

## PROCEDURE NAME: 5.1 Admissions

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Reference: Education Code Section 76000

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**Note: This procedure is required. It addresses the Chaffey Policy: Chapter 5: Student Services, 5.1 Admissions**

**Purpose:** *To admit eligible students to Chaffey College.*

Eligibility for admission to Chaffey College

1. All prospective students who attend Chaffey College for the first time shall complete an application for admission.
2. Students under 18 years of age shall submit completion of GED or Certificate of Proficiency and parental consent at the time of application.
3. Students who previously attended but who have missed a regular semester (fall or spring) shall complete a new application for admission.
4. Non-resident students who apply shall pay out of state tuition fees until California residency has been established. Non-resident students with visitor's visas are not authorized to apply.
5. High school students may attend through the High School Partnership program as part-time students. High school students (and home schooled students) shall adhere to the following process:
  - 5.1 High school students shall have completed the 10<sup>th</sup> grade.
  - 5.2 Overall GPA shall be a minimum of 2.5.
  - 5.3 They shall obtain a completed high school principal's or designee Certification, and Parental Advisory and Consent form.
  - 5.4 High school students shall apply for each term of attendance.
  - 5.5 Home schooled students who are not affiliated with a school district may attend if they demonstrate ability to benefit (identified via assessment testing).
  - 5.6 Students may take up to 8 units for each semester or term of attendance.
  - 5.7 Students must be in attendance on the first day of instruction.

## Application Process

6. Applications are accepted:
  - 6.1 Online via MyChaffeyView.
  - 6.2 In the Admissions and Records Office at the Rancho Campus, and at the Chino and Fontana centers.
  - 6.3 For each new term beginning on the date published in the academic calendar.
  - 6.4 Throughout the registration period for each given term.
7. Applications can be downloaded from the Chaffey College website at [www.chaffey.edu](http://www.chaffey.edu).
8. Applications are available in Spanish.

12.10.07  
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