



Chaffey College



Instructions to Apply for an Associate Degree and/or Certificate

Summer Session 2018: July 13, 2018 – Deadline to Apply for Graduation and Certificates.

Fall Semester 2018: November 30, 2018 – Deadline to Apply for Graduation and Certificates.

Spring Semester 2019: March 29, 2019 – Deadline to Apply for Graduation and Certificates.

Prior to Associate Degree and/or Certificate Application Period

1. Meet with a Counselor for a graduation check to confirm all coursework for Chaffey College Graduation Requirements, including your major(s), are completed or in-progress at the time of application. Counseling Department at Rancho (909) 652-6200, Chino (909) 652-8120 and Fontana (909) 652-7460.
2. Submit **ALL Advanced Placement scores** and **official college/university transcript(s)**, including in-progress coursework to the Admissions and Records Office at the Rancho Campus (909) 652-6600, Chino Campus (909) 652-8000 or Fontana Campus (909) 652-7400.
3. Any documentation of a requirement in your major for an associate degree and/or certificate must be on file in the Counseling Office. This includes, but not limited to:
 - a. Advanced Placement scores
 - b. CLEP and/or IB test results
 - c. Military Transcripts & Certificate of Release (DD214)
 - d. Approved petitions and course waiver/substitutions
 - e. Typing certificate

Please consult with a Counselor for more information if needed.

During Associate Degree/Certificate Application Period

1. Log onto My ChaffeyVIEW through the Chaffey College Portal.
2. Click on the Student's Menu.
3. Under "Academic Planning" click on the Degree or Certificate Application Link.
4. Choose the program in which you are applying for an Associate Degree or Certificate. If your program is not listed, use the drop down box to choose the correct program illustrated in the example below.

Please select one of your eligible programs

Important: Before submitting this application, please ensure that all requirements your application will be denied.

If you are submitting a degree application, please ensure that you have completed all requirements for your program.

If you choose to continue taking classes, please contact any [GPS Center](#) for assistance.

Choose One Eligible Programs

<input type="checkbox"/>	S310 Nursing-Associate
<input type="checkbox"/>	S005 Accounting (AS)

If desired program not listed, pick one here

Degree Application

Choose from the drop down menu. A separate application must be submitted for each desired program.

For more information and minimum requirements for submitting a degree application. If you do not meet these requirements, please contact your counselor for assistance.

IGETC general education pattern please submit a Certificate Application for either the CSU or IGETC certificate as well.

Please ensure that you update your educational goals. If you need information regarding updating your educational goals, please contact your counselor.

Programs	Status	GPA	Date Applied
10			
05			

Program Code verified by Counselor:

Associate Degree(s)	Certificate(s)
1.	1.
2.	2.
3.	3.

If you are unclear on choosing a program code or major, please consult a Counselor to fill out this section. →

5. Follow the online instructions and fill in all areas of Degree or Certificate Application.
6. Submit your Degree or Certificate Application.
7. You will receive a confirmation email in your panther.chaffey.edu account.

Repeat from the beginning if applying for multiple Associate's Degrees or Certificates

After the Associate Degree/Certificate Application Period

Your Associate degree and/or certificate application(s) and attachments will be reviewed for eligibility during the term you plan to graduate.

- a. You will receive an email stating your eligibility from the Transcript Evaluators in the Counseling Department notifying you of your approved or denied application status.
- b. If you are denied, it may be necessary to schedule an appointment with a Counselor to discuss requirements and options. You will need to re-apply when requirements are met or are in-progress.
- c. If you are eligible to graduate, your application will then be forwarded to the Admissions and Records Office. The application will be processed for final approval after the term has ended and grades have posted.
- d. Diplomas will be mailed from the Admissions and Records Office to the student by the first week of the following months:

Summer Session – November	Fall Semester – April	Spring Semester - September
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If you change your mailing address or you do not receive your diploma, please notify the Admissions and Records Office at:

Last Name beginning with A – K (909) 652-6616	Last Name beginning with L – Z (909) 652-6606
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Commencement Ceremony

Commencement Website: www.chaffey.edu/stuactiv/commence.shtml

All students who anticipate completing a degree within the academic year (summer, fall, or spring) are eligible to participate in the **Commencement Ceremony on Thursday, May 23rd, 2019**. The deadline date to apply for graduation and participate in the commencement ceremony is March 29th, 2019. If you do not receive an email regarding the commencement ceremony by late-April and you submitted out a graduation application prior to the deadline date to participate in the graduation, please contact the Counseling Department at Rancho (909) 652-6200, Chino (909) 652-8120 and Fontana (909) 652-7460 for information. Diplomas will not be given out at the commencement ceremony.