ALL STUDENTS REGISTERED IN ONLINE AND/OR HYBRID COURSES MUST HAVE A CURRENT E-MAIL ADDRESS ON FILE IN CHAFFEYVIEW.

ARE YOU READY FOR DISTANCE EDUCATION LEARNING?
To learn more about Chaffey’s online and hybrid classes and to determine if your learning style is compatible with this type of learning, visit the Distance Education website at www.chaffey.edu/onlineed. To learn more about Moodle and some of the online tasks that might be required in online and hybrid courses, review the information on the DE website. You are also encouraged to participate in the online orientation available the week prior to the start of each term’s classes. Access Moodle and the orientation by logging on to MyChaffey and clicking on the Moodle link. Your username is the same as your MyChaffey username. The first time you log on to Moodle, your password will be your date-of-birth in mmddyy format.

WHAT ARE THE TECHNICAL REQUIREMENTS?
Students considering an online or hybrid class should have easy and regular access to a personal computer with the following minimum capabilities:
- Access to the internet through DSL, cable, FIOS or other high speed connection
- Use of a major browser such as Microsoft Internet Explorer / Edge, Firefox, Google Chrome, or Safari
- Operating systems: Windows, Mac OSX or Android
- An active e-mail account that permits attachments to be delivered and received
- Ability to view PowerPoint presentations
- Ability to view and create Word documents, or .rtf files

Some online classes may require the following:
- Ability to download and listen to audio files
- Ability to view streaming video

MOODLE MOBILE NOW AVAILABLE
Students may now access their Chaffey Moodle courses using the Moodle Mobile App by Moodle Pty Ltd. This is the only approved app for use with Moodle. The app can be downloaded from the Apple App Store, Google play, Windows Store, or the Windows Phone Store. NOTE: Not all course content is available when using the app. Students should periodically check their online or hybrid course on a desktop or laptop computer.

HYBRID CLASSES: Hybrid classes are a combination of online and classroom instruction, with at least 50% of the instruction held in the classroom. All hybrid classes meet on-campus during the first week of the class, during which important information about the class – including access instructions for the online instruction – is provided. Students should check the schedule of classes for the designated date, times and location of the first week’s meeting and all subsequent on-campus meetings. Students in hybrid classes are expected to attend all class meetings as well as fully participate in the online portion of the instruction.

REGISTERING FOR HYBRID CLASSES: Students register for hybrid courses using the same registration process used for on-campus courses. See the Registration area for additional information.

ENROLLED STUDENTS: Students must have officially enrolled in the hybrid class via MyChaffeyVIEW or in person, and have a Chaffey Registration Receipt that indicates they have both registered and paid for the course.

HYBRID CLASS WAITLISTS: The waitlist process for hybrid classes is the same as it is for face-to-face classes; see page 12. Students waitlisted, or hoping to add a hybrid class after the waitlists close, should attend the first class meeting. If there is room in the class, the instructor will provide an add code to be used to register into the class.

Students who add a hybrid class after instruction has begun will be able to access the online component of their class one to two business days after they have completed the registration process in MyChaffeyView.

FALL 2016
HYBRID CLASSES
Beginning and ending dates are listed for all classes. Class offerings, particularly instructor assignment, are subject to change without notice

<table>
<thead>
<tr>
<th>SECTION #</th>
<th>INSTRUCTOR</th>
<th>HOURS</th>
<th>DAYS</th>
<th>ROOM</th>
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<tr>
<td>909/652-6830</td>
<td>4.00 UNITS</td>
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Accounting (ACCTG)

ACCTG-1A  Financial Accounting
Advisory: Completion of BUSOT-63 or CIS-1. Development and communication of financial information that is useful to investors, creditors, and other decision-makers. Includes the accounting environment, accounting cycle, generally accepted accounting principles, ethics, financial statements, operating, investing, and financing activities.

(C-ID ACCT 110)
Materials Fee: $0.00
Grading: Letter grade only
Transfer: CSU; UC

91448 Y.Kirkpatrick
8:00am-9:50am
8/15/16-12/16/16
M BE-105
INET

Additional sections of many classes are available; check the Chino, Fontana, and Rancho sections for additional offerings.
ACCTG-1B Managerial Accounting 4.00 UNITS
Prerequisite: ACCTG-1A.
Advisory: Completion of CIS-1 or experience using spreadsheets.
Managerial accounting meets the information needs of internal users by
developing and communicating information that is useful for management
decision-making. (C-ID ACCT 120)
Materials Fee: $0.00
Grading: Letter grade only
91452 P.Worsham 8:00am-9:50am W BE-105
and 08/15/16-12/16/16 Last day to add: 08/22/16

ART-10 Fundamentals of Design in Two Dimensions 4.00 UNITS
In-depth introduction to the visual elements of two-dimensional art composition
including line, shape, texture, value, color theory, and spatial illusion.
(C-ID ARTS 100)
Materials Fee: $4.00
Grading: Letter grade only
90139 C.Farrand and 9:30am-12:30pm F CAA-210
and 08/15/16-12/16/16 Online hours INET
90138 C.Farrand and 3:30pm-6:20pm TH CAC-105
and 08/15/16-12/16/16 Online hours INET

ASTRON-35 Planets and the Solar System With Lab 4.00 UNITS
Overview of the solar system, including planets, moons, and other bodies
within solar systems. Course includes laboratory activities.
Materials Fee: $4.00
Grading: Letter grade only
90349 STAFF 7:00pm-9:50pm W PS-100
and 08/15/16-12/16/16 Online hours INET

ASTRON-35 Planets and the Solar System With Lab 4.00 UNITS
Overview of the solar system, including planets, moons, and other bodies
within solar systems. Course includes laboratory activities.
Materials Fee: $4.00
Grading: Letter grade only
90349 STAFF 7:00pm-9:50pm W PS-100
and 08/15/16-12/16/16 Online hours INET

Business: Management (BUSMGT) 909/652-6830
BUSMGT-40 Introduction to Management 3.00 UNITS
Management concepts, functions, and skills applicable to work environments.
Application of management theory to practices that improve effectiveness
and enhance national and international competitiveness.
Materials Fee: $0.00
Grading: Letter grade only
91443 A.Chen 12:30pm-1:50pm T BE-103
and 08/15/16-12/16/16 Online hours INET

BUSL-400 Introduction to Paralegal Studies 3.00 UNITS
Relationships between paralegals, attorneys, and clients. Career options,
ethics, investigations, litigation assistance, legal research and writing, computer
use, and general law office administration.
Materials Fee: $0.00
Grading: Letter grade only
91445 A.Chen 12:30pm-1:50pm TH BE-103
and 08/15/16-12/16/16 Online hours INET

BUSL-400 Introduction to Paralegal Studies 3.00 UNITS
Relationships between paralegals, attorneys, and clients. Career options,
ethics, investigations, litigation assistance, legal research and writing, computer
use, and general law office administration.
Materials Fee: $0.00
Grading: Letter grade only
91445 A.Chen 12:30pm-1:50pm TH BE-103
and 08/15/16-12/16/16 Online hours INET

HYBRID/ONLINE

UNIT LIMIT
Students exceeding 100 units earned (excluding 500-level courses)
lose their registration priority.

Per California Community College state regulatory changes.
See www.chaffey.edu/student-success for more info.

Additional sections of many classes are available; check the Chino, Fontana, and Rancho sections for additional offerings.
Communication Studies (COMSTD)

COMSTD-2 Fundamentals of Effective Speaking 3.00 UNITS
Advisory: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or completion of ENGL-475 or ESL-475. Emphasis on preparing and delivering various types of speeches before an audience. Communication theory and speech criticism are included for student application. Oral assignments are required. (C-ID COMM 110)
Materials Fee: $4.00 Transfer: CSU; UC
Grading: Letter grade only
90573 S.Shelton 9:30am-10:50am M TA-1H INET and 08/15/16-12/16/16 Last day to add: 08/22/16
90574 S.Shelton 9:30am-10:50am W TA-1H INET and 08/15/16-12/16/16 Last day to add: 08/22/16
89668 J.Alvarez 11:00am-12:20pm M TA-1L INET and 08/15/16-12/16/16 Last day to add: 08/22/16
89669 J.Alvarez 11:00am-12:20pm W TA-1L INET and 08/15/16-12/16/16 Last day to add: 08/22/16

COMSTD-8 Fundamentals of Speech Communication 3.00 UNITS
Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or satisfactory completion of ENGL-475 or ESL-475. Introduction to the basic foundations, principles, and theories of interpersonal communication, small group communication, and public speaking. (C-ID COMM 180)
Materials Fee: $4.00 Transfer: CSU; UC
Grading: Letter grade only
90641 C.Veazey 11:00am-12:20pm M FNAC-200 INET and 08/15/16-12/16/16 Last day to add: 08/22/16
90642 C.Veazey 11:00am-12:20pm W FNAC-200 INET and 08/15/16-12/16/16 Last day to add: 08/22/16

Computer Information Systems: Core (CIS)

CIS-1 Introduction to Computer Information 3.00 UNITS
Principles and applications of computers including their role in business and society. Provides computer competency for Computer Information Systems majors and non-majors. (C-ID ITIS 120 and BUS 140)
Materials Fee: $0.00 Transfer: CSU; UC credit limitations
Grading: Letter grade only
91327 T.Helfand 8:00am-9:45am MW BE-104 INET and 08/15/16-10/05/16 Last day to add: 08/19/16
SECT 91327: Fast-track class; see pages 175-181 for more info.
91356 T.Helfand 8:00am-9:45am MW BE-104 INET and 10/17/16-12/05/16 Last day to add: 10/21/16
SECT 91356: Fast-track class; see pages 175-181 for more info.
91540 STAFF 7:00pm-9:50pm TH BE-100 INET and 08/15/16-12/16/16 Last day to add: 08/22/16

CIS: Cisco Internetworking (CISCO)

CISCO-1 Cisco Internetworking I 4.00 UNITS
Advisory: Completion of CIS-1 or equivalent experience.
First in a four-course sequence that qualifies students to take the Cisco Certified Entry Networking Technician (CCENT) and the more advanced Cisco Certified Network Associate (CCNA) examinations.
Materials Fee: $0.00 Transfer: CSU
Grading: Letter grade only
91377 J.Kerr 6:00pm-9:50pm T CHTC-212 INET and 08/16/16-10/04/16 Last day to add: 08/22/16
91378 J.Kerr 6:00pm-9:50pm TH CHTC-212 INET and 08/16/16-10/06/16 Last day to add: 08/24/16

CISCO-2 Cisco Internetworking II 4.00 UNITS
Advisory: Completion of CISCO-1 or equivalent experience.
Second in a four-course sequence that qualifies students to take the Cisco CCENT and CCNA examinations.
Materials Fee: $0.00 Transfer: CSU
Grading: Letter grade only
91381 J.Kerr 6:00pm-9:50pm T CHTC-212 INET and 10/18/16-12/06/16 Last day to add: 10/24/16
91387 J.Kerr 6:00pm-9:50pm TH CHTC-212 INET and 10/20/16-12/15/16 Last day to add: 10/26/16

GoSmart Program
A required transportation fee of $7.50 for students registered in six (6) or more units and $7.00 for students registered in less than six (6) units in the Fall and Spring semesters allows students to ride all of Omnitrans’ fixed route bus services at no charge during the semester by using their Student ID card. Additionally, students enrolled in the Spring semester are eligible for bus services during the subsequent Summer term at no additional cost.

Additional sections of many classes are available; check the Chino, Fontana, and Rancho sections for additional offerings.
<table>
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<tr>
<th>SECTION #</th>
<th>INSTRUCTOR</th>
<th>HOURS</th>
<th>DAYS</th>
<th>ROOM</th>
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<tbody>
<tr>
<td>CIS-682</td>
<td>C.Parker</td>
<td>3.00 UNITS</td>
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<td>SS-111</td>
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<tr>
<td>909/652-6830</td>
<td>C.Parker</td>
<td>3.00 UNITS</td>
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<td>SS-104</td>
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<tr>
<td>909/652-6830</td>
<td>B.McMurran</td>
<td>3.00 UNITS</td>
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<tr>
<td>909/652-6830</td>
<td>K.Devlin</td>
<td>3.00 UNITS</td>
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### CIS: Internet and Web Development (CISIWEB)

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<tbody>
<tr>
<td>CISIWEB-72</td>
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<td>3.00 UNITS</td>
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<td>SS-111</td>
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<td>909/652-6830</td>
<td>C.Parker</td>
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<tr>
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<td>909/652-6830</td>
<td>K.Devlin</td>
<td>3.00 UNITS</td>
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<td>BE-100</td>
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### NEED HELP WITH THE COST OF TEXTBOOKS?

Chaffey’s Emergency Book Grant and Textbook Rental programs can assist you. For details about the book grants, please call 909/652-6590 or 6593. For more info about the rental program, please call 909/652-6577.

Textbook vouchers are valid only at Chaffey College bookstores and are not accepted at commercial bookstores or websites.

### JUST A REMINDER

Food and drink are not appropriate in formal instructional areas.

Under no circumstances is food or drink permitted at computer lab stations.

Additional sections of many classes are available; check the Chino, Fontana, and Rancho sections for additional offerings.
**English (ENGL)**

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**ENGL-1A Composition**  
3.00 UNITS  
Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or successful completion of ENGL-475 or ESL-475. Study and practice of expository and argumentative writing techniques. Frequent writing of compositions, with the ultimate goal of writing a research paper. A minimum of 6,000 written words is expected in the course. Three hours of supplemental learning in a Success Center that supports this course is required. (C-ID ENGL 100)  
Materials Fee: $2.00  
Grading: Letter grade only  

90605 S.Stratton  
11:00am-12:20pm  
LA-110  
Online hours  
08/15/16-12/16/16  
Last day to add: 08/22/16  
08/15/16-12/16/16  
Last day to add: 08/22/16

**Journalism (JOUR)**

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**JOUR-11 Multimedia Reporting**  
3.00 UNITS  
Prerequisite: ENGL-1A.  
Advisory: Completion of JOUR-10. Principles and practice in multimedia storytelling with a journalism emphasis. (C-ID JOUR 120)  
Materials Fee: $3.00  
Grading: Letter grade only  

89782 M.Dowd  
11:00am-12:20pm  
W  
WH-071  
Online hours  
08/15/16-12/16/16  
Last day to add: 08/22/16

**Mathematics (MATH)**

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**MATH-425 Intermediate Algebra**  
4.00 UNITS  
Prerequisite: Eligibility for MATH-425 as determined by the Chaffey assessment process, or completion of MATH-410. Extends concepts from Elementary Algebra. Content includes: polynomial, radical, absolute value, exponential and logarithmic expressions, equations, and functions; linear and non-linear systems of equations and inequalities; quadratic equations; graphing of nonlinear functions; complex numbers; nonlinear single-variable inequalities; conic sections; sequences; series; and the Binomial Theorem.  
Materials Fee: $1.00  
Grading: Letter grade only  

89445 R.Kopp  
10:00am-11:50am  
M  
VSS-208  
Online hours  
08/15/16-12/16/16  
Last day to add: 08/22/16  
08/15/16-12/16/16  
Last day to add: 08/22/16

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**FEE PAYMENTS**

Students receiving Financial Aid, 3rd party sponsored billing, and students enrolled in the Facts Payment plan (see www.chaffey.edu/cashier/facts.shtml) will not be dropped from their classes for non-payment.

For everyone else, payment is due not more than 10 calendar days from the date of registration (including holidays and weekends).

For more detailed information, see the Payment Deadline information on page 17.

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Visit our website at www.chaffey.edu for application and registration information.

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Additional sections of many classes are available; check the Chino, Fontana, and Rancho sections for additional offerings.
Nutrition and Food (NF)

NF-5 Nutrition for Life 3.00 UNITS
Essentials of nutrition as they relate to diet, health and disease, risk reduction, stress, and nutritional deficiencies.
Materials Fee: $4.00 Transfer: CSU; UC
Grading: Letter grade only

91092 C.Hines-Tinsley and 11:00am-12:20pm M G-133 Online hours Last day to add: 08/22/16
08/15/16-12/16/16 INET

NF-15 Nutrition I: Introduction to Nutrition Science 3.00 UNITS
Introduction to the science of nutrition and its implications for human health. Scientific concepts of nutrition related to the function of nutrients in basic life processes and current health issues with emphasis on individual needs.
Materials Fee: $4.00 Transfer: CSU; UC
Grading: Letter grade only

91089 C.Hines-Tinsley and 9:30am-10:50am M G-133 Online hours Last day to add: 08/22/16
08/15/16-12/16/16 INET

Photography (PHOTO)

PHOTO-7 Introduction to Digital Photography 4.00 UNITS
Instruction in the basic principles of digital photography, including digital printing. Student must furnish an adjustable DSLR (i.e. not a point-and-shoot model) digital camera.
Materials Fee: $8.00 Transfer: CSU; UC
Grading: Letter grade only

90184 K.Haddad and 3:30pm-6:20pm T CAA-123 Online hours Last day to add: 08/22/16
08/15/16-12/16/16 INET

90191 K.Haddad and 3:30pm-6:20pm TH CAA-123 Online hours Last day to add: 08/22/16
08/15/16-12/16/16 INET

PHOTO-9 Digital Imaging 4.00 UNITS
An introductory course in using computer imaging software such as Adobe Photoshop in photography and the digital arts. Class explores the creative potential of imaging software used by visual artists.
Materials Fee: $17.00 Transfer: CSU; UC
Grading: Letter grade only

90215 K.Haddad and 12:30pm-3:20pm T CAA-123 Online hours Last day to add: 08/22/16
08/15/16-12/16/16 INET

90198 K.Haddad and 3:30pm-6:20pm W CAA-123 Online hours Last day to add: 08/22/16
08/15/16-12/16/16 INET

Psychology (PSYCH)

PSYCH-1 Introduction to Psychology 3.00 UNITS
Advisory: Completion of GUID-2, and eligibility for ENGL-1A as determined by the Chaffey assessment process or completion of ENGL-475 or ESL-475. Survey of psychology, including research methods, history and systems, lifespan, perception, learning and memory, cognition, psychological disorders and treatment, social behavior, and brain mechanisms. (C-ID PSY 110)
Materials Fee: $0.00 Transfer: CSU; UC
Grading: Letter grade only

91130 A.Sadowski and 11:00am-12:20pm T ATL-105 Online hours Last day to add: 08/22/16
08/15/16-12/16/16 INET

91131 A.Sadowski and 11:00am-12:20pm TH ATL-105 Online hours Last day to add: 08/22/16
08/15/16-12/16/16 INET

PSYCH-25 Developmental Psychology: Lifespan 3.00 UNITS
Study of human development from conception through old age with particular emphasis on biological and environmental influences. (C-ID PSY 180)
Materials Fee: $0.00 Transfer: CSU; UC credit limitations
Grading: Letter grade only

91147 L.Krajewski and 9:30am-10:50am TH CHMB-160 Online hours Last day to add: 08/22/16
08/15/16-12/16/16 INET

Sociology (SOC)

SOC-16 Marriage, Family, and Relationships 3.00 UNITS
Advisory: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or completion of ENGL-475 or ESL-475. Cross-cultural, social class, gender, and ethnic variation in marriages, families, and relationships. Emphasis on the application of theories, research, and social factors. (C-ID SOCI 130)
Materials Fee: $0.00 Transfer: CSU; UC
Grading: Letter grade only

91358 P.Snyder and 2:00pm-3:20pm W SS-101 Online hours Last day to add: 08/22/16
08/15/16-12/16/16 INET

91360 P.Snyder and 3:30pm-4:50pm W SS-101 Online hours Last day to add: 08/22/16
08/15/16-12/16/16 INET

PRIORITY REGISTRATION
Priority registration has been legally mandated for the following student groups:
Eligible veterans, foster youth, active EOPS, DPS, and CalWorks students.
Per the Student Success Act of 2012, Senate Bill 1456, signed into law in September 2012. See www.chaffey.edu/student-success for more info

Additional sections of many classes are available; check the Chino, Fontana, and Rancho sections for additional offerings.
Spanish (SPAN)
(Also see Am Sign, Arabic, Chinese, & French) 909/652-6903

For help choosing the Spanish course that best meets your needs and current skill level, go to http://www.chaffey.edu/language_arts/spanish

SPAN-1 Elementary Spanish I 4.00 UNITS
Beginning language acquisition in a cultural context through listening, speaking, reading, and writing. Course corresponds to the first year of high school Spanish, and is not recommended for heritage (native) speakers of Spanish.
Ten hours of supplemental learning in a Success Center that supports this course is required. (C-ID SPAN 100)
Materials Fee: $4.00
Grading: Letter grade only
Transfer: CSU; UC

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<tr>
<td>89790 D.Duno</td>
<td>2:00pm-3:50pm T TA-1N INET</td>
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SPAN-3SS Spanish for Heritage Speakers I 4.00 UNITS
Prerequisite: SPAN-2 or department-determined equivalency.
Course is designed for heritage speakers of Spanish and other linguistically qualified students. Instruction builds on existing reading, writing, speaking and listening skills, increasing linguistic registers and understanding of Hispanic cultures in Spanish speaking countries and the U.S. Course is conducted entirely in Spanish. (C-ID SPAN 220)
Materials Fee: $0.00
Grading: Letter grade only
Transfer: CSU; UC

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<tr>
<td>89791 D.Duno</td>
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PREFERRED ENROLLMENT

NEW AND RETURNING STUDENTS: To receive a preferred registration date, you must complete the following actions:
- Fill-out and submit a Chaffey College application
- Attend an orientation session
- Take the Assessment test(s)
- Create an Educational Plan with a counselor

CONTINUING STUDENTS: To maintain your preferred registration and financial aid eligibility, you must:
- Remain in Good Academic Standing (2.0 GPA or above)
- Not have exceeded 100 units earned (excluding 500-level courses)

PER the Student Success Act of 2012, Senate Bill 1456, signed into law in September 2012. See www.chaffey.edu/student-success for more info

CREDIT CARD USERS
(VISA, MASTERCARD AMERICAN EXPRESS AND DISCOVER)
To avoid standing in long lines, Chaffey recommends that you pay your fees online via MyChaffeyVIEW. Credit card payments are processed through the “Official Payments” vendor and have the same security measures whether you make your payment online via your home computer or in person.

FEE REFUNDS
Refunds of $20 or more are automatically processed. Refunds of less than $20 must be requested prior to the end of the semester.

See page 15 for more information on the refund policy and processes.

DROPping CLASSEs
It is the student’s responsibility to drop classes. Students who do not drop classes by the published deadlines will be held accountable for payment of fees for those classes, even if they didn’t attend any class meetings.

MyChaffey Portal
The MyChaffey portal, which provides access to important resources and information, is typically available 24 hours a day, seven days a week. Registration-related functions, however, (registration, payments, class schedules, etc.) are often not available on Sundays, due to system maintenance.

Visit our website at www.chaffey.edu for application and registration information.

Additional sections of many classes are available; check the Chino, Fontana, and Rancho sections for additional offerings.
FALL 2016 ONLINE CLASSES
Beginning and ending dates are listed for all classes.
Class offerings, particularly instructor assignment, are subject to change without notice

ONLINE CLASSES
Online classes are attended exclusively on the internet; there are no campus meetings. However, some online classes do require specific dates or times for interactive internet class activities. Instructors provide details of these and other requirements in the course syllabus.

REGISTERING FOR ONLINE CLASSES
Students register for online courses using the same registration process used for on-campus courses. See the Registration area for additional information.

ENROLLED STUDENTS
Students are officially enrolled in an online course when they have completed the online registration process on MyChaffeyVIEW or in person, and have a Chaffey Registration Receipt that indicates they have both registered and paid for the course.

ONLINE CLASS WAIT LISTS
The waitlist process for online courses is the same as it is for face-to-face classes; see page 12. Students wishing to add an online class after wait lists close should follow the Wait listed/Add Process below.

ONLINE CLASS WAIT LIST/ADD PROCESS
1. Add your name to the course wait list on MyChaffeyView. If the waitlist is closed, go to step 2.
2. Contact the instructor to let them know you would like to add the class, just as you would attend the first class meeting in a face-to-face class. To contact an Instructor:
   a. Go to the Current Course List on the Distance Education website.
   b. Find the class you have been wait listed on or that you would like to add.
   c. Select the course section number link.
   d. Complete the Instructor Contact form.
   e. Submit the form. This will send an email with your contact information to the instructor.
   f. If the instructor is able to add you to the class, they will send you an email with an add code.

ONLINE CLASS CONTACT INFORMATION:
• Contact links are available for two weeks. They are made available after noon one week before the course start date, and will remain available through the first week of the class. Example: If the start date of the class is 06/06/16, the contact link will be available after noon on 05/31/16 and will remain available through 06/10/16, or until the instructor has received enough requests to fill the class.
• Once the class has started, the instructor will determine how many spaces are available and will respond via email to those students they are able to add. The email will contain an authorization code that is used in conjunction with the section code to add the class through MyChaffeyView.
• Instructors receive numerous requests to add and respond only to those students whom they are able to accommodate. So if you have requested to add an online class, and have not received an authorization code by the end of the first week of the class, you should make an alternate class selection.
• Students who add an online class after instruction has begun will be able to access it on Moodle one to two business days after they have completed the registration process in MyChaffeyView.

WAIT LISTED FOR A CLASS?
YOU WILL BE NOTIFIED VIA YOUR CHAFFEY EMAIL IF YOU ARE ABLE TO ADD.
SEE THE WAITLIST POLICY ON PAGE 12 FOR MORE INFORMATION.

<table>
<thead>
<tr>
<th>SECTION #</th>
<th>INSTRUCTOR</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Administration of Justice (AJ)</td>
<td>909/652-6253</td>
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<tr>
<td>AJ-1</td>
<td>Introduction to the Criminal Justice System</td>
<td>3.00 UNITS</td>
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<td>90976 R.Price</td>
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Anthropology (ANTHR) | 909/652-6253 |
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<tbody>
<tr>
<td>ANTHRO-3</td>
<td>Introduction to Social and Cultural Anthropology</td>
</tr>
<tr>
<td>Advisory: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or completion of ENGL-475 or ESL-475.</td>
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<tr>
<td>Introduction to how anthropologists do their work, employ professional anthropological research ethics, and apply their perspectives and skills to the understanding of humans around the globe. (C-ID ANTH 120)</td>
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Art History (ARTH) | 909/652-6066 |
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<tr>
<td>ARTH-3</td>
<td>Survey of Western Art From Prehistory Through the Middle Ages</td>
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<tr>
<td>Advisory: Completion of ENGL-1A. Survey of the architecture, sculpture, and painting of past cultures from the ancient beginnings of art of the Western World through the Medieval period. (C-ID ARTH 110)</td>
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</table>
### Business (BUS)

**BUS-88  Business Communication  3.00 UNITS**

Prerequisite: ENGL-1A.
Develop writing fluency, professional tone, and the use of proper grammar to produce clear, correct and logically-organized business communications, both written and oral. (C-ID BUS 115)

Materials Fee: $0.00  
Grading: Letter grade only

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**BUSOT-40A  Beginning Computer Keyboarding  3.00 UNITS**

Beginning computer keyboarding with mastery of alphabetic and numeric keyboard and correct touch-typing techniques. Introduction to the personal computer, word processing, and disk management.

Materials Fee: $0.00  
Grading: Letter grade only

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**BUSOT-60A  Microsoft Office Word - Specialist  3.00 UNITS**

Advisory: Completion of BUSOT-40A.
MS Word. Develop personal and workplace skills to build a foundation for other Windows software applications. Customize and format academic papers, business reports, tables, columns, and graphics.

Materials Fee: $0.00  
Grading: Letter grade only

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**BUSOT-61  Microsoft Office PowerPoint  1.50 UNITS**

Advisory: Completion of BUSOT-40A and 60A.
Learn concepts, formatting features, and visual media/animation effects of a presentation software program to create and share effective electronic presentations for support personnel and business managers.

Materials Fee: $0.00  
Grading: Letter grade only

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**BUSOT-62  Microsoft Office Outlook  1.50 UNITS**

Advisory: Completion of BUSOT-40A or a minimum typing speed of 20 words per minute.
Electronic information management of e-mail; appointments; conferences, and task scheduling; and integration of other software applications to manage work flow.

Materials Fee: $0.00  
Grading: Letter grade only

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**BUSOT-63  MS Office Excel - Comprehensive  3.00 UNITS**

Advisory: Completion of BUSOT-40A and 60A.
Use advanced formulas and features to create worksheets, including spreadsheets, charts, pivot tables, IF functions, templates, and sorting and filtering records.

Materials Fee: $0.00  
Grading: Letter grade only

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**BUSOT-64A  Microsoft Office Access - Specialist  1.50 UNITS**

Advisory: Completion of BUSOT-60A.
Create and use electronic databases and design queries, forms, and reports to effectively display data records that can be used in making business decisions.

Materials Fee: $0.00  
Grading: Letter grade only

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**BUSOT-64B  Microsoft Office Access - Expert  1.50 UNITS**

Prerequisite: BUSOT-64A.
Mastery of core features and introduction of advanced features of Access for working with databases, tables, reports, forms, and queries. Integration of Access data objects with the other Microsoft Office software.

Materials Fee: $0.00  
Grading: Letter grade only

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**BUSOT-410A  Microsoft Office Publisher - Specialist  1.50 UNITS**

Advisory: Completion of BUSOT-60A.
Desktop publishing application using MS Publisher. Introduction to concepts for in-house publications such as brochures and flyers, newsletters, and general advertisements.

Materials Fee: $0.00  
Grading: Letter grade only

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<td>Last day to add: 08/24/16</td>
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**BUSOT-410B  Microsoft Office Publisher - Expert  1.50 UNITS**

Prerequisite: BUSOT-410A.
Advanced desktop publishing features of MS Publisher. Emphasis on creating general advertisements.

Materials Fee: $0.00  
Grading: Letter grade only

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**Computer Information Systems: Core (CIS)**

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<tr>
<th>Course Code</th>
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<th>Instructor</th>
<th>Hours</th>
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<tr>
<td>CIS-1</td>
<td>Introduction to Computer Information Systems</td>
<td>3.00</td>
<td>S.Siedschlag</td>
<td>Online hours</td>
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<tr>
<td>CISIWEB-72</td>
<td>Web Page Development and Publishing</td>
<td>3.00</td>
<td>D.Edery</td>
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<tr>
<td>CISIWEB-424</td>
<td>WordPress Web Development</td>
<td>1.50</td>
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<td>CIS-68</td>
<td>Using the Internet</td>
<td>1.50</td>
<td>T.Helfand</td>
<td>Online hours</td>
<td>Last day to add: 10/26/16</td>
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**Dropping Classes**

It is the student's responsibility to drop classes. Students who do not drop classes by the published deadlines will be held accountable for payment of fees for those classes, even if they didn’t attend any class meetings.

Additional sections of many classes are available; check the Chino, Fontana, and Rancho sections for additional offerings.

MyChaffey Portal

The MyChaffey portal, which provides access to important resources and information, is typically available 24 hours a day, seven days a week. Registration-related functions, however, (registration, payments, class schedules, etc.) are often not available on Sundays, due to system maintenance.
**Economics (ECON)**

**ECON-1 Introduction to Economics** 3.00 UNITS

Overview of basic economic theories and models. Contemporary economic issues including unemployment, growth, globalization, wealth and income distribution, the environment, regulation, deregulation, inflation, interest rates, price discrimination, corporations and labor unions. Materials Fee: $0.00  Transfer: CSU; UC credit limitations

Grading: Letter grade only

**ENGL-1A Composition** 3.00 UNITS

Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or successful completion of ENGL-475 or ESL-475. Study and practice of expository and argumentative writing techniques. Frequent writing of compositions, with the ultimate goal of writing a research paper. A minimum of 6,000 written words is expected in the course. Three hours of supplemental learning in a Success Center that supports this course are required. (C-ID ENGL 100)

Materials Fee: $0.00  Transfer: CSU; UC

Grading: Letter grade only

**ENGL-1B Advanced Composition and Critical Thinking** 3.00 UNITS

Prerequisite: ENGL-1A.

Students incorporate rhetorical strategies in analysis and researched argumentation. Focus on logical reasoning, credibility, and emotional appeals. Writing intensive with a minimum production of 6,000 words. (C-ID ENGL 105)

Materials Fee: $0.00  Transfer: CSU; UC

Grading: Letter grade only

**GERO-11 Introduction to Gerontology** 3.00 UNITS

Interdisciplinary study of aging, aging services, community resources, careers in gerontology, ethical, legal, and policy issues. Materials Fee: $0.00  Transfer: CSU

NOTE: Earns 54 hours of CE credit: RCFE, NHAP, BRN#00426, and BBS #2178.

Grading: Letter grade only

**GERO-22 Dying and Death** 3.00 UNITS

Study of death from a gerontological perspective, including history, societal practices, cross-cultural influences, biomedical, and the grieving process. Materials Fee: $0.00  Transfer: CSU; UC

NOTE: Earns 54 hours of CE credit: RCFE, NHAP, BRN #00426, and BBS #2178

Grading: Letter grade only

Additional sections of many classes are available; check the Chino, Fontana, and Rancho sections for additional offerings.
GERO-404  Health and Wellness for Older Adults  3.00 UNITS
Understanding healthy aging as well as chronic conditions of later life. Health behaviors and lifestyle factors that contribute to good health.
Materials Fee: $0.00
NOTE: Earns 18 hours of CE credit: RCFE, NHAP, BRN#00426, and BBS#2178.
Grading: Letter grade only
89393 J.Laguna  Online hours  INET
08/15/16-10/07/16  Last day to add: 08/26/16
SECT 89393: Fast-track class; see pages 175-181 for more info.

GERO-405  Resources and Services for Older Adults  2.00 UNITS
Provides students with skills needed to access community resources and services for older adults.
Materials Fee: $0.00
NOTE: Earns 18 hours of CE credit: RCFE, NHAP, BRN#00426, and BBS#2178.
Grading: Letter grade only
89390 C.Bacus  Online hours  INET
10/17/16-12/09/16  Last day to add: 10/26/16
SECT 89390: Fast-track class; see pages 175-181 for more info.

GERO-422  Dementia Care  3.00 UNITS
The study of dementing illness from a gerontological perspective, including normal aging versus dementia, Alzheimer’s Disease and other dementias, and the assessment and treatment of dementing illnesses. Overview of medical and social models of care, the influence of environmental, ethical issues, cultural differences that affect the experience of dementing illness and care, and the availability of community resources for those with dementia.
Materials Fee: $0.00
Grading: Letter grade only
89396 C.Dunlap  Online hours  INET
08/15/16-12/16/16  Last day to add: 08/22/16

GUID-2  Essentials of Student Success  2.00 UNITS
Designed to increase student proficiency and retention in college. Topics include: learning styles, study and time management techniques, motivation, library research methods, critical thinking, memory and reading strategies, and others.
Materials Fee: $0.00
Grading: Letter grade only
89604 STAFF  Online hours  INET
08/15/16-12/16/16  Last day to add: 08/22/16

GUID-3  Career Exploration and Life Planning  3.00 UNITS
Career and life planning for students seeking direction in setting life, academic and career goals. Topics include problem-solving approaches; evaluation of values, interests, skills, and personality characteristics; academic learning strategies; and career investigation.
Materials Fee: $0.00
Grading: Letter grade only
89831 K.Burleson  Online hours  INET
08/15/16-12/16/16  Last day to add: 08/22/16

History (HIST)

HIST-1  World History: Pre-Civilization to 1500  3.00 UNITS
Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or satisfactory completion of ENGL-475 or ESL-475.
Comparative study of the world’s major civilizations from pre-history to 1500 in Eurasia, Africa, and the Americas. Similarities and differences between the civilizations and their influences on human history. (C-ID HIST 150)
Materials Fee: $0.00
Transfer: CSU; UC
Grading: Letter grade only
90812 T.Greene  Online hours  INET
08/15/16-10/05/16  Last day to add: 08/19/16
SECT 90812: Fast-track class; see pages 175-181 for more info.
90813 T.Greene  Online hours  INET
10/17/16-12/05/16  Last day to add: 10/21/16
SECT 90813: Fast-track class; see pages 175-181 for more info.
90814 L.Smith-Trafzer  Online hours  INET
08/15/16-12/16/16  Last day to add: 08/22/16

HIST-2  World History: 1500 to Present  3.00 UNITS
Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or satisfactory completion of ENGL-475 or ESL-475.
Cross-cultural study of the world’s major civilizations since 1500. Understanding the causes of the Rise of the West, the reaction of the non-Western world, and the ongoing dynamic of the ‘West versus the Rest’ dialectic. (C-ID HIST 160)
Materials Fee: $0.00
Transfer: CSU; UC
Grading: Letter grade only
90933 T.Greene  Online hours  INET
08/15/16-10/05/16  Last day to add: 08/19/16
SECT 90933: Fast-track class; see pages 175-181 for more info.
90934 T.Greene  Online hours  INET
10/17/16-12/05/16  Last day to add: 10/21/16
SECT 90934: Fast-track class; see pages 175-181 for more info.
90935 L.Smith-Trafzer  Online hours  INET
08/15/16-12/16/16  Last day to add: 08/22/16

The Guiding Panthers to Success (GPS) Centers

The GPS Centers provide Chaffey College students with assistance in registration, unit load planning, the My Chaffey Portal, New Student Planning Tool, and Abbreviated Educational Plans (first term course recommendations for new students). For this and other information on scholarships, transfer, and campus resources please walk in or call a GPS Center for more information.

LOCATIONS:
- Chino GPS Center  909-652-8120  CHMB #240
- Fontana GPS Center  909-652-7460  FNFC #121
- Rancho GPS Center  909-652-6466  VSS #111
### Kinesiology: Lecture (KINLEC)

#### KINLEC-15  Diet and Fitness  3.00 UNITS
A lifestyle approach to fitness, including the study of nutrition, disease prevention, increased cardiovascular endurance, increased strength, flexibility, stress management, and considerations of aging on the body.  
Materials Fee: $0.00  
Transfer: CSU  
Grading: Letter grade only

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<th>HOURS</th>
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#### KINLEC-18  Introduction to Kinesiology  3.00 UNITS
Introduction to an interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology is discussed, along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. (C-ID KIN 100)  
Materials Fee: $0.00  
Transfer: CSU; UC  
Grading: Letter grade only

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### Music (MUSIC)

#### MUSIC-4  Music Appreciation  3.00 UNITS
A survey of art music in western civilization. Topics studied include elements of music, basic musical forms, music periods, styles, and the role of music and musicians in the western world. (C-ID MUS 100)  
Materials Fee: $0.00  
Transfer: CSU; UC  
Grading: Letter grade only

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### Philosophy (PHIL)

#### PHIL-70  Introduction to Philosophy  3.00 UNITS
Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or satisfactory completion of ENGL-475 or ESL-475. Introduction to the questions and ideas of major philosophers. Topics include knowledge (epistemology); reality (metaphysics); values, aesthetics, and religion (axiology), and social/political influences. (C-ID PHIL 100)  
Materials Fee: $0.00  
Transfer: CSU; UC  
Grading: Letter grade only

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#### PHIL-76  Critical Thinking  3.00 UNITS
Prerequisite: ENGL-1A. Argument and reasoning in the investigation of claims, including inductive and deductive reasoning, distinguishing fact from opinion and belief from knowledge, and identifying formal and informal fallacies.  
Materials Fee: $0.00  
Transfer: CSU; UC  
Grading: Letter grade only

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### Political Science (PS)

#### PS-1  American Politics  3.00 UNITS
Advisory: Completion of ENGL-1A. Study of the American political process and institutions. Analysis of the organization and function of California’s state and local governments. (C-ID POLS 110)  
Materials Fee: $0.00  
Transfer: CSU; UC  
Grading: Letter grade only

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### Psychology (PSYCH)

**PSYCH-1 Introduction to Psychology**  
3.00 UNITS  
Advisory: Completion of GUID-2, and eligibility for ENGL-1A as determined by the Chaffey assessment process or completion of ENGL-475 or ESL-475. Survey of psychology, including research methods, history and systems, lifespan, perception, learning and memory, cognition, psychological disorders and treatment, social behavior, and brain mechanisms. (C-ID PSY 110)  
Materials Fee: $0.00  
Grading: Letter grade only

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**PSYCH-25 Developmental Psychology: Lifespan**  
3.00 UNITS  
Study of human development from conception through old age with particular emphasis on biological and environmental influences. (C-ID PSY 180)  
Materials Fee: $0.00  
Grading: Letter grade only

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**PSYCH-41 Biological Psychology**  
3.00 UNITS  
Prerequisite: PSYCH-1. Study of the biological basis of behavior including basic neuroanatomy and neurophysiology as applicable to movement, sensation, perception, learning, memory, emotion, psychological disorders, language, and consciousness. (C-ID PSY 150)  
Materials Fee: $0.00  
Grading: Letter grade only

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### Social Science (SCSCI)

**SCSCI-17 Human Sexuality**  
3.00 UNITS  
Advisory: Completion of one or more behavioral science courses. Interdisciplinary introduction to human sexuality, with an emphasis on sexual values, sexual communication, and sexual relationships. Includes physiological, cross-cultural, historical, sociological, and psychological information, as well as an evaluation of sex research. Note: Nurses earn 54 hours of CE credit: BRN #00426.  
Materials Fee: $0.00  
Grading: Letter grade only

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### Sociology (SOC)

**SOC-10 Introduction to Sociology**  
3.00 UNITS  
Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or completion of ENGL-475 or ESL-475. Examination and analysis of social structure, group membership and dynamics, socialization and the self, social stratification, culture and diversity, social change and globalization.  
Materials Fee: $0.00  
Grading: Letter grade only

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**SOC-16 Marriage, Family, and Relationships**  
3.00 UNITS  
Advisory: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or completion of ENGL-475 or ESL-475. Cross-cultural, social class, gender, and ethnic variation in marriages, families, and relationships. Emphasis on the application of theories, research, and social factors. (C-ID SOCI 130)  
Materials Fee: $0.00  
Grading: Letter grade only

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