



Chaffey College Tech Prep Student Instructions

Enroll in a Tech Prep course that is “articulated” with a course at Chaffey College.

- High school Counselors and Career Technicians can provide assistance or contact the Chaffey College Articulation/Tech Prep Office at (909) 652-6510.

Complete the easy three-step enrollment process as outlined below:

1. “Application for Admission to Chaffey College” at <http://www.chaffey.edu>.

Click on Tech Prep link at bottom left side of screen. Click on Application link. Click on New User and follow directions.

- Don't forget to answer all questions.
- **Important!!!** On the last question before you submit, titled *Occupational Program*, make sure to answer “YES”.

This designates you as a “Tech Prep” student and is very important. Without a “yes” answer, you are applying as a regular Chaffey College student and will be governed by our general student regulations.

- You will receive an email confirmation with your Chaffey College ID number.
2. “Supplemental Tech Prep Student Application”
 - There is an easy-to-follow link on the email confirmation received.
 - Make sure to use only Chaffey College ID number and not high school number.
 - Be sure your answers are accurate and complete.
 - ‘Submit’ button forwards information to the Tech Prep Office.
 - Chaffey will process your information and a Tech Prep-Chaffey College ID card and welcome letter will be mailed to your home as confirmation of enrollment.
 3. “Tech Prep Student Certification” Form. Download and print form. The link is available on the email confirmation and the Tech Prep webpage.
 - Complete Section I: Student Information. Be sure to include your Chaffey ID number.
 - Give the Certification form to your High School/ROP teacher.
 - After successfully completing all conditions of agreement with a grade of “B” or better, your teacher and High School/ROP Registrar will certify your work and forward form to Chaffey College.
 - Articulated credit earned will be entered into your Chaffey College student file and any units earned will be posted on your college transcript.
 - Your achievement will be acknowledged with a congratulatory letter sent to your home. Make sure we have your current address!