



IMPORTANT: Always identify yourself as a high school student when contacting the Counseling Department.

- 1. Discuss taking college courses with your high school counselor and determine specific course(s) to take.**
- 2. Meet minimum eligibility requirements*:**
 - Complete the 10th grade
 - Have a least a 2.5 cumulative high school GPA

* Ineligible students should download the flyer “How to Appeal” available on the High School Partnership Web page at www.chaffey.edu.
- 3. Submit an application for Chaffey College and receive two email notifications.**

Go to www.chaffey.edu and click on “application” on left hand side and follow instructions.

Note: If you have previously applied and have received a Chaffey Student ID number, it is not necessary to apply again. Returning high school students are not required to re-apply, but they must submit all required documents found in the student Registration Packet online, prior to registering for classes.
- 4. Contact the Counseling Department at (909) 652-6200 to sign up for the following services in the order listed:**
 - a) Assessment Testing (must be completed before attending a High School Counseling Group)
 - b) High School Counseling Group (must be completed after Assessment Testing)

Students enrolling in activity type classes only (i.e. music, dance, or PEACT-30/30A) may be exempt from the assessment and counseling requirements. Please contact the Counseling Department for more information.
- 5. Submit the following high school documents to the Admissions and Records Office.**
 - Up-to-date official high school transcript**
 - High School Certification form**
 - Parental Advisory and Liability Waiver**
- 6. After completing Assessment, Orientation and Counseling and submitting the required forms to the Admissions and Records Office, you may register for approved classes on or after your registration date:**
 - a) All high school students must register in person
 - b) Classes listed on the add card must match those approved by the high school principal, counselor, or designee on High School Certification Form
 - c) The maximum allowable course load for high school students is 8.0 units
 - d) High school students may not register for 500 level courses (i.e. ENGL-500, ENGL-550, READ-550, etc.)
 - e) All high school students must meet course **prerequisites** as specified in the Schedule of Classes (go to <http://www.chaffey.edu/counseling/prereqs.shtml> for more information about prerequisites)
- 7. It is mandatory for high school students to attend the first day of each class for which they plan to register**