

New Way of ADDING Closed Classes online

Would you like to avoid standing in long registration lines during the add/drop period? GREAT NEWS! Effective summer 2008, you will be able to add CLOSED classes online via MyChaffeyVIEW using an ADD CODE number provided by the instructor. To do so, please follow these simple steps:

1. If the class or classes you need are closed, add yourself to the Wait List (see schedule of classes for wait list period and instructions).
2. Go to the first class meeting and ask the instructor permission to add his/her class.
3. If instructor approves, ask him/her for an **ADD CODE** number. (Note: The **ADD/CODE** number is to be used in lieu of an instructor signed ADD card - You do NOT need to bring the ADD CODE to the Admissions Office).
4. You can now register from home, or anywhere else as long as you have access to the Internet.
5. Register for classes from the convenience of your home or any location with Internet access. Go to our website at www.chaffey.edu, select MyChaffeyVIEW, log into the system, click on "**Current Students**," then click on the "**Add Code Registration**" link. Register for class using the ADD CODE authorization number that was provided by the instructor.
6. Return to the "Current Students" menu and view Payment Options, Parking and other important information.

NOTE: ADD CODES are valid until the last day to add. See schedule of classes to determine when the last day to add for the specific class you are trying to register. Deadline dates for short-term classes vary.

More GREAT NEWS!

Payment Plan Option

New Service Effective Summer 2008: Payment Plan option provided by FACTS/Nelnet Business Solutions. For more information visit www.chaffey.edu/cashier/facts