. P.O. Box)*

 Number / Street / Apt. No. City State Zip Code FROM: / TO: PRESENT
 Month Year

4. PRIMARY TELEPHONE:

Business Home Cellular Message
 () -
 Area Code Telephone Number Extension

5. ALTERNATE TELEPHONE:

Business Home Cellular Message
 () -
 Area Code Telephone Number Extension

6. SOCIAL SECURITY NUMBER: *(optional)*

____ - ____ - ____

7. BIRTHDATE:

____ / ____ / ____
 Month Day Year

AGE:

8. ETHNIC BACKGROUND: *Check one*

Are you Hispanic or Latino? Yes No

- | | | |
|--|--|--|
| AC <input type="checkbox"/> Chinese | AV <input type="checkbox"/> Vietnamese | PG <input type="checkbox"/> Guamanian |
| AI <input type="checkbox"/> Asian Indian | AX <input type="checkbox"/> Other Asian | PH <input type="checkbox"/> Hawaiian |
| AJ <input type="checkbox"/> Japanese | B. <input type="checkbox"/> Black Non-Hispanic | PS <input type="checkbox"/> Samoan |
| AK <input type="checkbox"/> Korean | F. <input type="checkbox"/> Filipino | PX <input type="checkbox"/> Other Pacific Islander |
| AL <input type="checkbox"/> Laotian | N. <input type="checkbox"/> American Indian / Alaskan Native | W. <input type="checkbox"/> White Non-Hispanic |
| AM <input type="checkbox"/> Cambodian | O. <input type="checkbox"/> Other Non-White | XD <input type="checkbox"/> Decline to State |

9. GENDER: MALE FEMALE

10. E-MAIL ADDRESS: *Required* _____

11. STUDENT NAME: _____ ID or SS#: _____ SUMMER FALL SPRING 20__

12. MAJOR/ACADEMIC PROGRAM CODE: see attached code list _____

13. ADMIT STATUS: Mark one

- 1 First-Time Student (a student enrolling in college for the first time - after high school and exclusive of summer term enrollment)
2 First-Time Transfer Student (a student who has attended another college and is enrolling at Chaffey College for the first time)
3 Returning Transfer Student (a student who previously attended Chaffey College, attended another college, and now has returned to Chaffey)
4 Returning Student (a student who previously attended Chaffey College, but never attended another college)

14. PRINCIPAL EDUCATIONAL GOAL: Mark one

- A Obtain a bachelor's degree after completing an associate's degree
B Obtain a bachelor's degree without completing an associate's degree
C Obtain a two-year associate's degree without transfer
D Obtain a two-year vocational degree without transfer
E Earn a vocational certificate without transfer
F Discover/formulate career interests, plans, goals
G Prepare for a new career (acquire job skills)
H Advance in current job/career (update job skills)
I Maintain certificate or license (e.g. Nursing, Real Estate)
J Educational development (intellectual, cultural)
K Improve basic skills in English, Reading, or Math
L Complete credits for high school diploma or GED
M Undecided goal

15. CITIZENSHIP: Mark one

- 1 U.S. Citizen
2 Permanent Resident (with valid Alien Resident Card)
3 Temporary Resident
4 Refugee/Asylee
5 Student Visa F-1/M-1
6 Other Status
7 Pending F1 VISA
8 Other Visa Type: _____

OFFICE USE ONLY

RESIDENCE CODE

16. RESIDENCY CERTIFICATION: All students must answer all of the following questions (please print)

State laws regulate admission of students on the basis of legal residence. This statement is a certification necessary to administer the laws. If additional information is needed to determine your residence status, you will be required to complete a supplemental residence questionnaire and/or to present evidence in accordance with Education Code Sections 68040 et. seq. The burden of proof to clearly demonstrate both physical presence in California and intent to establish California residence lies with the student.

- 1) Country of Citizenship _____ Country of Birth _____ City/State _____
2) What state do you regard as your permanent home? _____ If California is your permanent home, when did your present stay begin? _____ / _____ / _____
3) Have you lived in California continuously since birth? Yes No
4) Where have you resided the past 2 years?

City: _____ State: _____ Country: _____ From: _____ / _____ / _____ To: PRESENT
Month Day Year

City: _____ State: _____ Country: _____ From: _____ / _____ / _____ To: _____ / _____ / _____
Month Day Year Month Day Year

17. ARE YOU UNDER 19 YEARS OF AGE? NO (Answer the questions below about **YOURSELF**) YES (Answer the questions below about your **PARENTS**)

Have you (or your parents):

- Filed personal state income tax to another state? NO YES If yes, what year and in which state? _____
Voted in another state? NO YES If yes, what year and in which state? _____
Attended an out-of-state educational institution as a resident of that state? NO YES If yes, what year and in which state? _____
Declared residency in another state for income tax purposes? NO YES If yes, what year and in which state? _____
Petitioned for divorce in another state? NO YES If yes, what year and in which state? _____
Had a valid driver's license or state identification card in another state? NO YES If yes, what year and in which state? _____
Registered a vehicle in another state? NO YES If yes, what year and in which state? _____

18. STUDENT NAME: _____ ID or SS#: _____ SUMMER FALL SPRING 20__

19. IF YOU ARE UNDER 19 YEARS OF AGE PARENT INFORMATION IS REQUIRED

Father's Name	Telephone ()	-
Current Address:	From: /	To: Present
Previous Address:	From: /	To: /
Mother's Name	Telephone ()	-
Current Address:	From: /	To: Present
Previous Address:	From: /	To: /

20. U.S. MILITARY INFORMATION - THIS SECTION TO BE COMPLETED BY ACTIVE MILITARY PERSONS, DEPENDENTS, OR VETERANS:

Are you a member of the military, currently on Active Duty? NO YES
Are you a dependent of an Active Duty service person? NO YES
If yes, what is your relationship to your sponsor? _____ Where is your sponsor stationed? _____
Are you a member of the National Guard or the Reserves? NO YES
Are you a veteran? NO YES If yes, when were you discharged? _____
What is your state of legal residence on military records? _____

21. SPECIAL SUPPORT SERVICES SURVEY: Please indicate services that would benefit or interest you.

- | | | |
|---|--|--|
| 1. <input type="checkbox"/> Financial Aid | 5. <input type="checkbox"/> Employment Assistance | 9. <input type="checkbox"/> EOPS (Extended Opportunity Program Services) |
| 2. <input type="checkbox"/> Child Care | 6. <input type="checkbox"/> Foundation Skills (Reading, Writing, Math) | 10. <input type="checkbox"/> CalWORK |
| 3. <input type="checkbox"/> Disabled Students | 7. <input type="checkbox"/> Tutoring | |
| 4. <input type="checkbox"/> Transfer Services | 8. <input type="checkbox"/> ESL (English as a Second Language) | |

22. LAST HIGH SCHOOL ATTENDED:

High School Name _____ City _____ State or Foreign Country _____
Dates of Attendance: **FROM** _____ / _____ **TO** _____ / _____ I am completing high school and will receive my diploma _____ / _____
Month Year Month Year Month Year

Graduation Type: Mark one

- | | | |
|---|--|---|
| 0 <input type="checkbox"/> Not a graduate/Not in high school | 3 <input type="checkbox"/> Received high school diploma | 5 <input type="checkbox"/> Certificate of Proficiency |
| 2 <input type="checkbox"/> Currently enrolled in Adult School | 4 <input type="checkbox"/> Passed GED/Certificate of Equivalency | 6 <input type="checkbox"/> Foreign secondary school diploma |

23. COLLEGES OR UNIVERSITIES PREVIOUSLY ATTENDED, INCLUDING CHAFFEY COLLEGE:

- A. Have you previously attended Chaffey College? YES (If yes, complete information below, then proceed to question B) NO (If no, proceed to question B)
FROM _____ / _____ **TO** _____ / _____ 7. Received Associate's Degree
Month Year Month Year
- B. Have you attended another college/university? YES (If yes, proceed to question C) NO (If no, skip to question #24)
- C. Have you received a degree from another college/university? YES (If yes, complete information below, then skip to question #24)
 NO (If no, skip to item D and complete information, then proceed to question #24)

College/University Name _____ City _____ State or Foreign Country _____
FROM _____ / _____ **TO** _____ / _____ 7. Received Associate's Degree 8. Received Bachelor's Degree
Month Year Month Year

D. List last college/university attended:

College/University Name _____ City _____ State or Foreign Country _____
FROM _____ / _____ **TO** _____ / _____
Month Year Month Year

24. EMERGENCY CONTACT INFORMATION:

Name _____ Relationship _____ () -
First Last Area Code Telephone Number

I do not wish to provide this information - Applicant must initial _____

THIS SECTION MUST BE COMPLETED BY ALL MINOR APPLICANTS (UNDER 18 YEARS OF AGE)

EMERGENCY MEDICAL ATTENTION FOR MINOR STUDENTS

Should an emergency arise while attending Chaffey College that requires immediate medical attention and a parent or guardian cannot be contacted, Student Health Services is authorized to take whatever steps are needed to protect the health of the student.

NOTIFICATION REGARDING INTERNET ACCESS FOR MINOR STUDENTS

Many college courses now require computer lab work or research projects involving the use of the Internet. Chaffey Community College District's computer network provides access to the Internet for student use.

This notice is to advise parents/guardians of students under the age of 18 that the college does not block access to the Internet. As a result, it is possible for your daughter/son to reach an Internet site that you may feel contains inappropriate material.

Your approval, as indicated by your signature on this form, is required for your daughter/son to apply and enroll in courses at Chaffey College.

Parent's Signature _____ Date _____

Guardian's Signature _____ Date _____

FERPA Notification: Under the Family Educational Rights Act (**FERPA**), upon enrollment you may direct the college to withhold release of directory information to persons not employed by the Chaffey College District. Directory information includes your name, address, phone number, dates of attendance, major of study, awards/degrees received, date of birth and most recent institution previously attended. **DIRECTORY INFORMATION DOES NOT INCLUDE YOUR SOCIAL SECURITY NUMBER.** Currently, directory information is only shared with officials and employees of the Chaffey College District who have a legitimate educational need to inspect the record, to a person elected to the board of Trustees, and to other educational entities conducting research to assess the academic progress of students and to help students reach their educational goals. **DIRECTORY INFORMATION IS NOT SHARED WITH NON-EDUCATIONAL ENTITIES** (i.e. telemarketers). If you do not want your directory information released, please complete a Student Update Form in the Admissions & Records Office. The Student Update Form is also available on our website at www.chaffey.edu.

I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS SUBMITTED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. All materials submitted by me for purposes of admission become the property of Chaffey College. I understand that willful omission or falsification of information, or failure to report changes in residence may result in my dismissal from Chaffey College and the loss of units earned as a result of such omission or falsification.

Applicant's Legal Signature _____ Date _____

CHAFFEY COLLEGE PROGRAM CODES

TRANSFER PROGRAMS

CODE	PROGRAM	CODE	PROGRAM
B080	Accounting	B271	Interior Design
B010	Anthropology	B110	Management
B020	Architecture	B120	Marketing
B030	Art	B340	Mathematics
B035	Art History	B054	Medical Lab Tech
B032	Art/Graphic Design	B056	Microbiology
B040	Behavioral Science	B350	Music
B050	Biology	B360	Natural Resources
B052	Botany	B430	Nursing (RN)
B070	Business Administration	B390	Oceanography
B130	Chemistry	B440	Oceanography/Marine Biology
B140	Child Development	B420	Park Administration
B150	Communication Arts	B460	Philosophy
B090	Computer Info Systems	B470	Physical Education
B160	Computer Science	B480	Physical Therapy
B170	Criminal Justice	B490	Physics
B180	Drama	B500	Political Science
B190	Economics	B510	Pre-Chiropractic
B200	Elem Education-Liberal Studies	B520	Pre-Dental Hygiene
B220	Engineering	B530	Pre-Dentistry
B230	Engineering Technology	B540	Pre-Law
B240	English	B550	Pre-Medicine
B245	Environmental Technology	B560	Pre-Optometry
B100	Finance	B570	Pre-Pharmacy
B370	Fisheries	B580	Pre-Veterinary Medicine
B380	Forestry	B590	Psychology
B250	French	B071	Radio-TV-Film
B260	Geography	B400	Range Management
B270	Geology/Earth Science	B600	Recreation
B280	German	B610	Social Science
B231	Gerontology	B620	Social Welfare/Social Work
B290	Health Science	B630	Sociology
B300	History	B640	Spanish
B310	Home Economics	B650	Speech
B320	Industrial Arts	B660	Vocational Education
B330	Industrial Technology	B410	Wildlife Management
		B058	Zoology

DEGREE AND CERTIFICATE PROGRAMS

AA= Associate in Arts AS= Associate in Science C=Certificate

PROGRAM	CODE	TYPE	PROGRAM	CODE	TYPE
Accounting	S005	AS			
Accounting	T005	C	Professional Administrative Assistant: Executive	S316	AS
Accounting for Government and Not-For-Profit Organizations	L008	C	Professional Administrative Assistant: Executive	L325	C
Accounting Paraprofessional	L006	C	Professional Administrative Assistant: Executive/Bilingual	S317	AS
Accounting: Financial Planning	E116	C	Professional Administrative Assistant: Executive/Bilingual	L317	C
Accounting: Payroll and Income Tax Preparer	E117	C	Professional Administrative Assistant: Medical	S319	AS
Administration of Justice	S132	AS	Professional Administrative Assistant Medical	L319	C
Administration of Justice	L132	C	Transcriptionist, General	L332	C
Aeronautics: Airframe	S011	AS	Transcriptionist, Medical	L335	C
Aeronautics: Airframe	L011	C	Chemistry	S085	AS
Aeronautics: Powerplant	S012	AS	Child Development and Education	S090	AS
Aeronautics: Powerplant	L012	C	Communication Studies	A095	AA
Anthropology	A015	AA	Computer Information Systems		
Art: Art Emphasis	A020	AA	Cisco CCNA Examination Preparation Level I	L451	C
Art: Ceramics Studio Emphasis	A025	AA	Cisco CCNA Examination Preparation Level II	L452	C
Art: Drawing/Painting Studio Emphasis	A030	AA	Cisco CCNA Examination Preparation Level III	L453	C
Art: New Media Emphasis	A040	AA	Cisco CCNA Examination Preparation Level IV	L454	C
Art/Digital Media: Computer Graphic Design for Print Media Emphasis	A045	AA	Cisco CCNP Examination Preparation Level V	L455	C
Art/Digital Media: Computer Graphic Design for Print Media Emphasis	T046	C	Cisco CCNP Examination Preparation Level VI	L456	C
Art/Digital Media: Design for Multimedia Emphasis	A046	AA	Cisco CCNP Examination Preparation Level VII	T457	C
Art/Digital Media: Design for Multimedia Emphasis	T047	C	Cisco CCNP Examination Preparation Level VIII	T458	C
Art/Digital Media: Web Design Emphasis	A048	AA	Computer Foundations	E118	C
Art/Digital Media: Web Design Emphasis	T049	C	Computer Game Development	E124	C
Art History A036	AA		Computer Information Systems	S100	AS
Art/Visual Communication: Illustration	S045	AS	Computer Information Systems	L100	C
Art/Visual Communication: Illustration	T045	C	Computer Support Technician (A+)	L106	C
Automotive Collision Repair Technology	S050	AS	Database Specialist Level I	E123	C
Automotive Collision Repair Technology	L050	C	Dreamweaver Web Developer	L460	C
Automotive Technology			Electronic Commerce Generalist	L110	C
Master Automotive Technician	S055	AS	Flash Game Developer	E125	C
Master Automotive Technician	T055	C	Flash Web Developer	L461	C
Automotive Electrical Systems	L445	C	Internet Programmer Level I	E119	C
Engine Performance (Smog Check) Technician	L448	C	Internet Support Specialist (I-Net+)	L115	C
Engine Rebuilding	L449	C	Microsoft Access Programmer	L116	C
General Automotive Service Technician	L446	C	Microsoft Certified Desktop Support Technician (MCDST)	E126	C
High Performance Engines Building and Blueprinting	E110	C	Microsoft FrontPage Web Developer	L462	C
Biology	S065	AS	Microsoft Network Specialist (MCSA)	L475	C
Broadcasting and Cinema	S070	AS	Network Administrator (Network +)	L107	C
Broadcasting and Cinema	L070	C	Project Management	E127	C
Business Administration	S075	AS	Visual Basic Programmer	L117	C
Business Administration	L075	C	Web Page Developer Level I	L108	C
Business Administration/Marketing	L080	C	Web Page Developer Level II	L109	C
Business Administration/Small Business Entrepreneur	S390	AS	Consumer Services Representative	S251	AS
Business Administration/Small Business Entrepreneur Level I	L390	C	Consumer Services Representative	L251	C
Business Administration/Small Business Entrepreneur Level II	L391	C	Correctional Science	S105	AS
Business: Paralegal Studies	L400	C	Correctional Science	L105	C
Business and Office Technologies			Culinary Arts	L255	C
Data Entry	L101	C	Dance	A115	AA
General Office Assistant Level I	L055	C	Dental Assisting	S120	AS
General Office Assistant Level II	L056	C	Dental Assisting	T120	C
Medical Insurance Billing	L329	C	Dietetic Service Supervisor	L256	C
Microsoft Office Excel Applications	E355	C	Dietetic Technician	S123	AS
Microsoft Office Specialist	E350	C	Drafting Technician: Architectural	S125	AS
Microsoft Office Expert	L354	C	Drafting Technician: Architectural	L125	C
Microsoft Word Specialist	L352	C	Drafting Technician: Mechanical	S135	AS
Office Management	S321	AS	Drafting Technician: Mechanical	L135	C
Office Management	L321	C	Earth Science	S140	AS

DEGREE AND CERTIFICATE PROGRAMS

AA= Associate in Arts AS= Associate in Science C=Certificate

PROGRAM	CODE	TYPE	PROGRAM	CODE	TYPE
Education Paraprofessional	S013	AS	Management: Supervision	S410	AS
Education Paraprofessional Level I	L013	C	Management: Supervision Level I	L411	C
Education Paraprofessional Level II	L014	C	Management: Supervision Level II	L410	C
Engineering	S165	AS	Mathematics	S290	AS
English	A170	AA	Modern Languages: French	A195	AA
Fashion Design	S180	AS	Modern Languages: Spanish	A405	AA
Fashion Design	L180	C	Music	A300	AA
Fashion Design: Costume Design	S181	AS	Music, Commercial	S305	AS
Fashion Design: Costume Design	L181	C	Nursing: Acute Care Technician	E236	C
Fashion Design: Custom Dressmaking	L184	C	Nursing: Associate Degree Nursing (A.D.N.)	S310	AS
Fashion Design: Industrial Sewing	L182	C	Nursing: Associate Degree Nursing: V.N. to R.N.	S312	AS
Fashion Design: Patternmaking for Apparel	L187	C	Nursing: Home Health Aide	E235	C
Fashion Merchandising	S185	AS	Nursing: Nursing Assistant	E234	C
Fashion Merchandising	L185	C	Nursing: Vocational (V.N.)	S315	AS
Fine Arts: Music	A192	AA	Nursing: Vocational (V.N.)	T315	C
Fine Arts: Theatre Arts	A194	AA	Nutrition and Food	S241	AS
Fire Technology: Professional Firefighter	S141	AS	Nutrition and Food	L241	C
Fire Technology: Professional Firefighter	L141	C	Pharmacy Technician	S322	AS
Geographic Information Systems	L210	C	Pharmacy Technician	T322	C
Geography	S205	AS	Philosophy	A335	AA
Geology: Basic Geology	S215	AS	Philosophy: Religious Studies	A385	AA
Geology: Pre-Professional Geology	S220	AS	Photography	A340	AA
Gerontology	S230	AS	Photography, Still	T340	C
Gerontology	L230	C	Physical Education	S345	AA
Gerontology: Community Caregiver	L232	C	Physical Education: Coaching	L374	C
History	A235	AA	Physical Science	S351	AS
Hotel and Food Service Management			Physics	S355	AS
Food Production Management	L246	C	Political Science	A360	AA
Food Service	S255	AS	Psychology	A365	AA
Food Service	T255	C	Radiologic Technology	S375	AS
Food Service/Waitstaff Personnel	L247	C	Real Estate	S381	AS
Hotel Management	S260	AS	Real Estate	L382	C
Hotel Management	L260	C	Real Estate Salesperson	E383	C
Humanities	A265	AA	Social Science	A396	AA
Industrial Electrical Technology: Electromechanical Technology	S152	AS	Sociology	A400	AA
Industrial Electrical Tech: Electromechanical Technology Level I	L153	C	Theatre Arts	A415	AA
Industrial Electrical Tech: Electromechanical Technology Level II	L154	C	University Studies – Arts and Humanities Emphasis	A301	AA
Industrial Electrical Tech: Electromechanical Technology Level III	L155	C	University Studies – Social and Behavioral Sciences Emphasis	A302	AA
Industrial Electrical Technology	S150	AS	University Studies – Mathematics and Science Emphasis	A303	AA
Industrial Electrical Technology Level I	L150	C	University Studies – Business and Technology Emphasis	A304	AA
Industrial Electrical Technology Level II	L151	C			
Industrial Electrical Technician--Level III	T154	C			
Industrial Electrical Technician: Fiber Optic Cabling Technician	L164	C			
Industrial Electrical Technician: Network Cabling Technician	L165	C			
Industrial Electrical Technician: Instrumentation Technology	S157	AS			
Industrial Electrical Technician: Instrumentation Technology Level I	L158	C			
Industrial Electrical Technician: Instrumentation Technology Level II	L159	C			
Interior Design	S270	AS			
Interior Design	T270	C			
Journalism	L336	C			
Management	S285	AS			
Management – Level I	L285	C			
Management – Level II	L286	C			
Management: Logistics Management	S289	AS			
Management: Logistics Management	L289	C			
Management: Retail Management	S295	AS			
Management: Retail Management	L295	C			

ADMISSION AND REGISTRATION ASSESSMENT, ORIENTATION, COUNSELING

ADMISSION AND REGISTRATION

STEP 1: APPLICATION FOR ADMISSION

The application for admission is required if you were not enrolled at Chaffey College last term (summer session excluded). Submit the application in person to the Admissions Office at the Rancho campus, Chaffey College Chino, Chino IT Center, Fontana or Ontario Centers. Applications may be submitted by mail to the Rancho campus.

Registration Permit

Students receive a Registration Permit when they apply for admission. This indicates the earliest date and time to register for classes. Students may register only with a Registration Permit for the current term. Students may obtain their student ID card after fees are paid. Student ID card is required for all transactions in the Admissions Office.

Official College Transcripts Are Required For:

1. Students planning to complete a degree or certificate at Chaffey College, and/or transferring to a four-year university.
2. Veterans receiving educational benefits.
3. Students applying for the Radiologic Technology, Registered Nursing, or Vocational Nursing programs at the time of application to the program.
4. Students who need to show completion of course prerequisites.

High School Transcripts are Required For:

Students applying for the Radiologic Technology, Registered Nursing, and Vocational Nursing programs. These transcripts are to be submitted at the time of application to the program. GED or certificates of high school proficiency will be accepted in lieu of high school transcripts.

STEP 2: ASSESSMENT, ORIENTATION, AND COUNSELING

All new students, unless exempt, are required to complete assessment testing and orientation prior to registration. Contact the Counseling Department for information.

STEP 3: REGISTRATION FOR CLASSES

The Schedule of Classes for the current term is free. The Chaffey College Catalog may be purchased at the Rancho campus Bookstore, Chaffey College Chino, Fontana or Ontario Centers. You may download the current Schedule of Classes and Catalog online at our website: (www.chaffey.edu).

1. During the registration period, new and returning students or proxy may register by touch-tone telephone via the Panther Line or online via ChaffeyVIEW on or after the assigned date and time indicated on the Registration Permit. You may also register in person at the Chaffey College Rancho campus, Chino, Fontana, or Ontario Centers during our walk-in registration period (see Schedule of Classes for dates).
2. If you register by telephone or online, all fees must be paid by the payment deadline indicated on the Panther Line or ChaffeyVIEW. If you register during walk-in registration, all fees are due and payable the same day of registration.
3. If a class is closed, a student may request to be placed on the Wait List or to be registered in alternate classes. Wait lists are open after the last day to pay. (See Schedule of Classes for deadline dates)
WAIT LIST PROCEDURE: Wait lists are limited to 20 students.
 - A. You must attend the first class meeting
 - B. Instructor signs a PROGRAM CHANGE FORM if you are admitted
 - C. You must register in Admissions and pay fees the same day the Program Change Form is signed by the instructor. (see Schedule for last day to add)
4. Students are responsible for meeting course prerequisites as stated in the Schedule of Classes and College Catalog. Students registered in class without having completed the prerequisites may be dropped from the class. See a counselor for assistance in determining appropriate course placement.

STEP 4: FIRST CLASS MEETING

Attendance is required at the first class meeting. Students who do not attend the first meeting of each class in which they are registered may be dropped from the class. It is the students' responsibility to officially drop any class they no longer intend to be enrolled in.

ASSESSMENT, ORIENTATION, AND COUNSELING

Assessment, Orientation, and Counseling are services provided to students by the Counseling Department as part of a process called matriculation. Matriculation is a state-mandated partnership for student success between the college and its students. The college provides services to students to help them achieve their educational goals while students do their part in striving to succeed.

Assessment testing in reading, writing, and math helps determine the level of courses students should take. **Orientation** provides information to students about enrollment procedures, programs of study, and college resources and facilities.

Students complete Assessment and Orientation online by computer at any of the Chaffey College sites. On the Rancho campus, assessment is conducted **by appointment only**. At the Chino, Fontana, and Ontario centers assessment is conducted on a walk-in basis, please contact the off campus centers for days and times.

Counseling is available to help students select appropriate courses based on their educational goals and test results. Students must schedule an appointment with a counselor to develop a Student Educational Plan.

REGISTRATION: Students **are** required to complete Assessment and Orientation before they register for classes. Students have six months from their test date to complete their Counseling obligation.

High school students in the High School Plus Program are required to complete Assessment, Orientation, and Counseling **before** they will be allowed to register for classes.

EXEMPTION FROM AOC: Students who wish to be exempt from Assessment, Orientation, and/or Counseling must discuss details with the Counseling staff. Students may be exempt if they:

1. Have an associate degree or higher from an accredited college or university.
2. Have completed assessment at another college within the last two years (test scores required). Note: Other college assessment will NOT satisfy prerequisite verification requirements.
3. Have completed reading, writing, and/or math courses in college with a grade of "C" or better (transcripts required).
4. Will enroll in one course only and do not intend to earn a certificate or degree.
5. Will enroll in performance or activity courses only.

NOTE: Students have the right to choose not to participate in Assessment, Orientation, and/or Counseling. Please discuss details with the Counseling staff. **Exemptions do not apply to high school students in the High School Plus Program.**

FOR FURTHER INFORMATION, contact:

Admissions: (909) 941-2600

Counseling: (909) 941-2116