

# MATRICULATION PROCESS

## ADMISSION TO THE COLLEGE

All high school graduates, anyone who has a Certificate of Proficiency or a G.E.D., and anyone 18 years of age or older who can benefit from a course of study are eligible for admission.

High school students and residents of other states and foreign countries may apply under special regulations. See sections on High School Dual Enrollment or International Students for more information.

### APPLICATION

Applications may be submitted online by visiting Chaffey's website at [www.chaffey.edu](http://www.chaffey.edu) and clicking on the Application link. Online application is not available for International Students. International students must contact the International Student Office in WH-181 on the Rancho Cucamonga campus or check the program's website at [www.chaffey.edu/interational](http://www.chaffey.edu/interational) prior to beginning the application process.

### WHO MUST APPLY

Applicants who will attend Chaffey College for the first time (new students), or former students who have not attended for one or more terms (returning students) must complete an application for admission.

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

1. Students who plan to graduate or complete a certificate at Chaffey College, and/or transfer to a four-year college
2. Veterans receiving educational benefits
3. Students who plan to apply for the radiologic technology, registered nursing and vocational nursing programs
4. Students needing to show completion of course prerequisites
5. Students who have earned an associates degree or higher for exemption from assessment, orientation, and counseling

#### *Official high school transcripts must be submitted for:*

1. Students who plan to apply for the radiologic technology, registered nursing, and vocational nursing programs (GED or high school proficiency in lieu of transcript).
2. All high school students

#### *Release of Transcripts to Other Institutions:*

Chaffey College is not permitted to make copies of or release transcripts from high schools or other colleges.

### ASSESSMENT, ORIENTATION, COUNSELING

All new students are required to participate in assessment and orientation prior to registering for classes. These services include reading, writing, and mathematics testing, and a presentation on college programs and services. Students are encouraged to meet with a counselor within their first six months at Chaffey College. With the assistance of a counselor, students develop an educational plan that includes required classes to achieve their educational and career goals. Students may be exempt from portions of these services or may choose not to participate. Contact the Counseling Department for appointments and details.

### PHOTO I.D. CARD

Chaffey College Photo ID cards are required for use of labs, library, and other services. Students are encouraged to secure their Photo ID card prior to the beginning of the term and must show proof of current enrollment to receive a Photo ID card.

### SCHEDULES OF CLASSES

The schedule of classes is available prior to each registration period and contains detailed information concerning enrollment, registration, and related deadlines. All continuing students are mailed a schedule for use in registering for classes. Prospective students may obtain schedules at most student service areas of the Rancho Cucamonga Campus and at the Chaffey College Chino and Fontana Campuses. Schedules are also provided to high schools and public libraries within the college district. In addition, schedules are posted on the Chaffey College website at [www.chaffey.edu](http://www.chaffey.edu).

## REGISTRATION

First-time Chaffey students will receive their registration date via e-mail after submitted their online application via CCCApply. Continuing Chaffey students will receive information about how to access their registration date by e-mail and/or by regular mail. Students may register online on or after their assigned registration date. Students may also register during Open Registration or Late Registratin at the Rancho Cucamonga, Chino or Fontana campuses. High school students participating in the High School Partnership Program are required to register in person.

### REGISTRATION DATE ASSIGNMENT

Continuing students are assigned registration dates according to the total number of units completed up to 90 units. This includes transfer

units from other academic institutions. The higher the number of units (up to 90 units), the earlier the assigned registration date. However, after the continuing student acquires 90 units, they drop in priority and are assigned the last day of registration for the continuing student category.

New, returning, and high school students receive registration dates after continuing students. Registration dates for students in these categories are based on the date the admission application was submitted.

### PRIORITY REGISTRATION

Students with physical or health disabilities who are unable to attend regular registration or who need to have classes scheduled around disability related concerns must contact Disability Programs and Services, (909) 652-6379, to receive authorization to register at Priority Registration. Special accommodations are arranged for assessment, orientation, and counseling, as needed.

Priority registration is also available for students that meet specific requirements and who obtain appropriate authorization. Priority registration takes place prior to the start of regular registration.

### ALTERNATE CHOICE OF CLASSES

It is recommended that students prepare an alternate list of classes to fit their schedule in the event their first choice is not available. Classes are filled on a first-come basis. A list of open classes is available throughout the registration period. The open class list is available on Chaffey's website at [www.chaffey.edu](http://www.chaffey.edu).

### CLOSED CLASSES AND WAIT LISTS

If a desired class is closed, the student may register in an alternate class or request to be placed on the wait list. Wait lists are only available on specific dates and can be accessed via My ChaffeyVIEW online system. Wait lists are limited to 20 students. A student must attend the first class meeting to be considered for admission to a closed class.

### UNITS

Students may register for a maximum of 18 units during fall/spring terms and 7 units during summer term using online registration; exceptions must be approved by a counselor. During late registration, students can add an unlimited number of units.

**LATE REGISTRATION**

During the first week of late registration for the fall/spring terms, students may register for any open class without the instructor's permission. Students must obtain instructor's permission to register for a closed class. During the second and third weeks of late registration, students must have instructor's permission to add any class. Instructor's permission is granted by issuing an Add Code. High school students, students with special petitions, financial restrictions, co-requisite waivers and students who are auditing must register in person. The late registration period for the summer term is addressed in the schedule of classes. Students are not permitted to add classes after the late registration deadline.

**MULTIPLE ENROLLMENT**

Students 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 at overlapping times; however students may wait list for a class that overlaps another.

**ATTENDANCE AT THE FIRST CLASS MEETING**

Students who do not attend the first meeting of each class in which they are registered may be dropped from the class. However, it is each student's responsibility to officially drop any class they do not attend or stop attending. This includes all instructional formats, including online and hybrid classes.

**LIMITATIONS ON ENROLLMENT**

Chaffey College offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, preparation scores for math and English, performance criteria or health and safety conditions. Students who do not meet the conditions imposed by these limitations may be unable to register for or may be dropped from class.

**PRECOLLEGIATE BASIC SKILLS LIMITATIONS**

Chaffey College limits the number of units students can earn for precollegiate basic skills courses to 30 semester units. Precollegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. English as a Second Language and students with disabilities are exempted from this limitation. The college may approve a waiver of the limitation on foundational course work with respect to any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in

college-level courses. Waivers are only given for specified periods of time and for specified numbers of units. Contact the Mathematics, English, English as a Second Language, or Reading Departments or the Disability Programs and Services Office for more information.

**PREREQUISITES AND ENFORCEMENT**

When a course has a prerequisite, it means that a student must possess a certain body of knowledge to be successful in the course. The preexisting knowledge may be a skill, an ability, a placement preparation score, or successful completion of a course. Completion of a prerequisite course requires a grade of C or better or a grade of CR (credit) or P (pass).

Students are responsible for meeting prerequisites as stated in the class schedule and college catalog. See a counselor for assistance in determining eligibility for a specific class. Students who do not meet stated prerequisites may be unable to register for or may be dropped from the class.

The college's registration process allows for prerequisite checking by computer. Students attempting to enroll in the computer-checked courses will be blocked from registration if they do not meet the specified prerequisites. Prerequisites are listed in the course descriptions within the schedule of classes and the college catalog.

Assessment results from other colleges may not be used to meet prerequisites, so new students must arrange to take Chaffey's assessment testing prior to registration. Students who have completed prerequisite courses at another college or in high school must bring a copy of their transcripts from that institution to the Counseling Department, and complete a Prerequisite Validation Form prior to registration. The Prerequisite Validation form is also available on our website. Please allow seven (7) days for processing the Prerequisite Validation Form. Students who are enrolled in the prerequisite course at Chaffey College at the time of their registration will be permitted to enroll in the subsequent course. Students who do not pass the prerequisite course with at least a grade of C or do not complete the prerequisite course will be dropped prior to the start of classes.

**Prerequisite/Corequisite Challenge:**

Prerequisites for courses will be enforced according to college policy. Students have the right to challenge prerequisites on the following grounds:

1. A prerequisite for a course necessary for graduation, transfer, or a certificate is not offered and the unavailability of that prerequisite poses a hardship.

2. The prerequisite has not been validated.
3. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
4. The prerequisite is discriminatory or being applied in a discriminatory manner.
5. The prerequisite is not required due to external regulations.

The student must provide appropriate documentation when filing a challenge. Documentation may include, but is not limited to, high school or college transcripts, additional test results, work experience, or writing sample. Prior enrollment in the course does not exempt a student from the current prerequisite of that course.

Students challenging a prerequisite must submit a Prerequisite/Corequisite Challenge form. The form must be signed by a counselor and filed in the Counseling Department prior to the last day to add for the section in question.

**Prerequisite/Corequisite Challenge Process:**

1. Complete the Prerequisite/Corequisite Challenge form and attach documentation to establish your right to challenge this prerequisite/corequisite request. Examples of documentation include official or unofficial high school and/or college transcripts, international transcripts, certificates, test scores, etc.
  - a) Identify the course in which you wish to register and the prerequisite/corequisite you wish to challenge.
  - b) If you are attempting to use high school coursework to meet a course prerequisite, attach a copy of your high school transcript to verify the coursework completed.
2. Meet with a counselor in the Counseling Department to assess whether you will benefit from the challenge process.
  - a) The counselor will sign the form.
  - b) The specialist in the Counseling Department will enter the prerequisite/corequisite course. This will allow you to register in the course.
3. Register during the registration period.
4. The Counseling Department staff will submit the Prerequisite/Corequisite Challenge form with documentation to the referral area (school/department indicated on the form).
5. The department coordinator will resolve the challenge within three (3) working days.
6. You will be notified by phone and mail on a denied challenge decision.
7. On approved challenge decisions, you will be notified by mail. You will be allowed to stay in the class.

More information including the appropriate form for challenging a prerequisite is available through the Counseling Department and the Chaffey College website. Questions regarding the challenge process should be directed to the Counseling Department at (909) 652-6200.

### COREQUISITE

When a course has a corequisite, it means that a student is required to take a course at the same time as another course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course.

If a student would like to challenge a corequisite, follow the same procedure as challenging a prerequisite.

### LIMITATION ON ENROLLMENT

A limitation on enrollment, such as a TB test, CPR certification and others, etc., is a non-course requirement for entry into a course or educational program, without which a student will not be permitted to remain in the selected course or program. These requirements are frequently (but not always) driven by health and safety regulations and/or mandates by outside accrediting/licensing agencies.

### ADVISORY

An advisory is defined in Title 5, section 55200 as: "A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program." Since an advisory is not required, students will not be blocked from enrolling in a class if they do not meet the conditions of the advisory.

## COUNSELING AND MATRICULATION

Students are encouraged to meet with a counselor within their first six months at Chaffey College to develop a Student Educational Plan (SEP). Counselors will recommend appropriate coursework based on assessment results, review of previous college work and other information provided by the student. Appointments for an individual meeting with a counselor can be made by calling the Counseling Department at (909) 652-6200, or by visiting our website at [www.chaffey.edu/counseling](http://www.chaffey.edu/counseling). For information on additional services provided by the Counseling Department, please refer to the Student Support Services section.

Matriculation services at Chaffey College are intended to assist students in establishing appropriate educational goals and to provide support services to help them achieve these

goals. Students will be provided an evaluation of foundation skills, orientation, counseling, an educational plan, and follow-up services.

New students are required to complete assessment and orientation before their registration date. Students must see a counselor for an educational plan within their first six months at Chaffey. High School Dual Enrollment students must complete assessment, orientation, and counseling before they may register for classes.

### ASSESSMENT OF FOUNDATION SKILLS

Assessment testing is required for placement into English, ESL, mathematics, and reading courses. Placement levels are based on a combination of test scores and other educational background information. Accommodations are available for individuals with disabilities. Chaffey uses multiple measures to place students into English, ESL, mathematics, and reading courses.

Testing facilities are available at all Chaffey campuses; specific dates and times can be obtained from the schedule of classes or by calling the Counseling Department at (909) 652-6200 or by visiting our website at [www.chaffey.edu/counseling/assessment](http://www.chaffey.edu/counseling/assessment).

### RE-TESTING PROCEDURES

Students may take the assessment test no more than twice during their enrollment at Chaffey College. Students must wait three months after their initial assessment before re-testing.

### ORIENTATION

Orientation is available online and may be completed in the testing center at the conclusion of the assessment test. Orientation introduces students to college services and educational programs and provides information on college policies, enrollment procedures, and important deadlines. Group sessions are arranged for specific groups such as international students and ESL students. Contact the Counseling Department at (909) 652-6200 for more information or check the college website at [www.chaffey.edu/counseling](http://www.chaffey.edu/counseling). Students interested in a more detailed orientation and/or instruction in college success skills may enroll in a Guidance course.

### STUDENT RIGHTS AND RESPONSIBILITIES

Students are entitled to certain rights under matriculation procedures. These rights include: retaking the assessment test; being informed of any District investigations of complaints challenging matriculation regulations; being provided alternative services according to language or disability needs; and filing a complaint of unlawful discrimination if they feel the assessment, orientation, counseling or any other matricula-

tion procedure is being applied in a discriminatory manner.

Matriculation requirements also include certain student responsibilities. Upon admission to the college, students must express a broad educational goal and provide transcripts from previous college work. They are encouraged to complete assessment and orientation prior to registering for classes and must develop a Student Educational Plan (SEP) with a counselor within their first six months at Chaffey College. Students are responsible for attending class, completing their assignments and coursework, and maintaining progress toward their educational goal.

### EXEMPTIONS AND REFUSAL

Students may be exempt from matriculation services if they:

- Have earned an associate degree or higher (diploma or transcripts required), or
- Have completed certain coursework at another college (transcripts required), or
- Will enroll in one course only, with no intention of earning a degree at Chaffey, or
- Will enroll in performance/activity courses only.

Students have the right to refuse matriculation services and choose not to participate in assessment, orientation, and/or counseling. A student wishing to be exempt from these services based on one of the above criteria or wishing to decline participation must contact the Counseling Department to complete the necessary documentation. Students concurrently enrolled in high school and participating in the High School Dual Enrollment are not eligible for exemptions and cannot refuse matriculation services. Students who have previously chosen to refuse matriculation services may reconsider and participate at any time.

## FEES

As a publicly supported community college, Chaffey provides low-cost education; students pay nominal fees at registration. In order for students not to be denied access to a college education, the college offers financial aid to assist with financial obligations.

Fees are assessed each term. Fees can be paid via My ChaffeyVIEW online system, fax, in person, or by mail. Fees may also be paid via the FACTS Deferred Payment Plan. For more information on the FACTS plan, please visit the website at [www.chaffey.edu/cashier/facts](http://www.chaffey.edu/cashier/facts). All fees are due at the time of registration. These include enrollment fees, health fees, College Services

fee (optional), materials fees, and if applicable, non-resident fees. Fees may be paid via cash, check, electronic check (e-check), money order, VISA, Mastercard, or Discover. Stopping payment on a check or credit card does not constitute a withdrawal from classes and will result in a \$25.00 charge.

**Fees are subject to change. Consult the Schedule of Classes for the most current information.**

#### ENROLLMENT FEE (Tuition)

\$26.00 per unit for California residents.

#### NON-RESIDENT ENROLLMENT FEE

Non-resident tuition will be charged to students who have not established residency in the State of California for a period of one year prior to the day before classes begin.

Non-Resident Enrollment Fee (U.S. Citizen) \$216 per unit \$190.00 per unit, plus \$26.00 per unit enrollment fee)

Non-Resident Enrollment Fee (Non-U.S. Citizen) \$241.00 per unit \$190.00 per unit, \$25.00 capital outlay charge, plus \$26.00 per unit enrollment fee)

#### HEALTH SERVICES FEE

\$17.00 Fall and Spring; \$14.00 Summer. This fee funds the Student Health Services Program. Certain laboratory tests and medications may require an additional fee.

Usual clinic hours are 7:30 a.m. to 4:30 p.m., Monday through Friday. Evening appointments may be available. Services of physicians, nurse practitioners, and counselors are available by appointment by calling (909) 652-6331.

#### COLLEGE SERVICES FEE (Optional)

\$8.00 Fall and Spring; \$5.00 Summer. This fee funds Associated Students of Chaffey College (ASCC) programs and activities throughout the academic term, including (but not limited to):

- \$125,000 in annual scholarships (applications are available in the Office of Student Activities at the beginning of Spring semester)
- Lectures, special cultural events, and a variety of service projects for students and the community.
- Discount tickets to major attractions
- Opportunity drawings and giveaways
- \$75,000 emergency book grants
- Campus improvements
- \$40,000 in department grants

#### PARKING (required on the Rancho Cucamonga, Chino, and Fontana Campuses)

- Auto Parking:  
\$40.00 Fall and Spring;

\$20.00 Summer;  
\$20.00 Fee Waiver Students

- Motorcycle Parking: \$15.00
- Daily Permits: \$2.00

#### SUPPLEMENTAL

(this is not a complete list of fees; complete list is available from the Budgeting Services Office)

- Catalog: \$3.00 purchased in Bookstore; \$5.00 mailed; Send request to Catalog/Schedule Coordinator
- Library materials replacement: \$25.00; library materials rebinding: \$15.00
- Replacement of diploma or certificate: \$10.00
- Returned check fee and/or stop payment fee: \$25.00
- Schedule of Classes: Free at the Rancho Cucamonga, Chino, and Fontana Campus, and at in-district public libraries; \$2.00 mailed; Send request to Catalog/Schedule Coordinator.

#### MATERIALS FEES

Most courses require a material/instructional usage fee. Charges vary and are subject to change. Students should consult the current Schedule of Classes for fee amounts, which are noted under the appropriate class description. Material fees are due at the time of registration and are not subject to waiver.

#### REFUND POLICY

Refunds are issued automatically 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 (California Code of Regulations, Title 5, Section 58508). Refund deadlines are printed on the student's registration statement.

All refunds will be processed after the last day to add full term classes and will be received within 3 - 4 weeks. 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. Students must have a current address on file in the Admissions and Records Office to avoid delays in receiving refunds. Address updates can be made using My ChaffeyVIEW.

#### FINANCIAL RESPONSIBILITY

Student grades, transcripts, enrollment and degree verifications, diplomas, and registration privileges will be withheld pending settlement of any outstanding obligation to the college. Past due fees must be paid by cash, money order, cashier's check, Visa, or Mastercard. Failure to pay any outstanding balances will result in the student's name being submitted to the Franchise Tax Board for collection.

## FINANCIAL AID

The Financial Aid Office administers various federal and state financial aid programs in order to ensure that Chaffey College is accessible, regardless of a student's ability to pay for college. Financial aid services are available at our three campus locations in Rancho Cucamonga, Chino and Fontana. Hours of service may be found on the Financial Aid Office website at [www.chaffey.edu/finaid](http://www.chaffey.edu/finaid) and in the schedule of classes.

#### FINANCIAL AID PROGRAMS

The financial aid programs that Chaffey College participates in include:

- Board of Governor's Enrollment Fee Waiver (BOGW)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Workstudy
- Federal Direct Loan Program
- Academic Competitiveness Grant
- Cal Grant
- Chafee Grant for Foster Youth
- Americorps

#### FINANCIAL AID APPLICATION PROCESS AND DEADLINES

Students may apply for financial aid annually by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Chaffey College's School Code is 001163. The Chaffey College priority filing deadline is March 2nd of each year. \*Students who apply for financial aid by the March 2nd priority filing deadline are given priority consideration for financial aid programs that have limited allocations and therefore, are provided the best opportunity to receive the most financial aid.

In addition to the Free Application for Federal Student Aid, students may complete a Grade Point Average Verification Form in order to be considered for the Cal Grant program. The deadline for the FAFSA Application and GPA Verification Form is March 2nd. Please refer to the Grade Point Average Verification Form for instructions for completing this form.

### VERIFICATION

Some students who apply for financial aid are randomly selected by the Department of Education for a process called "Verification". Students who are selected for verification are notified of any additional documents required in order to complete the verification process. Documents required for verification may include a Verification Worksheet and a Federal Tax Return or statement of benefits, etc. Students selected for verification must submit all requested documents in order for financial aid eligibility to be determined. Students who fail to comply with requests for additional documentation required for verification will not be awarded financial aid as this is a federal requirement.

### ELIGIBILITY CRITERIA

In order to qualify for most financial aid programs, students must:

- Be enrolled in an eligible academic program such as a Certificate, Associates degree program, or Transfer program.
- Have a high school diploma or equivalent, or pass an Ability to Benefit test
- Maintain the Standards for Satisfactory Academic Progress
- Be a United States Citizen or Eligible Non-Citizen
- Not be in default on a federal student loan or owe a financial aid overpayment

### LOAN ENTRANCE/EXIT COUNSELING

Loan Entrance Counseling is a federal requirement for all first time student borrowers at Chaffey College. Loan Entrance Counseling workshops are offered throughout the academic year to inform students of their rights and responsibilities of the Federal Student Loan Program. Date, time, and location of Loan Entrance Counseling Workshops are available in the Financial Aid Office and on the Financial Aid Office website at [www.chaffey.edu/finaid](http://www.chaffey.edu/finaid). Loan funds will not be disbursed until a student has satisfied the requirement to complete Loan Entrance Counseling.

Students who have borrowed under the Federal Family Educational Loan Program or the Federal Direct Loan Program are required to complete Loan Exit Counseling in the event that they graduate, withdraw, drop below half-time enrollment, or transfer to another college or

university. Loan Exit Counseling materials will be mailed to graduated, withdrawn, or transfer students who do not satisfy this requirement by attending an Exit Counseling Workshop or completing an online Loan Exit Counseling session as this is a federal requirement.

### FINANCIAL AID DISBURSEMENTS

All financial aid disbursements are made via electronic fund transfer (EFT). Students must provide bank account information in order for funds to be transferred into their personal bank account. Students who do not have a bank account or do not provide this information in a timely manner will be issued a free ATM account through the Chaffey Federal Credit Union for the purpose of disbursing financial aid funds. Funds may be transferred out of the Chaffey Federal Credit Union to a preferred account by contacting Chaffey Federal Credit Union.

### SATISFACTORY ACADEMIC PROGRESS

Students who receive financial aid at Chaffey College must maintain the Standards for Satisfactory Academic Progress. The Chaffey College Standards for Satisfactory Academic Progress measure a student's qualitative and quantitative progress toward the certificate or degree program for which they are receiving financial aid. Students may lose eligibility for some aid programs for failure to satisfy the minimum qualitative and quantitative requirements as outlined in the Standards for Satisfactory Academic Progress.

It is imperative that students understand their responsibility to maintain the Standards for Satisfactory Academic Progress. Students are encouraged to meet with an academic counselor to develop a Student Educational Plan and adhere to the plan in order to ensure compliance with this requirement.

### RETURN TO TITLE IV

In the event that a financial aid applicant at Chaffey College enrolls in coursework and then completely withdraws from all coursework, federal regulations require the Financial Aid Office to perform a calculation to determine how much financial aid a student has earned. This calculation is called a "Return to Title IV" calculation. (Title IV refers to Federal Financial Aid Programs.) The Financial Aid Office uses a federal formula to determine how much aid a student earned based on his/her last day of attendance. The Financial Aid Office performs this calculation within 45 days of the date that it became aware of a student's withdrawn status.

In the event that a student has not earned all of the aid that was disbursed, he or she may be required to return some of the financial aid received. Students will be notified in writing of

the requirement to return financial aid funds. Students who fail to repay aid as required within the established timeframe will be reported to the Department of Education and will be ineligible for financial aid at any institution until the amount owed is paid in full.

### POST WITHDRAWAL DISBURSEMENTS

In some cases, when a Return to Title IV calculation is performed, the Financial Aid Office may determine that a student earned more financial aid than was disbursed prior to the student's last day of attendance. In this case, a student may qualify for a "Post Withdrawal Disbursement". The Financial Aid Office will disburse funds within 45 days of the determination that the student is eligible to receive a Post Withdrawal Disbursement. This process is in compliance with regulatory requirements that govern the federal financial aid programs.

### EXIT COUNSELING FOR WITHDRAWN STUDENTS

Withdrawn students who have borrowed under the Federal Family Educational Loan Program or Direct Loan Program are required to complete Loan Exit Counseling and may be subject to enter repayment on their student loan, regardless of graduation status.

Financial aid recipients who may need to withdraw from classes are encouraged to discuss the consequences of their withdrawal with a financial aid advisor.

Students who fail to attend classes are not eligible for federal financial aid and must repay all financial aid funds received for the term in which they failed to attend.

## HIGH SCHOOL DUAL ENROLLMENT

High school students may enroll at Chaffey College through dual enrollment to pursue advanced scholastic or vocational education (Education Code 48800(a)). Eligible students must have completed the 10th grade and have a minimum cumulative GPA of 2.5. New high school students (those attending Chaffey College for the first time) must complete an online application, and submit official transcripts, the High School Certification Form, the Parental Advisory Form, and the Emergency Contact/Internet Usage and Waiver of Liability Forms. Continuing high school students do not need to reapply online each semester, but must update and resubmit the forms listed above for each semester of attendance.

Home schooled students must have a signature of a school affiliate on their High School Certification Form. Home schooled students who are not able to obtain a school affiliate signature must achieve the following scores in each area of the Chaffey College assessment test: Reading 55, English 60, Arithmetic 34. If the preceding scores are not achieved, the student may not retake the test until the following semester.

The student's registration date, student ID number, and a link to the High School Registration Packet will be included in their registration letter, which is sent by e-mail. Students may not register until they have completed all the steps in the registration packet, which includes returning all required documents and completing assessment, orientation, and counseling. The High School Certification Form must be completed by the high school principal or designee. Only this person may complete the area of the form listing the recommended courses, which cannot be remedial in nature (courses numbered 500-599). In addition, high schools students are limited to a single section of the PE activity cardio-fit course PEACTION-30 (1 unit) or PEACTION-30a (.05 unit) per term. PETEAM courses are not available to high school students. Both the principal or designee and the student must sign the Certification Form.

The Parental Advisory Form must be completed and signed by the parent or legal guardian. The Emergency Contact/Internet Usage and Waiver of Liability Forms must be completed and signed by the parent or legal guardian and the student. All of the above required documents must be returned to the Admissions Office - along with official high school transcripts - by the deadline date listed in the High School Registration Packet.

High school students must register in person in the Admissions and Records Office at any Chaffey College campus on or after their assigned registration date. Up to eight units may be taken per term, selected from the recommended courses on the High School Certification Form. Enrollment, health, and college service fees are waived for high school students who reside in and/or attend a high school within the Chaffey College District. Other costs (e.g. materials fees, books, parking) must be paid by the student.

High school students who reside in California but outside of the Chaffey College District must pay all fees including resident enrollment, health, and college service fees. High school students classified as non-residents of California (for tuition purposes) and/or the United States must also pay out-of-state tuition fees. All high school students participating in dual enrollment must attend the first day of class. For more information on high school dual

enrollment, visit our Web site at [www.chaffey.edu](http://www.chaffey.edu) and select the High School Partnership link. For information on assessment, orientation and counseling, contact the Counseling Department at (909) 652-6200.

#### **HIGH SCHOOL APPEALS PROCESS**

The appeals process is for high school students (9-12 grade) who do not meet the admissions criteria but have strong potential for academic success in a college setting. For more information on the appeals process, visit our Web site at [www.chaffey.edu](http://www.chaffey.edu) and select the High School Partnership link.

#### **HIGH SCHOOL TECH PREP PROGRAM**

High school students participating in Tech Prep courses may be eligible to receive Chaffey College placement or credit. For additional information, contact the high school counselor or the Chaffey College Articulation/Tech Prep Office at (909) 652-6510.

## **STUDENT CLASSIFICATIONS AND PROGRAMS**

#### **AIR FORCE RESERVE OFFICER TRAINING CORPS**

Air Force Reserve Officer Training Corps (AFROTC) is offered through an agreement with the University of Southern California (USC). The program is open to most students pursuing an undergraduate or graduate degree with at least 2.5 years of school remaining. Competitive one- to four-year scholarships valued at up to 100% of tuition and fees are available to qualified applicants. Additionally, students may be eligible to receive money to cover the cost of books as well as a monthly tax-free stipend of up to \$500 per month. Classes are offered on the USC and Harvey Mudd College campuses and include one hour of academics for freshman and sophomores and three hours of academics for juniors and seniors. All students will also participate in two hours of leadership laboratory and undergo practical leadership training and development as Air Force officer candidates. Students who successfully complete the program will commission as an officer into the United States Air Force upon graduation. Students who qualify for and are selected to enter competitive programs including Air Force pilot, navigator, air battle manager, medical, and nursing career fields will be given specialized training following entry into the Air Force. For more information contact the USC Department of Aerospace Studies at (213) 740-2670 or visit [www.usc.edu/afrotc](http://www.usc.edu/afrotc).

#### **AMAN/AWOMAN**

"Connect to Succeed" is the philosophy of the AMAN/AWOMAN Project. This project is a culturally responsive approach to reaching students and providing an environment to survive and thrive. Participants receive a variety of tools and resources that will assist them in navigating the Chaffey College campus and completing their goals. Through mentoring and counseling, students from a wide variety of backgrounds are connected to strategies and activities that promote achievement and self-esteem. Although the program is specifically designed to assist African-American students, all students are welcome to join. For more information, contact Donna Colondres at (909) 652-6226.

#### **CALIFORNIA INSTITUTION FOR WOMEN (CIW)**

The college has partnered with the California Institution for Women in Chino (a state correctional facility) to provide education to a select cohort. The students follow an educational plan which leads to an Associate of Arts degree in Communication Studies and prepares them for transfer to four-year institutions. All courses are taught through distance education by Chaffey faculty (e.g., taped lectures on campus and written correspondence) because of state restrictions on face-to-face instruction in a facility closed to the public. By working through the Extended Opportunities for Students (EOPS) program, the college ensures that the CIW students receive the same services traditional students enjoy. The prison has a Success Center, tutors and a small computer lab available to increase academic success.

#### **COOPERATIVE EDUCATION (WORK EXPERIENCE)**

Cooperative Education/Work Experience provides students with the opportunity to use their part-time, full-time, or internship position to earn elective credit. On-campus work-study positions also qualify. Students obtain practical on-the-job experience and knowledge related to their career or educational goals. Students gain an understanding of the relationship between classroom theory and the world of work and improve their career development skills and their employment opportunities while enrolled in Cooperative Education. Under the supervision of college faculty and the job supervisor, students prepare a job-related learning agreement which serves as a guide to their Cooperative Education experience.

Chaffey College offers two types of Cooperative Education programs: Career Field Studies requires the student's job be related to their declared major and General Work Experience is for students whose job is not related to their major. The Cooperative Education staff offers an entire list of career exploration seminars each semester.

The Cooperative Education Office is located in Campus Center East (CCE) on the Rancho Cucamonga Campus, co-located with the Student Employment Office within the Global Career Center. Students may contact the Cooperative Education Office at (909) 652-6190 to schedule an appointment or to obtain office hours.

### EARLY ALERT

In order to assist students when they need support, Chaffey College uses an Early Alert System that allows an instructor to notify students if their success in a course appears to be in jeopardy. This system is designed to provide students with individualized attention while there is still time to successfully complete their course. The Early Alert Office may send a letter or email, followed up with a telephone call, to discuss classroom performance and on-campus resources.

### GATEWAYS TO TEACHING PROGRAM

Gateways to Teaching provides support services and programs to help students prepare for a career as a K-12 teacher. Any Chaffey College student interested in teaching may apply to the program. Benefits of the program include free CBEST workshops, academic planning with a Gateways counselor, and newsletters that provide up-to-date information on special events, scholarships, transfer programs, and credentialing. Education courses provide students with an opportunity to develop a teaching portfolio and gain hands-on experience working with teachers in elementary and secondary school classrooms. The Gateway to Teaching office is located on the Rancho Cucamonga campus in room AD-180D. For more information or to obtain an application, contact Institutional Services at (909) 652- 6455, stop by the office, or visit the website at [www.chaffey.edu/GTP](http://www.chaffey.edu/GTP).

### HONORS PROGRAM

The Honors Program offers enriching experiences to improve the quality of education, provide challenges, and motivate academically talented students who strive for advanced academic achievement toward established long-range educational goals. Students are offered courses with particular rigor and subject enrichment, along with opportunities for involvement in service activities. Additionally, these students may be given guaranteed transfer priority to those colleges with articulated agreements with Chaffey. Transcripts of graduating honors students document that students have earned honors credits — records are highly regarded by any accredited college or university. Chaffey College has articulated Honors Program agreements with UCI, UCLA, UCR, UCSC, CSUSB, San Diego State University, Occidental College, Pitzer College, Pomona College, Chapman College, Pepperdine University, University of La Verne.

### Affiliation

Chaffey is a member of the National Collegiate Honors Council, the Western Regional Honors Council, and the Honors Transfer Council.

### Criteria for Enrollment

- High school GPA of 3.25 or college GPA of 3.00 after the minimum of 12 units of transferable courses.

*Plus one of the following:*

- Two letters of reference from high school or college faculty members which address a student's academic abilities and motivation.
- Combined SAT score of 1000 or above, or ACT score of 26.
- Successful completion of two Chaffey honors courses with grades of A or B, or completion of three advanced placement classes in high school.
- Evidence of special competence or creativity.
- Nomination by a Chaffey faculty member.

### Criteria for Fulfillment of Honors Program

- GPA of 3.00 in transferable courses.
- GPA of 3.00 in honors courses.
- Completion of 18 semester units in Chaffey Honors Program (up to 6 units may be accepted from another institution).
- Completion of Associate Degree, or fulfillment of admissions requirements to a 4-year institution.
- Submission of "Intent to Complete Honors Transfer Program" form.
- Community service and enrichment activities.

### Student Honor Society

Phi Theta Kappa is the national student honor society. Honor students with a 3.50 cumulative GPA may become members of Phi Theta Kappa and may graduate with honors.

### INTERNATIONAL STUDENTS

Chaffey College welcomes students from all over the world. Approximately 200 students from 57 countries are enrolled at Chaffey College and provide cultural enrichment to the college community. An international student is defined as a student who has entered the United States temporarily and solely for the purpose of study, and has a permanent residence in another country that he/she has no intention of abandoning. These individuals must contact the International Student Office in Wargin Hall 181 on the Rancho Cucamonga Campus or check the program's website at [www.chaffey.edu/international](http://www.chaffey.edu/international) before starting the registration process. Individuals on a B1/B2 Visitor's Visa may not enroll in classes at Chaffey College, however, prospective students holding any type of Visa may obtain information from the International Student Office.

A variety of services are provided to international students, including guidance and assistance to maintain F-1 (student visa) status, information and assistance regarding change of status processes, academic guidance, career development, housing/homestay referrals, social and cultural activities and many other services geared to meet the specific needs of international students attending Chaffey College.

A mandatory medical insurance program requires all international students purchase a medical plan. Medical insurance is included as a mandatory fee, requiring payment prior to registering for classes. Failure to obtain insurance will result in delays or holds for registration and the release of official records.

The International Student Office is located in Wargin Hall Room 181 on the Rancho Cucamonga Campus. Applications and information regarding admissions and services are available at the office and on Chaffey's website:

[www.chaffey.edu/international](http://www.chaffey.edu/international).

### Usual Office Hours Are:

**Monday - Friday**  
7:30 a.m. to 4:30 p.m.

For appointments and information regarding the program, students may call the International Student Office at (909) 652-6195 or (909) 652-6197, or e-mail the office at [intlstudents@chaffey.edu](mailto:intlstudents@chaffey.edu).

### Transcript Evaluation for Foreign Students:

Chaffey College accepts the following Transcript Evaluation Services for foreign students:

- Academic and Professional International Evaluations, Inc.
- Academic Credentials Evaluation Institute
- American Education Research Corporation (AERC)
- Educational Credential Evaluators, Inc.
- Educational Records Evaluation Service
- Institute for International Credentials Evaluation at CSU Fresno
- International Education Research Foundation, Inc. (IERF)
- World Education Services, Inc. (WES)

Note: Credits from an evaluation service are counted as earned credits only. Grade point averages from foreign institutions are not included on the Chaffey academic transcript. For specific information, contact the Admissions and Records Office.

## ONLINE TO COLLEGE

Chaffey College's Online to College program is a collaboration among the Montclair Community Collaborative, City of Montclair, Ontario-Montclair School District, Chaffey College Foundation, Montclair businesses, and participating schools.

The program is designed to prepare and educate the community that attending college is a viable option for their youth. Beginning in 5th grade, students from Lehigh, Kingsley, and Monte Vista elementary schools are introduced to college through classroom presentations and Chaffey College campus tours. As students enter Vernon or Serrano Middle schools, age-appropriate curriculum is introduced to students and their parents to enhance their knowledge about college. When students enter Montclair High School, the Chaffey College Online to College team is ready to assist them with the transition into college through workshops, assessment testing, educational planning, after-school college courses and weekend programs. Since the introduction of the program, and having the first cohort graduate from high school in 2005-2006, the college-going rate for Montclair students has increased 24%. Over 3,100 students participate annually in the Online to College program. For more information about the program, please call (909) 652-6455.

## OPENING DOORS TO EXCELLENCE

Chaffey College offers a comprehensive program to assist students experiencing academic difficulty. **Opening Doors** assists students on second level probation. **Smart Start** assists students whose assessment results indicate that they could benefit from additional assistance in transitioning to the college experience. **Project Second Chance** provides support for individuals who did not graduate from high school and want to continue their education at Chaffey College.

These programs offer specialized counseling, orientation and information sessions, guidance courses and directed learning activities at the Success Centers to help students overcome the challenges of attaining good standing with the college. For more information, contact the Opening Doors to Excellence program at (909) 652-6201.

## PUENTE PROJECT

An outgrowth of the Puente Project founded in 1981 at Chabot College in Hayward, the Puente Project is designed to provide individual assistance to students interested in transferring to four-year colleges and universities. Puente students are provided with intensive English instruction, focused personal counseling, introductory tours of UC and Cal State campuses,

and helpful personal mentoring. Every element is an essential part of the Puente experience.

Prospective students must be eligible for English 450 at the time of application, and must write an essay describing their academic and career goals, and how participation in Puente would assist in their success. Applications and essays are evaluated by the Puente Program faculty, who select 30 students each year for participation in the program.

More information and application forms are available in the Counseling Department at the Rancho Cucamonga Campus. Puente Project contacts are Professor Monica Molina at (909) 652-6208. Students may also visit [www.chaffey.edu/puente](http://www.chaffey.edu/puente) and apply online.

## VETERANS

Veterans and dependants eligible for chapter benefits should apply for those benefits in the Admissions and Records Office.

The Veterans Administration (VA) specifies a minimum load for educational benefits (these apply to full term classes only; see Veterans Certifying Official for information regarding short-term classes):

FALL AND SPRING	STATUS
12 units or more	Full-time Student
9-11 units	3/4 time Student
6-8 units	1/2 time Student
Less than 6 units	Less than half time

**SUMMER:** see Veteran's officer in Admissions and Records for unit requirements.

All veterans and eligible dependents who wish to receive VA educational benefits while attending Chaffey College are required to meet with a counselor for a Veteran's Program Check. Official transcripts of all previous college work must be evaluated prior to this meeting.

Veteran students may request priority registration; however, students wishing to collect benefits must first meet with the Veteran Certifying Office in Admissions and Records to begin the process. Students not wishing to collect benefits may request priority. For additional details, please go to [www.chaffey.edu](http://www.chaffey.edu) and click on Veteran Services.

If the grade point average of a student who is receiving VA educational benefits is below the graduation requirement of 2.0, the student will not be certified for VA educational benefits until his or her academic status is restored to good standing. Students with GPA's less than 2.0 may be certified for one semester under probationary status. The student may be certified for up

to two terms on probation, provided the student has shown marked improvement upon completion of the probationary term as defined in the Conditions for Improvement. If after the second probationary term the student's cumulative grade point average does not meet the graduation requirement of 2.0, the student will not be certified until the Conditions of Re-entry for Students Receiving VA Educational Benefits have been met.

**Conditions for Improvement:** If the student's probationary term grade point average is 2.0 or above, the student may be certified for an additional probationary term, even if the cumulative grade point average does not yet meet the graduation requirement of 2.0.

**Conditions of Re-entry for Students Receiving VA Educational Benefits:** The student will be granted re-entry for the purposes of VA educational benefits after the student has restored his or her grade point average to the graduation requirement of 2.0.

## • Program Changes

Veterans and eligible dependents are considered the same as all other students in regard to attendance and academic requirements by Chaffey College.

## • Military Credit

A veteran may request credit for military science and tactics. If this is approved, the student may be granted 2 semester units of elective credit towards graduation for every 180 days of active service (including basic training), to a maximum of 8 semester units (E.C. 78230). Military credit does not exclude the student from meeting physical education requirements at Chaffey College. A copy of the DD214 or other official documents must be submitted to the Admissions and Records Office to verify length of service and honorable discharge.

Elective credit toward graduation from Chaffey College for service schools completed while serving in the Armed Forces, Armed Forces Reserve, or National Guard may also be requested. A separate request for evaluation must be submitted for each school completed and exact information must be provided to complete a proper evaluation and verify completion of service school training. A maximum of 15 semester units for basic training plus service schools completed may be granted to a veteran toward graduation from Chaffey College.