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 Moodle Student Quick Start Guide and/or the online videos and tutorials 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 the orientation by going to www.chaffey.edu/onlineed and following the links to signing on to Moodle.

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, Firefox, Google Chrome, or Safari
- Operating systems: Windows XP or higher; Mac OS X Panther or iOS
- 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 view iPod content (Quicktime)
- Ability to view streaming video

INFORMATION REGARDING REGISTRATION, THE WAITLIST/ADD PROCESS, INITIAL INSTRUCTOR CONTACT AND ONLINE ACCESS IS BELOW FOR HYBRID CLASSES.

SUMMER 2014 HYBRID CLASSES

Business and Office Technologies (BUSOT)

<table>
<thead>
<tr>
<th>SECTION #</th>
<th>INSTRUCTOR</th>
<th>HOURS</th>
<th>DAYS</th>
<th>ROOM</th>
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<tr>
<td>BUSOT-61</td>
<td>Microsoft Office PowerPoint</td>
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<tr>
<td>909/652-6830</td>
<td>1.50 UNITS</td>
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<tr>
<td>82584</td>
<td>D.Henderson</td>
<td>7:00pm-8:40pm</td>
<td>M</td>
<td>FNFC-114</td>
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<td>and 06/09/14-07/31/14</td>
<td>Last day to add: 06/12/14</td>
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UNIT LIMIT

Effective Summer 2014, students exceeding 100 units earned (excluding 500-level courses) lose their registration priority.

Distance Education @ Chaffey College
PHOTOGRAPHY

**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: $4.00
Grading: Letter grade only

82819 K. Haddad
11:30am-2:45pm
TTH
CAA-123
06/10/14-07/31/14
Last day to add: 06/12/14
SECT 82819: Hybrid class; see page 83 for more info.

PHYSICAL EDUCATION

**PELEC-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: $3.00
Grading: Letter grade only

82956 R. Baiz
6:00pm-9:20pm
W
FNAC-110
06/14/14-07/30/14
Last day to add: 06/12/14
SECT 82956: Hybrid class; see page 83 for more info.

**S U M M E R 2 0 1 4 O N L I N E C L A S S E S**

*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 classes is the same as it is for face-to-face classes; see page 10. 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 course. Example: If the start date of the class is 06/09/14, the contact link will be available after noon on 06/02/14 and will remain available through 06/12/14, 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.

**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](http://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 pages 11-14 and Payment Date Due Chart on page 15.

**PRIORITY REGISTRATION**

Effective Summer 2014, 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](http://www.chaffey.edu/student-success) for more info.
Business and Office Technologies (BUSOT)

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
82585 D.Henderson  INET
06/09/14-07/31/14 Last day to add: 06/12/14

English (ENGL)

ENGL-1A  Composition  3.00 UNITS
Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or successful completion of ENGL-450, ENGL-475, ESL-450, ESL-475, or READ-550.
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: $0.00
Transfer: CSU; UC
Grading: Letter grade only
82717 A.Bartlett  INET
06/09/14-07/31/14 Last day to add: 06/12/14
82718 A.Bartlett  INET
06/09/14-07/31/14 Last day to add: 06/12/14
82719 D.Chatman-Riley  INET
06/09/14-07/31/14 Last day to add: 06/12/14
82720 D.Chatman-Riley  INET
06/09/14-07/31/14 Last day to add: 06/12/14

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
82721 L.Fisher  INET
06/09/14-07/31/14 Last day to add: 06/12/14
82722 L.Fisher  INET
06/09/14-07/31/14 Last day to add: 06/12/14

DROPPING CLASSES
It is the student’s responsibility to drop classes. Students who do not drop classes by the published timelines will be held accountable for payment of fees for those classes, even if they didn’t attend any class meetings.
### Physical Education: Lecture (PELEC)

**PELEC-15  Diet and Fitness**

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; UC

Grading: Letter grade only

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### Political Science (PS)

**PS-1  American Politics**

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.

Materials Fee: $0.00

Transfer: CSU; UC

Grading: Letter grade only

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### Psychology (PSYCH)

**PSYCH-1  Introduction to Psychology**

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

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### Sociology (SOC)

**SOC-10  Introduction to Sociology**

Advisory: Eligibility for ENGL-1A as determined by the Chaffey assessment process or completion of ENGL-475 or ESL-475.

Characteristics of social life. Processes of interaction, consequences of group membership, institutions of modern society, factors that perpetuate social inequality, and social change and globalization. (C-ID SOCI 110)

Materials Fee: $0.00

Transfer: CSU; UC

Grading: Letter grade only

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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.