

# Chaffey College

## Steps to Register at Chaffey College



### FOLLOW AND COMPLETE STEPS 1-5 TO RECEIVE THE BEST POSSIBLE REGISTRATION DATE

#### 1. SUBMIT A FREE APPLICATION

Apply online at [www.chaffey.edu/application](http://www.chaffey.edu/application).  
Within 3 business days you will receive an email from Chaffey College with a confirmation of your application and your Chaffey student ID number, and instructions for logging in to the Chaffey portal.

Visit the Admissions Office at the Rancho Cucamonga, Fontana, or Chino campuses for additional assistance.

Admissions phone number: 909-652-6600  
Admissions website: [www.chaffey.edu/admissions](http://www.chaffey.edu/admissions)

#### 2. APPLY FOR FINANCIAL AID

You may be eligible for free tuition, and other free aid including grants, work study, and scholarships. Complete the [Free Application for Federal Aid \(FAFSA\)](#). Students who qualify under AB540 can submit the [Dream Act Application](#).

Chaffey College school code is 001163.

Financial Aid phone number: 909-652-6199  
Financial Aid website: [www.chaffey.edu/finaid](http://www.chaffey.edu/finaid)

#### 3. ATTEND THE CHAFFEY COLLEGE ORIENTATION

The Orientation prepares you to be a successful student at Chaffey College. The orientation provides information about the college, the assessment test, the Educational Plan, and additional support.

To schedule a date for the Orientation, visit the Orientation page at [www.chaffey.edu/orientation](http://www.chaffey.edu/orientation) or call the Counseling Department.

Counseling phone number: 909-652-6200  
Counseling website: [www.chaffey.edu/counseling](http://www.chaffey.edu/counseling)

#### 4. TAKE THE ASSESSMENT TEST

The Assessment Test is a placement test used to determine each student's proficiency level in Mathematics and English.

Chaffey College does not accept assessment scores from other colleges/universities.

It is important that you schedule an appointment to take the assessment test as soon as possible.

To schedule an appointment to take the Assessment Test, visit: [www.chaffey.edu/assessment](http://www.chaffey.edu/assessment) or call the Counseling Department

Counseling phone number: 909-652-6200  
Counseling website: [www.chaffey.edu/counseling](http://www.chaffey.edu/counseling)

#### 5. CREATE AN EDUCATIONAL PLAN WITH A COUNSELOR

After completing the Orientation and Assessment Test, the next step is to develop an Educational Plan. This plan will guide you through your journey at Chaffey College, and will keep you on track for taking the appropriate classes for your educational goal. To meet with a counselor, contact the Counseling Department to schedule an appointment.

Counseling phone number: 909-652-6200  
Counseling website: [www.chaffey.edu/counseling](http://www.chaffey.edu/counseling)

#### 6. TO RECEIVE YOUR REGISTRATION DATE

Your registration date will be available through the MyChaffey portal approximately two weeks before the start of registration for the term.

To register for classes log on to through the MyChaffey link at [my.chaffey.edu/mychaffeyview](http://my.chaffey.edu/mychaffeyview). On this site you can search and register for classes, as well as add and drop classes. It is important that you register for your classes as soon as possible on or after your assigned registration date. Waiting can affect your chances of enrolling in the classes you need to complete your goal.

Admissions Phone Number: 909-652-6600  
Admissions website: [www.chaffey.edu/admissions](http://www.chaffey.edu/admissions)

#### 7. PAY ENROLLMENT FEES

Enrollment fees can be paid through the MyChaffey portal. Once you have registered you will have ten (10) calendar days to pay prior to the start of the semester. If you register less than 10 days before the first day of instruction, your payment is due the day before classes begin. You will be dropped from classes if payment is not received by the payment deadline (see your Registration Receipt or the Schedule of Classes for exact dates.) Enrollment fees can be paid online using your VISA, MasterCard, Discover, or American Express. Fees can also be paid in person at any of the three campuses, or may be mailed to the Cashier's Office.

Cashier's Office Phone Number: 909-652-6600  
Cashier's Office website: [www.chaffey.edu/cashier](http://www.chaffey.edu/cashier)

#### 8. ATTEND FIRST CLASS MEETING

It is important to attend your first class meeting. Students who do not attend may be dropped from classes. (It is your responsibility to drop any classes you no longer wish to take. You will be responsible for all fees due for any class that is not dropped before the published refund deadline.)

#### Buy Your Textbooks

Most classes require textbooks. You may purchase textbooks before classes begin or within the first couple of days of the semester. Textbooks are available through the Chaffey College Bookstore and may be purchased online at [books.chaffey.edu](http://books.chaffey.edu), or in person at the bookstore on any Chaffey campus.

Bookstore phone number: 909-652-6560  
Bookstore website: [books.chaffey.edu](http://books.chaffey.edu)

