

# STEP 1

## APPLY FOR ADMISSION



### WHO IS ELIGIBLE TO ATTEND?

- All high school graduates.
- Anyone who has a Certificate of Proficiency or G.E.D.
- Anyone 18 years of age or older who can benefit from a course of study.
- High school students who meet specific requirements – see section on High School Dual Enrollment in the back of this schedule for more information.
- International students who meet specific admission requirements – these students must contact the International Student Office or check the program's website at [www.chaffey.edu/international](http://www.chaffey.edu/international) for guidance on beginning the application process. See section on International Students at the back of this schedule for more information.

### WHO MUST APPLY?

- New students (those who have never attended Chaffey College)
- Returning students (those who have not attended for one or more regular semesters)

### Official college transcripts from schools previously attended must be submitted for the following:

- Students who plan to graduate or complete a certificate at Chaffey College, and/or transfer to a four-year college or university
- Veterans receiving educational benefits
- Students needing to show completion of course prerequisites
- Students who have earned an associate's degree or higher who want exemption from assessment, orientation, and counseling.

### Official high school transcripts must be submitted for the following students:

- Students who plan to apply for the radiologic technology, registered nursing, and vocational nursing programs
- All high school students

**Students with limitations:** Students with learning, physical, psychological, or other health limitations are encouraged to contact Disability Programs and Services at 909-652-6379 for assistance.

### HOW TO APPLY:

#### Online:

- Go to [www.chaffey.edu](http://www.chaffey.edu)
- Click on the Application link and follow the steps to complete your application
- After submitting all of your information, you will receive an e-mail confirmation. Within 24 hours, you will receive another e-mail with your student ID number, registration date, and important registration information.

# STEP 2

## APPLY FOR FINANCIAL AID



Most students are eligible for some type of aid, so apply. You may be eligible for free tuition and other types of free aid.

**Grants** – Financial assistance based on financial need. Grants do not have to be repaid. Eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA). The priority deadline for submitting a FAFSA is March 2nd; however, you can still apply after the priority deadline. Be aware that some awards are offered on a first-come, first-serve basis.

**Board of Governors Waiver (BOGW)** – The BOGW waives enrollment and health services fees and reduces the parking fee during the fall and spring terms. Completing your FAFSA determines eligibility for the BOGW.

**Federal Work Study** – Completing the FAFSA will determine your eligibility for federal work study, if you indicate on your FAFSA that you are interested in work study. Students awarded work study may work up to 20 hours per week on the Rancho, Chino, or Fontana Campus. Students must be enrolled in at least six units. Jobs are posted in the Career Services Office.

**Scholarships** – Scholarships are usually based on a combination of need and merit. Available scholarships are posted year-round online at [www.chaffey.edu](http://www.chaffey.edu). Students may also contact Student Activities or the Foundation Office for other available scholarships.

**Loans** – Loans must be repaid with interest and should only be considered when other sources of aid are unavailable or insufficient. Students must complete a FAFSA and attend a mandatory loan workshop before applying for a loan. Dates for loan workshops are available on the Financial Aid website at [www.chaffey.edu/finaid](http://www.chaffey.edu/finaid).

Students must meet Satisfactory Academic Progress to be eligible for any financial aid.

You may check your Financial Aid status and awards online by visiting [www.chaffey.edu/finaid](http://www.chaffey.edu/finaid).

Note: If you need access to a computer, please visit the Admissions and Records Office at any of our three campus locations.



## APPLYING FOR FINANCIAL AID IS AS EASY AS 1, 2, 3...

1. Apply for your U.S. Department of Education PIN at [www.pin.ed.gov](http://www.pin.ed.gov) – this is so you can sign your application electronically for faster processing.
2. Submit your financial aid application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) – be sure to include Chaffey College's school code 001163.
3. You will receive your Student Aid Report (SAR) by email. Review it for accuracy. The Financial Aid Office will receive your FAFSA results electronically within 7-10 business days and will contact you with the results. They will also make corrections if needed.

Note: When you submit your FAFSA online, your Board of Governor's Waiver (BOGW) may automatically be processed.

# STEP 3

## COMPLETE ASSESSMENT, ORIENTATION, AND COUNSELING



Assessment is testing in the areas of reading, writing, and mathematics. Orientation is a presentation on college programs and services. All new students must complete assessment and orientation prior to registering for classes.

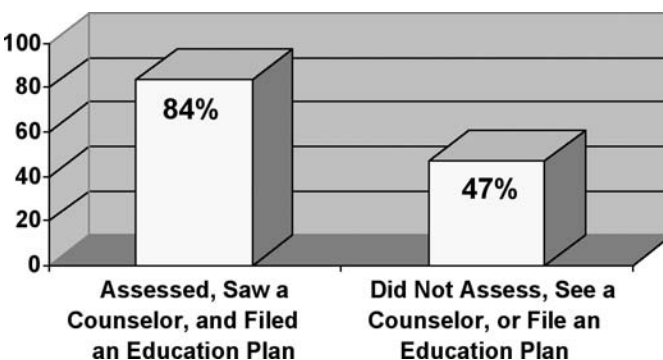
Students must meet with a college counselor to develop a student educational plan (SEP). High school students must complete assessment/orientation and schedule a high school SEP prior to registering; all other new students must meet with a counselor within their first six months at Chaffey College.

A practice test is available on the Counseling Department's webpage at [www.testpreview.com/accuplacer\\_practice.htm](http://www.testpreview.com/accuplacer_practice.htm).

Students are encouraged to take the practice test before taking the actual assessment test.

**Re-Testing Procedures:** Students may take the assessment test no more than twice during their enrollment at Chaffey College, and must wait three months after their initial assessment test before re-testing.

Under certain circumstances students may waive assessment and orientation. Contact the Counseling Department to schedule an appointment to discuss details for waiving these services. High school students enrolling in classes may not waive assessment and orientation.



84% of students who participated in assessment, orientation, and counseling in the fall term returned for classes in the spring term, as opposed to a 47% return rate for those students who did not participate in these services.

### APPOINTMENTS ARE REQUIRED TO TAKE YOUR ASSESSMENT TEST

- **Rancho Campus**  
(Student Services/ Administration Building) Call (909) 652-6200 for appointments.
- **Chino Campus Main Instructional Building**  
Call (909) 652-8001 for appointments.
- **Fontana Campus**  
Call (909) 652-7400 for appointments.

Bring a picture ID, your Chaffey College student ID number, and a pen or pencil.

Students have up to three hours to complete their test, however it typically takes 1 1/2 to 2 hours to complete the test.

Food and drink are not permitted in the assessment room.

# STEP 4

## REGISTER FOR CLASSES



You can register online on or after your assigned registration date.

**Waitlist Information:** Waitlists are only available on specific dates for (almost) all classes; check page 1 of this schedule for waitlist availability. The waitlist is available throughout the registration period for the following six classes only: Biology 20, 22, 23, 23L, 424, and 424L. Students who are waitlisted must attend the first class meeting to be considered for admission to the class. Students cannot be enrolled in one section of a course and on the waitlist for another section of the same course at the same time.

**Late Registration:** An Add Authorization Code is required to add any class during late registration for the summer term. (More information on the Add Code is found below.) The deadline to add classes may vary for each session. Refer to individual sections in the Schedule of Classes or check our website.

Session I – June 8-July 30  
Session II – June 22-July 30

**Add Code Information:** Students will be able to register for a closed class on My ChaffeyVIEW beginning on the first day of the term using an Add Code provided by the instructor. This process allows students to add a class from the convenience of their home or anywhere Internet access is available. For students who need access to a computer, web stations are available in the Admissions and Records Office at any of our three campuses during our regular summer hours. Students may add and pay for their class the same day the student receives the Add Code. If the class is an evening class which meets after the Admissions and Records Office is closed, students can add the class using the Add Code on the weekend through Sunday at 10:00pm.

**Maximum Unit Load:** Students may register for 18 units in fall and spring, and 7 units for each summer session prior to the start of the term. Once the term starts, students may add an unlimited number of units.

**Multiple Enrollment:** A student may not enroll in more than one section of any course that is not repeatable in the same term. Students will not be permitted to register for classes that are scheduled to meet at the same time or overlapping times.



### TO REGISTER:

#### My ChaffeyVIEW Online Registration

- a. Go to [www.chaffey.edu](http://www.chaffey.edu) and click the My ChaffeyVIEW link
- b. Log in (if you forget your My ChaffeyVIEW password, click on the Login and Password Info link.)
- c. Click on the current students link
- d. Choose your method of registration
- e. Follow the instructions to complete your registration

NOTE: During the Open and Late Registration periods, students who need access to a computer may use the web stations in the Admissions and Records Office at any of our three campus locations.

# My ChaffeyVIEW Online

## BEFORE REGISTRATION

Registration through My ChaffeyVIEW is an easy and convenient way to secure your classes with a minimum amount of effort. However, before you start, make sure that you have taken the time to read the section pertaining to **REGISTRATION** in this schedule. ***You must have all past due obligations cleared before you can register!***

**You may register on or after your assigned registration date.**

## MY CHAFFEYVIEW ONLINE REGISTRATION STEPS

- Go to [www.chaffey.edu](http://www.chaffey.edu)
- **Click the My ChaffeyVIEW link**
- **Log in –**
  - Username name is first initial of first and last names and your seven digit student ID number (example: Jane Smith, ID #0123456; username would be js0123456)
  - Password for first-time users is your six digit date of birth (example: March 20, 1982 would be entered 032082)
- **Click on the current students link; then click Register for Sections**
- Choose the type of registration you'd like to use - Search and Register allows you to search for classes based on certain criteria; Express Registration allows you to register by section number.
- Follow the instructions for the type of registration you chose.

My ChaffeyVIEW is typically available 24 hours a day Monday - Saturday

Note: Students who need access to a computer may use the web stations in the Admissions and Records Office at any of our three campus locations during our regular business hours.

### SEARCH FOR OPEN CLASSES

To search for open classes, go to My ChaffeyVIEW: [www.chaffey.edu](http://www.chaffey.edu) and click the My ChaffeyVIEW link. Click on the Search for Classes link.

Use the worksheet below to list the class(es) in which you will register:

SECTION NO.	CLASS NAME & NUMBER	UNITS	DAYS	TIME
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Alternate class sections in case any of your first choice classes are closed:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

# STEP 5

## PAY ENROLLMENT FEES

### METHODS OF PAYMENT



#### 1. Online using My ChaffeyVIEW:

Go to [www.chaffey.edu](http://www.chaffey.edu) and click the My ChaffeyVIEW link.  
Visa or Mastercard accepted

#### 2. Fax: Fax payment form (found on page 14) to (909) 652-6555; Visa, Mastercard, or Discover accepted

#### 3. Mail: Send payments to: Chaffey College Cashier's Office, 5885 Haven Avenue, Rancho Cucamonga, CA 91737. Check or money order payable to Chaffey College. (You must include your ID number on your check or money order.) Payments must be received, not postmarked, by the payment deadline date. Chaffey College is not liable for mail lost or delayed by the postal service.

#### 4. In person: Pay fees in person at the Rancho, Chino, or Fontana Campus; cash, check (no temporary checks), money order, Visa, Mastercard, or Discover accepted. Check or money order payable to Chaffey College.

#### 5. FACTS Deferred Payment Plan: For more information on setting up a payment plan through FACTS, go to [www.chaffey.edu/cashier/facts](http://www.chaffey.edu/cashier/facts).

NOTE: Students can view and print their registration statements using My ChaffeyVIEW; [www.chaffey.edu](http://www.chaffey.edu) and click the My ChaffeyVIEW link.

### PAYMENT DEADLINES:

Payment deadline dates and times are as follows:

Session I deadline: May 28

Session II deadline: June 10

- Via online registration system: 11:30pm
- Via mail (received, not postmarked) or in person: 7:00pm
- Via fax: 7:00pm

Students who do not meet the payment deadlines will be dropped from their classes. Students who receive Financial Assistance and High School Dual Enrollment students will not be dropped from their classes for non-payment, however, any outstanding balance will result in past due fees and a restriction to their student account.

FEE*	AMOUNT
Regular Enrollment Fee	\$20.00 per unit
Non-Resident Enrollment Fee U.S. Citizen	\$201.00 per unit (\$181.00 per unit plus \$20.00 per unit enrollment fee)
Non-Resident Enrollment Fee Non-U.S. Citizen	\$221.00 per unit (\$181.00 per unit \$20.00 capital outlay charge, plus \$20.00 per unit enrollment fee)
Health Services Fee**	\$17.00 Fall and Spring \$14.00 Summer
College Services Fee (optional)***	\$8.00 Fall and Spring \$5.00 summer
Materials Fee (Most classes require a materials usage fee. The charge is noted under the appropriate class at the end of the description. Material fees must be paid at registration, and are not subject to waiver.)	Variable
Parking Fee (required on the Rancho, Chino (College, Park location only) and Fontana Campuses)	\$40.00 Fall and Spring \$20.00 Summer
Motorcycle Parking	\$15.00
Returned Check/Stop Payment Fee (Only cash, money order, or cashier's check accepted to clear these fees)	\$25.00

\*These fees are approved by the Governing Board and are subject to change without advance notice. This is not a complete list of fees.

\*\*Pursuant to section 76355 of the Education Code, students who can provide documentation of active membership in a religious organization that relies exclusively on prayer for healing may request to have the Health Fee waived. Applications for waiver are available in the Student Health Services office. Students may have their health fee waived if they are approved for a Board of Governors Fee Waiver. Please see the Financial Aid section of the schedule for more information.

\*\*\*For more information on the College Services fee, please see page 159 or contact the Office of Student Activities.

Students who do not meet the payment deadlines will be dropped from their classes. Students receiving Financial Aid assistance and High School Dual Enrollment students will not be dropped from their classes for non-payment; however, any outstanding balances will result in past due fees and a restriction to the student account.

**Past Due Fees:** If a student registers after the payment deadline, the student will not be dropped from his classes for non-payment. However, fees are expected to be paid the same day he registers. A student will be charged for the class even if he never attend any class meetings. It is the student's responsibility to ensure all classes are dropped by the appropriate refund deadline to avoid being charged. DO NOT rely on an instructor to drop you from class(es).

Stopping payment on a check or credit card does not constitute a withdrawal from classes and will result in a \$25.00 charge. Students with past due fees will not be allowed to register, access grades, or receive any Admissions and Records services until those fees have been paid. Past due fees must be paid by cash, money order, or cashier's check.

Failure to pay any outstanding balances will result in the student's name being submitted to the Franchise Tax Board for collections of any balances owed to Chaffey College.

### **REFUND POLICY**

REFUNDS ARE AUTOMATIC! No refund form submission required or refund request needed for classes dropped by the refund deadline date, cancelled classes, and BOGW (fee waiver) reimbursements.

A student must officially drop or withdraw from a class before ten percent (10%) of the class length has passed to be eligible for a refund of the applicable enrollment, health, materials, college service, and non-resident tuition fees paid. Parking permits must be returned to the Cashier's Office on or before the appropriate refund deadline to receive a refund. No refunds are issued for an enrollment change made after ten percent (10%) of the class length has passed. If the college cancels a

class, students will receive a refund for the cancelled class. Students who paid for classes prior to receiving a BOGW waiver will receive a refund once their BOGW waiver is processed, however, the BOGW waiver must be processed and approved by the end of that term. There is no processing fee deduction on any refunds. Refer to your registration statement for specific refund deadlines. (California Code of Regulations, Title 5, Section 58508)

All refunds will be processed after the last day to add full term classes and will be received within 45 business days. If payment was made with cash or check, a check will be mailed to the student's address on record. If payment was made with a credit card, a credit will be issued on the credit card. Please make sure your address is current in the Admissions and Records Office to avoid delays in receiving refunds. Address updates can be made using My ChaffeyVIEW; go to [www.chaffey.edu](http://www.chaffey.edu) and click on My ChaffeyVIEW.

### **Deadline to drop and be eligible for a refund:**

- Go to My ChaffeyVIEW and print "My Registration Statement". Refund deadlines are printed on the registration statement under the "Refund Deadline" column.
- BOG Waiver reimbursements: Thursday, July 30, 2009

# FAX REGISTRATION PAYMENT FORM

FAX to: (909) 652-6555

PLEASE PRINT CLEARLY

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Check One:  VISA     Mastercard     Discover

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder's Name (as it appears on the credit card): \_\_\_\_\_

\_\_\_\_\_  
Authorized Cardholder Signature

Are you purchasing a parking permit?  NO  YES    \_\_\_ Car    \_\_\_ Motorcycle

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## FAX CREDIT CARD PAYMENT FOR CREDIT CLASSES

The Cashier's Office accepts only the following credit cards for payment:



### To pay for classes and related fees:

1. Complete all information above.
2. Carefully detach this entire page and **FAX to: (909) 652-6555**
3. Summer 2009 Payment Deadline: **Session I payment deadline: May 28, 2009. Session II payment deadline: June 10, 2009. Payment must be received by 7:00pm on payment deadline date.** Walk-in and late registration payments are due and payable the same day of registration. Payments received via FAX by 7:00 p.m. (Monday-Thursday) will be processed the same business day. Payments cannot be processed on weekends and holidays.
4. Students can confirm payment and view and print their registration statements online using My ChaffeyVIEW; [www.chaffey.edu](http://www.chaffey.edu) and click the MyChaffeyVIEW link.

#### IMPORTANT NOTICE:

Fees charged will reflect the amount due on the registration system at the time the FAX payment receipt is generated. Your signature authorizes Chaffey College to process a credit card transaction for the above services.

# STEP 6

## BUY YOUR TEXTBOOKS



### Where to purchase textbooks:

- Online at <http://books.chaffey.edu>
- In person at the Rancho Campus Bookstore (books sold for classes held online and at the Rancho Campus)
- In person at the Chino Campus Main Instructional Building (books sold for classes held at all Chino locations)
- In person at the Fontana Campus Bookstore (books sold for classes held at the Fontana Campus)
- Check the business hours page for dates and times at all locations.
- Textbook buyback is always available during finals. Visit the bookstore website for buyback dates and prices. The bookstore now pays up to 50% of new price, even if the book was bought used.
- Year round buyback is every Tuesday and Wednesday 8:00am-11:00am and 1:00pm-3:00pm

Summer textbooks go on sale on the website on May 26, 2009 and at all locations on June 1, 2009.

# STEP 7

## ATTEND THE FIRST CLASS

### Dropping Classes

If a student drops a class(es) before or after the class starts, it is the student's responsibility to drop the class by using My ChaffeyVIEW. Drops will not be processed by mail or fax.



Drop dates vary for each class. Drop dates are available on the My ChaffeyVIEW registration system, are printed on your registration statement, and are available from the instructor.

A student who drops a class or is dropped by an instructor on or before 30% of the course will receive no entry on his permanent record. Drops processed after 30% of the course and on or before 75% of the course will receive a "W" grade on his permanent record. Drops cannot be processed by a student or an instructor after 75% of the course has elapsed. Failure to drop a course may result in an "F" or "FW" grade on the student's record. Students are responsible for payment of fees; see Step 5 for information on refund policy.

## ATTENDANCE

It is your responsibility to make sure that you are officially enrolled in the class.

You are expected to attend every class meeting. If you cannot attend a class meeting, consult with the instructor of the class.

Students not attending the first class meeting may be dropped from the class.

Students may be dropped by the instructor for excessive absences.

**IT IS ULTIMATELY YOUR RESPONSIBILITY TO DROP A CLASS. DO NOT RELY ON AN INSTRUCTOR TO DROP YOU.**

# S U M M E R T E R M 2 0 0 9

JUNE 8 - JULY 30

*Beginning and ending dates vary for every class.*

## IMPORTANT DATES FOR ALL SUMMER SESSIONS

March 23	First Day to Apply for Summer Term
April 20	Priority Registration
April 21-May 28	Registration for Continuing Students
May 25	College Closed for Memorial Day Holiday
<b>May 28</b>	<b>Payment Deadline for Session I (see page 12 for payment options)</b>
May 29-31	No Registration Processing for Session I and Session II
Jun 5-7	No Registration Processing for Session I only
June 10	<b>Payment Deadline for Session II (see page 12 for payment options)</b>
June 11-14	No Registration Processing for Session I and Session II
June 19-21	No Registration Processing for Session II only
July 3	College Closed for Independence Day Holiday
July 9	Deadline to apply for credit by exam, graduation and certificates, and open-entry/open-exit classes

\*Below are dates for each session, however, some classes may have different start and/or end dates. Refer to each section in the schedule or to your registration statement to determine the start date, end date and last day to add for your class. **Drop dates** and **refund deadlines** can be found on your registration statement or the My ChaffeyVIEW link at [www.chaffey.edu](http://www.chaffey.edu). See page 13 for the refund policy and procedures. Final exams are held on the last day of class.

### SESSION I DATES (JUNE 8-JULY 30)

May 11-28	Registration for New and Returning Students
June 1-4	Walk-in registration; Waitlists available; online registration open
June 4	Registration closes at 6:00pm
June 5-7	No Registration Processing for Session I
<b>June 8</b>	<b>INSTRUCTION BEGINS</b>
June 8-*	Late Registration: Add code or instructor signature required for all classes
June 11	Deadline to drop and be eligible for a refund*
June 15	Last day to add
July 30	<b>INSTRUCTION ENDS</b>

### SESSION II (JUNE 22-JULY 30)

May 11-June 10	Registration for New and Returning Students
June 15-18	Walk-in registration; Waitlists available; online registration open
June 18	Registration closes at 6:00pm
June 19-21	No Registration processing for Session II
<b>June 22</b>	<b>INSTRUCTION BEGINS</b>
June 22-*	Late Registration: Add code or instructor signature required for all classes
June 24	Deadline to drop and be eligible for a refund*
June 26	Last day to add
<b>July 30</b>	<b>INSTRUCTION ENDS</b>

Note: My ChaffeyVIEW online services are typically available year round 24 hours a day Monday-Saturday (except where noted). Online registration ends June 4 for Session I classes and June 18 for Session II classes; however students can continue to use My ChaffeyVIEW to register for Fall Term classes and to access other online services. My ChaffeyVIEW may be unavailable on Sundays due to required maintenance.