Admission, Registration, and Financial Aid

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.

Who Must Apply

Applicants who will attend Chaffey College for the first time (new students), or former students who have been away for one or more terms (returning students) must complete an application for admission. High school students must meet special application and enrollment criteria (See High School Plus Program).

Application

Application forms are available in the Admissions and Records Office at the Rancho Cucamonga Campus and at the Chaffey College Chino, Chino IT, Fontana, or Ontario Centers. The application can be downloaded from the Chaffey College website at (www.chaffey.edu).

Applications may be submitted in person or by mail. New students may apply online via ChaffeyVIEW. Applications must be complete (admissions and records staff cannot process incomplete applications) and may be returned in person to the Chaffey College Rancho Cucamonga Campus or the Chaffey College Chino, Chino IT, Fontana, or Ontario Centers. Applications may be submitted by mail only to the Chaffey College Rancho Cucamonga Campus Admissions and Records Office.

Photo I.D. Card

Chaffey College Photo ID cards are now 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. Students must be currently enrolled and have no outstanding fees to receive a Photo ID card.

Transcripts

Transcripts From Other Institutions

Official college transcripts are required 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 and registered and vocational nursing programs
4. Students needing to show completion of course prerequsites
5. Students who have earned an associates degree or higher for exemption from assessment, orientation, and counseling

Official high school transcripts are required for:

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

Release of Transcripts to Other Institutions:

As a third party, Chaffey College is not permitted to make copies of or release transcripts from high schools or other colleges.

Transcript Evaluation Service

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
- International Education Research Foundation, Inc. (IERF)

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.

Assessment, Orientation, Counseling

All new first-time students are required by state regulation to participate in assessment, orientation, and counseling. These services include reading, writing, and mathematics testing, and a presentation on college programs and services. With the assistance of a counselor, students develop an educational plan that includes required classes and recommended student services 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. Throughout attendance at Chaffey College students are encouraged to use the many support services and to consult regularly with a counselor or a faculty advisor.

Registration

New Students

Telephone Registration (by the Panther Line) and Online Registration (via ChaffeyVIEW) for new and returning students takes place according to the date indicated on the Registration Letter. Students or their proxy may register on or after the assigned date and time stamped on the Registration Letter during the Telephone/Online Registration period. Students may also register in person at the Rancho Cucamonga Campus or at any of the Chaffey College Centers during the published walk-in and late registration periods.

Returning Students

Students who have registered for at least one credit class at Chaffey College in a previous term(s) (excluding summer session/s) and have missed one term or more, will be issued a registration letter when a new college application is submitted. After a new application is submitted, registration for returning students is conducted in the same manner as for new students (see above).

Continuing Students

Students who registered for at least one class at Chaffey College in the preceding term are considered continuing students and will receive their registration letters in the mail. These students may complete their registration by phone or online on or after the date and time listed on the registration letter or in person during the walk-in or late registration periods.
High school students are not considered to be continuing students, as they must submit an Application for Admission for High School Students each term. See “High School Plus Program” for details.

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. The earlier the application was submitted, the earlier the assigned registration date.

PRIORITY REGISTRATION
Students with physical or health disabilities who are unable to attend regular registration or who need to have classes scheduled around health or mobility concerns must contact Disability Programs and Services, (909) 941-2379, 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 in the EOPS Program and Project Second Chance with 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 of classes 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).

CLOSED CLASSES AND WAIT LISTS
If a requested class is closed, the student may register in an alternate class or request to be placed on the wait list. Wait list requests are only accepted one week prior to the beginning of instruction and can be placed via Panther Line telephone or ChaffeyVIEW online registration systems. Wait lists are limited to 20

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 learning disabled students are exempted from this limitation. The college may approve a waiver of the limitation on remedial 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.

PREREQUISITE
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 pre-existing 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). If the student does not successfully complete the prerequisite course, then the student will likely not complete the course with a passing grade.

CATALOG 2004-2005
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 will be unable to register for or may be dropped from the class. For information on challenging a prerequisite, see “Student Rights and Responsibilities” section in this catalog.

New technology allows for prerequisite checking by computer. A list of courses that will be checked by computer is available on our website at (www.chaffey.edu) and in the Admissions and Records and Counseling Offices.

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. Students who are enrolled in the prerequisite course at the time of their registration will be permitted to enroll in the subsequent course. Students who fail or fail to complete the prerequisite course will be dropped prior to the start of classes.

**RECOMMENDED PREPARATION**
When a course has a recommended preparation, it means that a student is advised to complete the specified preparation before entering the course. The preparation is considered advantageous to a student’s success in the course. Since the preparation is recommended but not required, students will not be blocked from enrolling in a class if they do not meet the recommended preparation.

**OFFICIAL EVALUATION OF CREDIT COMPLETED AT OTHER SCHOOLS**
Students who have completed course work at other institutions and wish to obtain a degree or certificate from Chaffey College or transfer to a CSU or UC, may request an official evaluation through the Counseling Department. The official evaluation will be completed once all official transcripts are received.

**MATRICULATION**
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/basic skills, orientation, counseling, an educational plan, and follow-up services. All new students are required to complete assessment and orientation and see a counselor for an educational plan within their first six months at Chaffey.

Students are strongly encouraged to complete assessment and orientation before their registration date. High School Plus students must complete assessment, orientation, and counseling before they may register for classes.

**ASSessment of foundation/basic 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 sites; specific dates and times can be obtained from the Counseling Department at (909) 941-2116.
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 matriculation 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 must complete assessment and orientation 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.

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

Challenging Prerequisites:
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.

More information, including the appropriate form for challenging a prerequisite, is available through the Counseling Department. Questions regarding the matriculation process should be directed to the Dean of Counseling and Matriculation at (909) 941-2109.

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 assessment at another college within the past two years (test scores required) however, assessment results from other colleges will not be accepted to fulfill a prerequisite for any Chaffey College course, 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 decline 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 Plus Program 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 and are to be paid in the Cashier’s Office located at the Administration Building. All fees are due at the time of registration. These include enrollment fees, health fees, College Services fee, materials fees, and if applicable, non-resident fees. Fees may be paid to the Cashier via cash, check, money order, VISA, Mastercard, or Discover. Stopping payment on a check 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
$26.00 per unit* for California residents.

NON-RESIDENT ENROLLMENT FEE (Tuition)
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) $175.00 per unit ($149.00 per unit, plus $26.00 per unit* enrollment fee)

Non-Resident Enrollment Fee (Non-U.S. Citizen) $190.00 per unit ($149.00 per unit, $15.00 capital outlay charge, plus $26.00 per unit* enrollment fee)

*Fee increase under consideration by state legislature at press time. Refer to current schedule of classes for updated information.

HEALTH SERVICES FEE
$11.00 Fall and Spring; $8.00 Summer. This fee funds the Student Health Services Program. Certain laboratory tests and medications may require an additional fee.

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):
- $50,000 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
- $50,000 emergency book grants
- Campus improvements
- Athletics, Library, and Child Development Center, Honors Program

ON-CAMPUS PARKING
- Auto Parking: $20.00 Fall and Spring; $20.00 Summer
- $20.00 Fee Waiver Students
- Motorcycle Parking: $15.00
- Daily Permits: $2.00

ON-CAMPUS PARKING
- Auto Parking: $20.00 Fall and Spring; $20.00 Summer
- $20.00 Fee Waiver Students
- Motorcycle Parking: $15.00
- Daily Permits: $2.00
SUPPLEMENTAL
- Auditing: $15.00 per unit
- Career Testing: $15.00
- Catalog: $3.00 purchased in Bookstore; $5.00 mailed; Send request to Special Programs and Services
- Credit by Examination: $25.00 per course
- Enrollment verification (two copies free): $5.00 after second request, allowing necessary processing time; $10.00 for "Rush" service (24 hour turnaround).
- International Student Medical Insurance Fee: $525.00 per year
- Library materials replacement $25.00; library materials rebinding: $15.00
- Replacement of diploma or certificate: $10.00
- Returned check fee: $25.00
- Schedule of Classes: Free at the Rancho Cucamonga Campus, Chaffey College Chino, Chino IT, Fontana, and Ontario Centers, and at in-district public libraries; $2.00 mailed; Send request to Special Programs and Services.
- Transcripts (two copies free): $5.00 after second request, allowing necessary processing time; $10.00 for "Rush" service (24 hour turnaround).

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.

CREDIT AND REFUND POLICY
Credits for Cancelled Classes: When the college cancels a class, enrolled students automatically receive a credit for the full amount of enrollment, non-resident tuition, and materials fees that were applicable to that class. If the cancelled class is the only class in which the student is enrolled for the term, the student will also automatically receive credit for the health and College Services fees paid. (Packing decals must be returned to the Cashier’s Office before a parking fee credit will be awarded.)

Credits for Student Drops/Withdrawals: When a student officially drops or withdraws from a class before ten percent (10%) of the class length has elapsed (see chart for timeframes), they are eligible for a credit of the applicable enrollment, health, parking, materials, College Services, and non-resident tuition fees paid. (Packing decals must be returned to the Cashier’s Office within the appropriate timeframe for a parking fee credit to be awarded.) No credit will be issued for an enrollment change made after ten percent of the class length has passed.

Credits (whether from student drop/withdrawal from a class or college cancellation of the class) remain on the student’s records for the remainder of the term in which the credit was awarded, plus an additional two primary terms, as long as the student maintains continuing student status. Credits can be used to pay for summer classes, but the summer term does not count against the two terms of allowable credit use, nor does skipping the summer term affect the student’s admission status. Students may use monetary credits to fund all fees associated with subsequent enrollment in Chaffey College classes, within the term limitations listed above.

Refunds: Refunds are repayment by the college to a student who has a credit balance arising from classes the college has cancelled, or from which the student has withdrawn within the prescribed timeframes (see chart). Refunds are not automatic in any case, are available only during specific periods of time within the term, and will not be issued for any student-initiated enrollment change made after ten percent of a class has elapsed. Also, refunds for cancelled classes must be requested on or before the end of the term in which the cancellation occurred.

A once-per-term service fee of $10.00 is charged for processing any class drop or withdrawal that is not the result of a class cancellation. (California Code of Regulation, Title 5, Section 58508). The fee is charged even if only a portion of the student’s classes are dropped.

To receive a refund of a credit balance, students must fill out and submit a refund request form at the Cashier’s Office, no later than the close of business on the day corresponding to the point where ten percent of the course involved has elapsed. Refund forms are only available at the Cashier’s Office; they are not available for distribution or on the college website. If the student’s payment for the class(es) for which a refund is being requested was made by cash or check, a check will be mailed to the student’s home address of record within 45 working days of the refund request submission. If the payment was made with a credit card, a credit will be issued within 45 working days. Students are advised to keep copies of the refund request and Cashier’s Office receipt for reference until the refund has been received.

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.

FINANCIAL AID
The Financial Aid Office administers a number of programs designed to help students with limited resources meet their educational expenses. Programs include grants, enrollment fee waivers, Federal Work Study, scholarships, and loans. Financial assistance is available to all students attending Chaffey College.

To apply for Financial Aid, students should fill out the Free Application for Federal Student Aid (FAFSA). The priority deadline for filing the FAFSA is March 2 of every year; however, students may apply after the priority deadline. Filing after the priority deadline may make students ineligible for certain types of aid. The Financial Aid Office will receive the results of the FAFSA and award students who are eligible, unless the student is selected for the verification process.
Verification is a process where the federal government selects students randomly to have the Financial Aid Office verify the information entered on the FAFSA. This is a mandatory process required by the federal government and student must comply to receive financial aid. The Financial Aid Office will request a copy of your (and your parents if you are a dependent student) signed federal taxes to verify the information.

The Financial Aid Office is located in Campus Center West (CCW-8D) at the Rancho Cucamonga Campus. Office hours are:

- Monday through Thursday: 8:00 a.m. to 7:00 p.m.
- Friday: 8:00 a.m. to 4:30 p.m.

Students may contact the Financial Aid Office by calling (909) 941-2199.

GRANTS

Students must apply or reapply every year for financial aid. Students can apply for federal and state aid as early as January 1 for the new academic year. The Free Application for Federal Student Aid (FAFSA) for the 2004-2005 school year (August 2004-May 2005) is now available. The FAFSA is available online at (www.fafsa.ed.gov), which is the fastest way to apply for financial aid. Paper applications are available at the Rancho Cucamonga Campus, and the Chino, Fontana, and Ontario Centers. The priority deadline to receive the maximum amount of financial aid is March 2, however students may apply after the priority deadline. Filing after the priority deadline may make students ineligible for certain types of aid. Chaffey College's school code is 001163.

For federal grants, students must:
- be enrolled in a degree, certificate, or transfer program, and
- have a high school diploma or equivalent, or pass an Ability to Benefit test, and
- demonstrate financial need, and
- maintain satisfactory academic progress, and
- be a citizen or permanent resident of the United States.

The greatest source of grant funds is the Federal Pell grant, which is federal money awarded to students as an assistance for school purposes.

Chaffey College will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received.

At Chaffey College, a student’s withdrawal date is:
- the date the student officially notified the Admissions and Records Office of his/her intent to withdraw, or
- the midpoint of the semester, for a student who leaves without notifying the college, or
- the student’s last date of attendance at a documented academically-related activity.

ENROLLMENT AND HEALTH FEE WAIVER (BOGW)
The Board of Governors Fee Waiver (BOGW) program is financial aid that does not have to be repaid. Students may be eligible for a fee waiver, even when not eligible for other types of financial aid. BOGW applicants do not have to be enrolled in a minimum number of courses. Whether students take 1 unit or 21 units, the enrollment fees may be waived. Applicants need only apply once to have fees waived for the entire academic year. Recipients also have health fees waived, and usually receive a discount on parking fees. Fee waivers do not apply to class materials fees or the College Services fees.

To apply, it is recommended that students fill out the FAFSA by the March 2 priority deadline. The Financial Aid Office will receive the results of the FAFSA and award the waiver automatically to students who are eligible, unless the student is selected for the verification process. Students who received a fee waiver for a prior year must reapply for the current school year by completing the FAFSA.

Students who see the waiver on the award letter and are eligible for cash benefit from TANF/Cal Works, SSI/SSEP, General Assistance, or a certified veteran dependent by California Department of Veteran Affairs need to come to the Financial Aid Office and bring one of the following pieces of documentation:
- Copy of current month’s subsidies check
- Copy of current Notice of Action
- Statement of current Supplementary Social Security Income
- Agency Certification Form (available at the Financial Aid Office)
- Letter of certification from the California Department of Veteran Affairs

FEDERAL WORK-STUDY
Students may be eligible for part-time employment through the Federal Work-Study (FWS) program. Students may work up to 20 hours per week on the Rancho campus or at one of the off campus sites, and receive a monthly paycheck. In order to receive FWS funds, a student must be enrolled in at least 6 units.

Eligibility for Federal Work Study is determined by the student’s financial need, which comes from the results of the FAFSA. When eligibility is determined, students will receive an award letter with a Federal Work Study award. Once the award letter is received, students have four weeks to confirm employment. Job listings are available in the Career Services Office.

To apply for Federal Work Study, students must fill out the FAFSA by the priority deadline, March 2. Federal Work Study is awarded on a first-come, first-serve basis.

Students who do not qualify for FWS may work on campus up to 19 hours per week under District employment. Employment is dependent upon availability of jobs. See Career Services.

SCHOLARSHIPS

Scholarships are usually, but not always, based on a combination of need and merit. Students are encouraged to apply via the Chaffey General Scholarship Application, available January 1st.

Available scholarships are posted year-round on the Scholarship Board located outside the Financial Aid Office. Students should also contact Student Activities for other available scholarships.

STAFFORD LOANS

Loans should be considered only when other sources of aid are unavailable or insufficient. Generally, other types of financial aid are sufficient to cover the costs of attendance.

Loans are only to be used for educational purposes; they must be repaid with interest, and are usually based strictly on need. Students who request loans may be denied. The recommended borrowing maximum for any program at Chaffey College is $9,625 (subsidized and unsubsidized combined). Students must meet Satisfactory Academic Progress (SAP).

To apply for a loan, students must do the following:
- Complete the FAFSA, preferably by March 2.
- Attend a Loan Workshop. Dates for loan workshops are posted at the Financial Aid Office. There are no makeup workshops.
• Fill out all documents given at the workshop and turn them into the Financial Aid window by the close of the business day of the workshop attended.

First disbursement of loan funds will be disbursed at least one month after paperwork has been turned into the Financial Aid Office. In order to receive a second disbursement, students must fill out an Exit Interview form, which is mailed after the first disbursement is received.

### Special Student Classifications and Programs

#### International Students
Chaffey College welcomes students from all over the world. Over 250 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.

A variety of services are provided to international students, including academic guidance, F-1 Visa/Immigration counseling and information, career development, housing/home-stay referrals, and many other services geared to meet the specific needs of international students attending Chaffey College. Prospective students holding any type of visa may obtain information from the International Student Office.

A mandatory medical insurance program requires all international students purchase a one-year medical plan, currently costing $525.00. Effective fall 2004, medical insurance will be included as a mandatory fee, requiring payment at the time of registration. Failure to obtain an insurance plan will result in registration and official records delays. International students possessing a medical insurance policy must show proof of the plan (in English) prior to enrollment. Students must meet all USCIS and federal regulations prior to registering for classes. For more information on available services or the new medical insurance requirements, contact the International Student Office.

The International Student Office is located in Wargin Hall Room 8 at 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).

#### 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) 941-2147 or (909) 941-2352, or e-mail at intlstudents@chaffey.edu. For information regarding immigration and residency, call (909) 941-2143.

### Veterans

Veterans or other students eligible for veterans benefits should apply for those benefits in the Admissions and Records Office.

The Veterans Administration (VA) specifies conditions of re-entry for students receiving VA educational benefits have met.

#### FALL AND SPRING

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<thead>
<tr>
<th>STATUS</th>
<th>12 units or more</th>
<th>9-11 units</th>
<th>6-8 units</th>
<th>Less than 6 units</th>
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<tr>
<td>Full-time Student</td>
<td>3/4 time Student</td>
<td>1/2 time Student</td>
<td>Less than half time</td>
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#### SUMMER:

Unit requirements (see Veteran's officer in Admissions and Records)

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 available at the time of this meeting.

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 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.
PROJECT SECOND CHANCE
Project Second Chance is a support program for individuals who did not graduate from high school and want to continue their education at Chaffey College. For more information, contact the Counseling Department at (909) 941-2116 or (909) 941-2109.

PUENTE PROGRAM
An outgrowth of the Puente Project founded in 1981 at Chabot College in Hayward, the Puente Program 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 Program contacts are Professors Laura Hope at (909) 466-2818 and Monica Molina-Bustos at (909) 941-2697.

HIGH SCHOOL PLUS PROGRAM
High school students may enroll at Chaffey College through the High School Plus Program to pursue advanced scholastic or vocational education. Students must have completed the ninth grade, have a minimum 2.0 GPA, and have their high school principal’s (or designee) recommendation.

High school students must submit an Application for Admission for High School Students, with all necessary signatures, each term. All new high school students must complete assessment, orientation, and counseling prior to their initial enrollment at Chaffey College.

Enrollment, health, and college service fees are waived for high school students who reside in and/or attend a school within the Chaffey College District. High school students who reside in California, but outside of the Chaffey College District, must pay 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.

High school students are considered to be part time students and as such are limited to 11 units per semester. If a high school student wishes to enroll in more than 11 units in a semester, the student must contact the Director of Admission and Records for consideration. High school students who are permitted to enroll in more than 11 units per semester will be required to pay regular fees.

Home schooled students must have signature of school affiliate. Home schooled students who are not able to obtain a school affiliate signature must achieve the following scores in each area of the Chaffey 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. Contact the Counseling Department for information on the assessment test at (909) 941-2116.

For more information on the High School Plus Program or to request an application, please contact the Admissions and Records Office at (909) 941-2600 or the Director of High School Relations at (909) 477-2952. Applications are also available on our website at (www.chaffey.edu) or at local high schools within the Chaffey College District.

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 UCLA, UCR, UCSC, San Diego State University, Occidental College, Pitzer College, Pomona College, Chapman College, and Pepperdine University.

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.

Affiliation
Chaffey is a member of the National Collegiate Honors Council, the Western Regional Honors Council, and the Honors Transfer Council. Phi Theta Kappa is the national student honor society available for many honors students.
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, work study, CalWORKs work study, job development, job placement, mentoring and internship opportunities, and child care services for students who are receiving CalWORKs. This program is specifically designed to assist students move from low-wage employment and welfare to self-sustaining wages and self-sufficiency through education and training. This program is also the campus contact for specially funded training programs including WIA (Workforce Investment Ace), TRA (Trade Readjustment Act) and WIB (Workforce Investment Board) grants. Please call (909) 941-2730 for additional information.

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 three types of Cooperative Education programs: Career Field Studies requires the student's job be related to their declared major. General Work Experience is for students whose job is not related to their major, and Special Topics which is open to all students. 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 Student Activities.

Students may contact the Cooperative Education Office at (909) 941-2499 to schedule an appointment or to obtain office hours.

STUDY ABROAD PROGRAM
Chaffey College offers students the opportunity to study in countries in Europe through the Foothills Consortium for Study Abroad. The courses offered by the consortium are taught by faculty from colleges in the consortium and meet general education requirements. The range of courses is specially selected to take advantage of the surrounding cultural opportunities. Courses in English literature and theater are a regular part of the London program of study, which is offered in the fall semester. Courses in Spanish, Spanish culture, and art history are a regular part of the Salamanca, Spain program of study, which is offered in the spring semester.

The Study Abroad Program makes it possible for students to understand a different culture and to better understand and appreciate themselves and life in the United States. Contact the Office of Special Programs and Services at (909) 941-2432 for more 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). For further information, please call (909) 941-2730.

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) 941-2730 for further information.