



High School Students:

Earn College Credit at Chaffey College

Chaffey  College

Your Community College

www.chaffey.edu



HOW DO I APPLY?

Online at: WWW.CHAFFEY.EDU

1. Click on Application
2. Click on Application Options
3. Select Option 1: CCCApply
4. Read "A Message from the Campus"
5. Continue to the bottom of the page
6. Click on Begin Application

BASIC REQUIREMENTS FOR HIGH SCHOOL STUDENTS

ADMISSION REQUIREMENTS:

- Completion of 10th Grade
- Overall Grade Point Average (GPA) of 2.5 or higher
- Must complete Assessment & Orientation
- Must attend High School Student Education Plan Workshop

DOCUMENTATION REQUIREMENTS:

- Completed High School Certification Form signed by High School Principal or (or Designee) and student
- Completed Parental Advisory Form signed by your parent
- Official high school transcript in a sealed envelope

REGISTRATION REQUIREMENTS:

- Must register in person
- 8.0 units maximum allowed per semester or term
- Must attend First Day of Instruction of each class in which you are registering

APPEALS REQUIREMENTS:

- Go to www.chaffey.edu for details.

HOW WILL I KNOW IF I'M ACCEPTED?



Email #1—Immediate confirmation from CCCApply that your application was successfully submitted.

Email #2—Within 1 Business Day, confirmation of your Chaffey Student ID Number and Registration Date.

WHAT IF I DON'T HAVE MY OWN EMAIL ACCOUNT?

CCCApply will give you a free email account while you are completing your application.

HOW DO I GET A REGISTRATION PACKET?



When you receive your 2nd email notification, click on the link "Download Registration Packet Now".

The packet will include the following important documents:

- Welcome Letter
- High School Certification Form
- Parental Advisory Form
- Assessment, Orientation and Counseling Information

You will also see additional links available to download other critical registration information.

HOW WILL I KNOW WHAT CLASSES TO REGISTER FOR?

Your principal or designee (high school counselor) will review the Chaffey College Schedule of Classes and write down which classes are recommended on Part A of the High School Certification Form.

This form must be signed by you and your principal or designee (high school counselor). You will then turn in this form to the Admissions Office in Rancho, Chino, or Fontana, along with your official high school transcript in a sealed envelope and the Parental Advisory Form signed by your parent.



WILL I HAVE TO PAY ANY FEES?

Enrollment, Health and College Service Fees will be waived for students who reside or attend school in the Chaffey College District. Students are responsible for material fees, books and parking. Consult the current Schedule of Classes for information regarding **other possible fees and the refund policy.**

Exception: High school students with non-resident status must pay non resident tuition fees. High school students who reside or attend outside of the Chaffey College District must pay all required fees. (District cities: Chino, Chino Hills, Fontana, Montclair, Ontario, Rancho Cucamonga, and Upland)



CAN MY COUNSELOR MAKE CHANGES TO MY RECOMMENDED CLASSES?

Your high school counselor can change or add to your listing of Recommended Classes by completing the form "Approval for Change of Recommended Classes". This form can be downloaded at www.chaffey.edu. Once completed and signed by your counselor you must submit the form to the Admissions Office at Rancho, Chino, or Fontana.



WHAT IF I'M GRADUATING IN JUNE?

- Apply online as a first-time student (even if you have previously applied)
- Indicate graduating status on application and include year and month of graduation
- Wait to receive confirmation email and 2nd email from the College
- Register for classes online on or after assigned registration date

Graduating students will be responsible for paying all fees including Enrollment, Health and College Service Fees.

LET'S DO A QUICK REVIEW

1. Apply Online at www.chaffey.edu.
2. Receive Email #1 and #2.
3. Download Registration Packet at: www.chaffey.edu/admissions/high_school.shtml

- ☑ Call the Counseling Department to make an appointment for assessment at 909-652-6200. You will also need to make an appointment for the High School Student Education Plan Workshop.
- ☑ Have your high school principal or designee (high school counselor) complete and sign the High School Certification Form (you must sign this form, too.)
- ☑ Have your parent read and sign the Parental Advisory Form and Waiver of Liability.
- ☑ Request an official transcript in a sealed envelope from your high school.
- ☑ Turn in your High School Certification Form, Parental Advisory Form and Official High School Transcript to the Admissions Office in Rancho, Chino, or Fontana.
- ☑ Complete Assessment and Orientation.
- ☑ Attend the High School Student Education Plan Workshop.
- ☑ Come in person to the Admissions Office in Rancho, Chino, or Fontana to register for classes on or after the date you were assigned.
- ☑ Attend the First Day of Instruction in each class for which you are registered.



**Chaffey College
Admissions &
Records**

909.652.6600

Chaffey College

Admissions and Records

5885 Haven Avenue
Rancho Cucamonga, CA 91737