

# STUDENT SUPPORT SERVICES

## ATHLETICS

Playing under the name of The Panthers, the men's and women's teams compete in the Foothill Athletic Conference. The men's athletic program offers competition in football, basketball, baseball, track & field, swimming, soccer, and water polo. The women's athletic program includes competition in basketball, softball, track & field, swimming, water polo, soccer, and volleyball.

### ATHLETIC ELIGIBILITY

Chaffey College is a member of the Foothill Conference. Intercollegiate athletic competition is governed by the California Community College Athletic Association (CCCAA).

To be eligible for competition, student-athletes must be enrolled in a minimum of 12 units during the season of sport (9 of those units must be degree/certificate applicable). Between seasons, student-athletes are required to complete 24 units, and maintain a minimum 2.00 GPA. Consult the athletic counselor or coach to determine athletic eligibility and to complete a student educational plan.

### ATHLETIC FACILITIES

The Earl Sicosky Gymnasium has a seating capacity of 715. The upper level provides bleachers and a dance room. The women's lockers are located on the west side of the building; the men's lockers are located on the east side. A new gymnasium is also under construction.

Adjacent to the existing gymnasium are tennis courts, Grigsby Field (4,200-seat stadium with football field and track), Lowder Field (baseball), handball courts, a state-of-the-art softball facility, a strength and conditioning lab, the George Colbath Fitness Lab, and two additional fields for physical education and athletic activities. A swimming pool is immediately south of the gymnasium.

## ECONOMIC DEVELOPMENT

### WORKFORCE PREPARATION PROGRAM

The Workforce Preparation Program provides short-term training programs that lead to employment. Supportive services offered through this program include: career and educational counseling, CalWORKs work study, job development, job placement, mentoring and internship opportunities for students who are receiving CalWORKs. This program is specifically designed to assist students in developing

the skills necessary to obtain employment at self-sufficient wages. This program is also the campus contact for specially funded training programs including WIA (Workforce Investment Act), TRA (Trade Readjustment Act) and WIB (Workforce Investment Board) grants. Please call (909) 652-6049 for additional information.

### COMMUNITY EDUCATION AND PROFESSIONAL DEVELOPMENT

Chaffey College endeavors to serve our community by providing continuing education opportunities as well as personal and professional development classes through our Community Education and Professional Development Program. These fee-based classes are designed to respond to community interests and to assist our region's economic development by strengthening work-related skills. Current Community Education and Professional Development Schedule of Classes are available on the college's website at [www.chaffey.edu](http://www.chaffey.edu). For further information, please call (909) 652-6043.

### CONTRACT EDUCATION

Chaffey College is pleased to offer customized training to meet the needs of business and industry within the community. Contract Education services are in line with the California Community Colleges' mission to advance economic growth, enhance employee performance and increase the return on investment for area business and industry, from large corporations to the small business entrepreneur. Instructors are experienced, with excellent credentials. Programs are low cost and are tailored to business needs. Training typically takes place at the business site and can be arranged around business schedules (all shifts; all days). Consulting services and needs assessments are also available. Please call (909) 652-7791 for further information.

## HOUSING

Since the college has no dormitory facilities, students not living at home must make their own arrangements for housing. Chaffey College assumes no responsibility for the inspection or approval of student housing.

As a service to students, the Student Activities Office in Campus Center East maintains a bulletin board with listings from community members of available housing to be found in the nearby communities. Listings include room and

board, rooms only, roommates, rooms with kitchen privileges, apartments, houses, and opportunities to work for free room and board. Rental rates vary.

## PUBLICATIONS

The Breeze is the official student publication on campus. Published twice a month, the newspaper is written and edited by students enrolled in Newspaper Production, Journalism 61ABC.

The Student Handbook, available at no charge, and other publications including information about the programs and services of the college are also available in the Office of Student Activities or accessed online at [www.chaffey.edu/stuactiv/student\\_handbook.pdf](http://www.chaffey.edu/stuactiv/student_handbook.pdf)

## STUDENT ACTIVITIES

The Office of Student Activities promotes events and coordinates programs that provide students with an opportunity for educational and social growth outside the classroom. Services for students include the publication of a Student Handbook, the Dean's Honor List, graduation, annual spring scholarships, numerous cultural events, special attraction ticket sales, emergency book grants, lecture series, information on student organizations, student government, community service projects, and a housing bulletin board.

The Office of Student Activities is located in Campus Center East (CCE) on the Rancho Cucamonga Campus. Office hours for fall/spring semesters are:

**Monday - Thursday**

8:00 a.m. to 6:00 p.m.

**Friday:** 8:00 a.m. to 4:00 p.m.

Students may contact the Office of Student Activities at (909) 652-6589.

### ASSOCIATED STUDENTS

Every currently enrolled credit-class student belongs to the Associated Students of Chaffey College (ASCC), which is governed by the Campus Council. With a membership composed of seventeen representative Chaffey students, the Campus Council is comprised of two bodies: an Executive body and the Senate. The President of the ASCC serves in the dual role of Student

Trustee who serves as liaison between the Chaffey College Governing Board and the student population. The Campus Council holds weekly meetings throughout the academic year. The ASCC campus-wide activities and the Inter-Club Council are supported through the College Services Fee.

### CLUBS AND ORGANIZATIONS

The Office of Student Activities and the Inter-Club Council oversee the activities of all clubs and organizations which have renewed their charters for the current school year, via the submission of annually required forms. Organizations are professional or vocational while others are recreational, cultural, religious, or service-oriented. All student organizations are administered by students for the benefit of students with the assistance of the Office of Student Activities. Each organization is required to have a full-time faculty/staff advisor to be chartered by the Chaffey College District. Clubs and organizations that have been chartered are:

- AMAN/AWOMAN
- Anime Club
- Associated Press Club
- Associated Students of Chaffey College (A.S.C.C.)
- Astronomy and Planetary Science Club
- Ceramics Club
- Chaffey Art Organization
- Chaffey College Car Club
- Chaffey Paralegal Society
- Chaffey Republicans
- Changing the Globe
- Child Development Club
- Chemistry Club
- Christians at Chaffey College
- Computer Club
- Future Teachers Club
- Gay Straight Alliance
- Global Dance Club
- HACU Club
- International Students
- Kappa Sigma Nu
- Mariachi Club
- Montclair Associated Students for Success
- Muslim Student Association (MSA)
- Philosophy & Religious Studies
- Practical Applications for Gaming in Education (P.A.G.E.)
- Spanish Club
- Students 4 Change
- Student Vocational Nurses Club
- Tax, Accounting, and Business Society (T.A.B.S.)
- The Chaffey Review
- The Pagan Society
- The Social Awareness Society
- Together Plus Club

## STUDENT SERVICES

### ADMISSIONS AND RECORDS OFFICE

The Admissions and Records Office provides numerous services to students and members of the community. The office provides general information about the college and accepts applications for admission. Students register, add, and drop from classes through this office. Transcripts, credit by examination, and enrollment verifications are all issued via this office. Transcript requests can be made via Chaffey's website at [www.chaffey.edu](http://www.chaffey.edu). Enrollment verification requests can be made in person or through Chaffey's website. For more information on transcript and enrollment verification requests including fees, please visit our website at [www.chaffey.edu](http://www.chaffey.edu) or see the schedule of classes. For information on credit by examination, please see "Credit by Examination".

The Admissions and Records Office maintains grade reports, student academic records, courses taken, units attempted, units earned, grades, grade points, graduation dates, military credit, non-credit enrollment and other data, and prepares class roll sheets, diplomas, and certificates. Community services academic history is only maintained from Fall 1999 forward. The Admissions and Records Office provides photo ID services during specific business hours. Veterans Services is also located in the Admissions and Records Office.

### BOOKSTORE

The Bookstore in Campus Center East is open throughout the year for the convenience of students in obtaining textbooks and supplies needed for classes. Textbooks can be ordered on our website <http://books.chaffey.edu>. Chaffey clothing, gifts, novelties, and other items of interest are also available. The bookstore provides several services for students. These include fax service, UPS mailing service, Omni bus passes, special book order service, postal stamp service, and ATM service.

### CAFETERIA

The Cafeteria in Campus Center West is located across from the bookstore. There are a variety of food and drink choices available. You may order from the grill, Taco Bell Express, or create your own salad from the salad bar. Throughout the year the cafeteria is open Monday through Friday.

### CHILD DEVELOPMENT CENTER

The Chaffey College Child Development Center located at the Rancho Cucamonga Campus provides low cost, high quality child care services for children.

The Center is licensed by the State of California, Title 22, and provides subsidized childcare services through the State Department of Education, Child Development Divisions, Title V funding. Parents who are eligible for free or reduced child care services will pay fees according to a sliding fee scale provided by the State Department of Education. The maximum group size in the preschool program is 24 children and the adult/child ratio is 1:8. The maximum group size in the toddler program is 12 children. The adult/child ratio is 1:4. The Center has an open door policy which encourages all parents to participate in the Center classrooms.

The Child Development Center welcomes all children regardless of sex, race, religion, ethnicity, national origin or ability. The curriculum is based on interest and individual needs of the children and provides a flexible framework to support the growth of each child. Child care services are offered to students, staff, faculty and community families. The Center is opened Monday through Friday 7:00am to 5:00pm.

The Child Development Center's mission is:

- To provide high quality, developmentally-appropriate child care and educational experiences to children
- To support Chaffey College students in their educational and vocational goals
- To provide training and employment to individuals seeking careers working with children and families

Through the apprentice program, the Chaffey College Child Development Center offers employment opportunities to students enrolled in child development classes. The purpose of the apprentice program is to help students gain work experience and obtain a child development permit required for employment in state and federally funded programs. Employment applications are available online at [www.chaffey.edu/childctr/index.shtml](http://www.chaffey.edu/childctr/index.shtml) or at the Child Development Center. Employment applications are accepted throughout the semester.

Students enrolled in various child development courses may complete their assignments in the Child Development Center program. Pediatric Nursing, Psychology, and Food Service Management courses utilize the Child Development

Center as a field of placement site. For information on fees, enrollment procedures, or job openings please call (909) 652-6865.

### COUNSELING DEPARTMENT

The Counseling Department offers students information on all academic and vocational programs at Chaffey College. Counseling services include assessment and orientation for new students, how and when to prepare for transfer to a four-year college or university, evaluation of course work taken at other colleges, applications for graduation and for certificates, processing of waivers and petitions and referrals to other agencies on campus and in the community. The Counseling Department offers valuable resources for students' questions and concerns.

For information regarding services available relating to career planning, see the heading "Global Career Center."

The Chaffey College Chino and Fontana Campuses are also staffed with counselors who provide educational, career, and personal counseling. For more information contact the Chino Campus at (909) 652-7750 or the Fontana Campus at (909) 652-7400.

### DISABILITY PROGRAMS AND SERVICES (DPS)

Chaffey College maintains a strong commitment to serving people with all types of disabilities who desire postsecondary education. The goal of DPS is to provide equal access to education for those students. DPS emphasizes independence and self reliance, while encouraging the students to become active members of the college community; this active role will foster successful integration into four year colleges/universities and career employment. Participation in DPS is voluntary, and conducted with strict confidentiality. Students are expected to make measurable progress toward their educational goals in order to remain in the program. The array of support services includes, but is not limited to:

- Individual educational planning
- Assistive Technology Center
- Academic/vocational counseling
- On-campus transportation
- Adapted parking spaces
- Campus orientation
- Priority registration
- Course substitution assistance
- Adaptive equipment
- Print enlargement
- Alternative media
- Test-taking facilitation
- Reader and note taking services
- Liaison and referral services
- Counseling

- Testing for possible inclusion in Learning Disabilities Program

DPS makes alternate formats of instructional text and video available to qualified students. Formats available are Braille, Electronic Text (E-Text), and Closed Captioning. Students needing an alternate format text or video that is required for a course in which they are or will be enrolled should contact the DPS Office as soon as the need is known, as specific requirements and lengthy acquisition timelines apply. Students are strongly encouraged to also meet with their instructors to determine accessibility of the course material.

In accordance with Section 508 of the Rehabilitation Act of 1973, as amended 29 U.S.C § 792(d), closed captioning of DVDs/videos is available whenever a student has a need and a captioned version cannot be purchased through the publisher. After permission has been granted by the publisher, one captioned copy of the video will be made in accordance with the appropriate protocols for video captioning and made available to the instructor of the course. The closed captioned instructional videocassettes in the Chaffey College Library video collection have been identified with closed captioning labels on the slipcase. There is a closed captioning note in the bibliographic record for every title; these records appear in the library catalog and the catalog is accessible online at [www.chaffey.edu](http://www.chaffey.edu).

DPS also offers specialized classes to meet the specific needs of students with disabilities. Courses are based on individual student need and may include the following:

- Cognitive retraining
- Guidance
- Self-Advocacy
- Basic Academic Skills
- Assistive Technology
- Study Skills

The DPS Office is currently located in Campus Center West (CCW -21) at the Rancho Cucamonga Campus. The hours are:

#### Monday through Friday

7:30 a.m. - 4:30 p.m.

DPS counselors also are available at the Chino and Fontana campuses. Appointments can be made at any location by calling (909) 652-6379. The toll free number for the California Relay Service is 1-800-735-2929. For more information, visit the DPS website at [www.chaffey.edu/dps](http://www.chaffey.edu/dps).

In addition to the above facilities and services, Chaffey College offers a program for students with disabilities located off-campus at the Learning Development Center. The goal of this program is to provide an academic and transitional work program for students leading to competitive employment. The academic component focuses on, but is not limited to, the following subjects:

- Vocational skills training
- Career exploration and preparation
- Job-seeking skills
- Employment applications
- Resumé writing
- Interview techniques
- Work attitudes
- Job placement
- Job retention
- Job club

Vocational skills classes are used as a means to teach, observe, and assess appropriate work behaviors, responsibility, speed, accuracy, stamina, and other skills necessary for successful job placement.

Interested persons are invited to phone the Learning Development Center at (909) 652-7675 or visit the facility located at 9375 Ninth Street, Rancho Cucamonga, CA 91730.

DPS also offers an instructional program in basic life skills for individuals with developmental disabilities who are employed at Diversified Industries, a supported work environment located in Montclair. For further information regarding this program, please contact the DPS Office at (909) 652-6379 or Diversified Industries at (909) 982-4090, ext. 21.

### EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The Extended Opportunity Programs and Services (EOPS) office is located in the north side of the Campus Center West Building (CCW). EOPS is a state-funded program intended to provide support services to financially and educationally disadvantaged students. Program participants are eligible for priority registration, academic and personal counseling, peer advisement, and assistance buying books. Bilingual staff members are available to assist students who speak limited English. Additional benefits and services are available through the CARE program to EOPS students who are single parents with children under fourteen years of age and receiving public assistance.

Further information and eligibility requirements may be obtained by calling the EOPS office at (909) 652-6349.

## GLOBAL CAREER CENTER (GCC)

It is extremely important for students to make educated and informed career decisions in this global economy. Professional career counselors are available in the Global Career Center (GCC), located in the Campus Center East Building (CCE) between Student Activities and the Bookstore, to assist Chaffey College students and members of the community in formulating their career goals by assessing their interests, aptitudes, values and personality type to help them make their career choices. The GCC also provides workshops regarding interview techniques, resume writing, career networking opportunities and a career resource library. Several career and personality assessments are available online through the Global Career Center website at [www.chaffey.edu/gcc](http://www.chaffey.edu/gcc). The Myers-Briggs Type Indicator personality assessment is also available for a fee. To make a comprehensive career counseling appointment, contact the Global Career Center at (909) 652-6511.

## LEARNING AND EDUCATIONAL DEVELOPMENT

The Learning and Educational Development (LED) program assists non-credit students transitioning into credit courses. The purpose of this academic support is to encourage students to complete a certificate program, an associate degree, and/or transfer to a four-year university. LED is a student support service working in conjunction with the Chaffey College Success Centers.

Students may contact the program office at (909) 652- 7407 for further information, location, hours of operation, and appointments.

## LIBRARY/CYBRARY

The Library on the Rancho Cucamonga Campus and the Cybrary on the Chino Campus provide services and resources to maintain effective learning programs and to empower the diverse student population to persist toward successful goal achievement. We provide reference assistance and navigation to information location and retrieval through book, periodical, video, and electronic resources; these resources are carefully chosen to meet the educational and cultural needs of the Chaffey College student. The goal of the program is for student learners to leave the library with the information literacy and critical thinking skills they will use as they transfer to upper division university programs or to the pursuit of careers throughout their working lives.

The Library and Cybrary provide the following resources and services to students, faculty, and staff:

- Research/reference center with access to the Internet, electronic indexes, and full text services
- An information access/instruction center for bibliographic instruction sessions and workshops
- Assistance from reference librarians in the use of library resources in all formats
- An interactive learning center with study tables
- A quiet study/reading room with individual carrels and group study rooms
- A print collection of books, magazines, and journals (at the Rancho Library only)
- A book request service whereby students can request items in the circulating collections at the Rancho Library to be sent to the Cybrary for pickup
- An instructional video collection (at the Rancho Library only) that has been digitized and is accessible at Chaffey networked terminals in Rancho Cucamonga and Chino
- A reserve book collection
- An online reserve collection
- Photocopiers
- Access 24 hours a day, 7 days a week to online databases

Also located in the Library is an interdisciplinary writing center for tutoring and mini-classes in writing skills.

You may contact the Library on the Rancho Cucamonga campus at (909) 652-6800. The Chino Campus Cybrary can be contacted at (909)652-8115. You may also check the website at [www.chaffey.edu/library](http://www.chaffey.edu/library) for current hours.

## STUDENT EMPLOYMENT SERVICES

The Student Employment Office provides job referral, internship referral, cooperative education referral, and personnel services to current and former Chaffey College students.

### 1. Job Referral Services

This office cultivates and maintains extensive on-campus, local, out-of-state, and international job listings. To further assist Chaffey students, this office arranges for recruiters from various companies, organizations, and institutions to hold open recruiting sessions on-campus. Student Employment is always available to answer resumé and interview technique questions.

### 2. Internship Referral Services

Student Employment offers assistance in securing paid and non-paid internships. Internships are the best way to obtain in-the-field experience required by the majority of today's employers. Those wishing to work an internship must also be registered for the appropriate Cooperative Education class.

### 3. Cooperative Education

The Cooperative Education program makes it possible for existing jobs and/or internships to work for the student by earning elective units. This is the best way to bridge the gap between classroom and workplace.

### 4. Personnel Services

Student Employment is the personnel office for all on-campus student positions. All new student employees must complete their personnel documents and submit them to this office prior to their first day of work. This office is also happy to assist in providing employment verifications and in addressing any personnel concerns that might arise.

The Student Employment Office is located in Campus Center East (CCE) on the Rancho Cucamonga Campus, in the Global Career Center.

#### Monday-Thursday

8:00 a.m. - 5:00 p.m.

#### Friday

8:00 a.m. - 4:30 p.m.

Evenings by appointment

Students may contact the Student Employment Office at (909) 652-6511 to schedule an appointment or to confirm office hours.

## STUDENT HEALTH SERVICES

Student Health Services is dedicated to assisting students achieve and maintain optimum physical, mental, and emotional health. We are committed to providing quality health care at a reasonable cost.

The Student Health Services team is made up of medical doctors, nurse practitioners, registered nurses, counselors, secretaries, student educators, and student assistants who are trained to assist you with medical information and problems in a professional and confidential manner. Services include first aid, treatment for minor illnesses, health examinations, birth control, family planning, T.B. testing, laboratory testing, consultation regarding health problems, individual and group psychological counseling, and video cassettes and handouts on numerous topics.

Student Health Services is supported by the health fee paid at the time of registration. There is no charge to consult/visit the office staff including the medical doctors and nurse practitioners. There are, however, minimal fees for additional services, such as lab tests, immunizations, and prescription medications.

Your medical records and all discussions with the student health services staff are completely confidential. Records are only released with written consent of the student, unless required by law.

Students are encouraged to visit the office, located in Campus Center West (CCW) at the Rancho Cucamonga Campus. Usual clinic hours are:

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

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

For more information or to schedule appointments, call (909) 652-6331.

### STUDENT SUCCESS CENTERS

As part of the Basic Skills Transformation initiative, Chaffey College created Student Success Centers. The Centers offer tutorials, workshops, learning groups, and computer access to assist students in their academic development and success.

Discipline-specific centers are designed to help students with particular subject area courses and skills. Multidisciplinary Centers are set up to serve students in all subject disciplines. Hours for each Success Center are listed in the schedule of classes. Students may also contact the Success Centers by visiting or calling. The location and telephone number for the Success Centers are listed below.

**MATH SUCCESS CENTER**  
Room PS-12 • (909) 652-6452

**LANGUAGE SUCCESS CENTER**  
BEB Building, 1st Floor • (909) 652-6906

**MULTIDISCIPLINARY/READING SUCCESS CENTER**  
BEB Building, 1st Floor • (909) 652-6932

**WRITING SUCCESS CENTER**  
Library • (909) 652-6820

**Chino Success Center**  
CHMB-145  
(909) 652-8150

**Chino Reading/Writing Success Center**  
CHMB-240  
(909) 652-8160

**Fontana Success Center**  
FNFC- 122  
(909) 652-7408

### TRANSFER CENTER

The Transfer Center provides information and resources to help students continue their education after Chaffey College. The center maintains a library of college catalogs and reference material, provides access to the internet and specialized software programs for college research and applications, hosts college representatives for individual appointments with students, sponsors transfer-related workshops, and schedules campus visits and college fairs. All services are free and available to any Chaffey student.

The Transfer Center staff welcomes the opportunity to assist students considering transfer to four-year colleges. The center is located in the Student Services/Administration Building, Room 120 on the Rancho Cucamonga Campus. Usual office hours are 8:00 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 4:30 p.m. on Fridays. More information can be obtained by calling (909) 652-6233 or visiting the Transfer Center on Chaffey's website [www.chaffey.edu](http://www.chaffey.edu).

