REGISTRATION INFORMATION

**Registration Access**
Your registration date can be verified via the MyChaffey Portal approximately two weeks before registration begins.
You may register on or after your assigned registration date.
If you have a registration restriction, you may view your restriction by logging into the MyChaffey Portal, selecting the My ChaffeyVIEW icon under the launch pad, and selecting “View My Restrictions (Holds)” in the Students Menu. The appropriate department and phone number will be listed. The restriction must be removed to allow registration.

**Maximum Unit Load**
You may enroll in up to 18.0 units, based on class availability.
- To exceed 18.0 units, you must have written permission from the Counseling Department.
- Counselor permission is obtained by having a counselor sign an add card.

**Multiple Enrollments**
You may only enroll in one section of a given course within the same term.

**Time Conflicts**
You are not permitted to enroll in classes that meet at the same time or that have overlapping class schedules.

**Wait Listing**
The waitlist opens as soon as a class becomes full, provided the wait list option is available for the class. While registering via the MyChaffey Portal, you may place yourself on the waitlist for a class that is closed. You will be contacted via email if a seat becomes available. Notification is based on wait list rank.
Once permission to register is received, log into the MyChaffey Portal, click on the My ChaffeyVIEW icon under the launch pad, select the “Manage My Wait List” option in the Students menu. Registration is not complete until you click “Submit.”

**Registration must be completed by the date and time indicated on the email notification.**
If you fail to register before the specified deadline, you will be dropped from the waitlist. The Admissions and Records Office cannot extend your deadline to add.
You may not enroll and waitlist in different sections of the same course at the same time. Time conflicts are not checked systematically when a student is wait listing.

Be sure to update your email address via the My Chaffey Portal, and add chaffey.edu to your address book to avoid your notification being sent to your junk or spam folder.
If you have not been given permission to register prior to the first day of instruction, go to the class to request an Add Code from the instructor.

**In-Person Registration**
The following students are required to register and/or wait list in person in the Admissions and Records Office:
- Students who require a petition to repeat a class
- Students who are participating in the High School Partnership program