

# Chaffey College

In order to participate in Dual Enrollment you must meet minimum eligibility requirements.

- Be in 9<sup>th</sup>-12<sup>th</sup> grade
- Have at least a 2.0 cumulative high school GPA
- File an appeal (if you do not meet the above requirements)  
→ Always identify yourself as a high school student when contacting Chaffey College.

## ❖ DUAL ENROLLMENT STUDENT CHECKLIST ❖

- Discuss taking college courses with your high school counselor and determine which specific courses to take.
- Apply for student ID number at <https://www.chaffey.edu/admissions/onlinesvcs.shtml>
  - Within **72hrs** of applying you will receive an email with your Chaffey College **student ID number**.
- Schedule the following:
  - Dual Enrollment Orientation:** Appointment can be made at any Guiding Panthers to Success Center (GPS). Phone numbers are provided at the bottom of this page.
    - Dual Enrollment students must attend orientation **IN-PERSON** —not online!
  - Complete Placement Process:** Placement in Math or English is required if Math or English is a prerequisite for selected course.

For more information or to schedule an appointment for placement, call 909-652-6239. To request to complete the placement process online, please email your name, date of birth, and student ID number to [placement.staff@chaffey.edu](mailto:placement.staff@chaffey.edu). Type *Online Placement Process Request* in Subject Line.

- Read/Review/Submit to Admissions & Records**
  - Official high school **transcripts** in sealed envelope or via Docufide through the high school office.
  - High School Partnership/Dual Enrollment Agreement** form completed by high school principal, counselor, or designee.
    - Waiver of Liability, Assumption of Risk, and Indemnity Agreement (the backside of the above agreement) must be reviewed and signed by parent or legal guardian.
- Check your MyChaffey portal for your registration date and time.
  - Register online for approved courses on or after your registration date.
  - Students taking courses on a high school campus will register with their HS counselor.
- Pay any required fees and purchase/rent textbooks at the Chaffey College Campus Store.
  - Students taking a class on any Chaffey College campus **WILL** need to purchase their textbooks and **are responsible for payment of transportation, technology, and materials fees.**
  - Students taking a class on a high school campus will **NOT** need to purchase a textbook or pay additional fees. Students may opt-in and pay the transportation fee to use Omnitrans services.
- Obtain ID card from Admissions & Records. (Must be registered in classes and paid any applicable fees.)
  - Please present a government issued photo ID or high school ID for verification.

**Guiding Panthers to Success (GPS):** The GPS Center provides assistance with registration orientation, evaluation of progress on goal, and workshops on educational planning and college success.

❖ Additional information is available on the back side of this checklist. ❖

### Chino Campus GPS

Main Instructional Building (CHMB-240)

(909) 652-8120

### Rancho Cucamonga Campus GPS

Vocational and Student Support (VSS-111)

(909) 652-6466

### Fontana Campus GPS

Fontana Campus (FNFC-121)

(909) 652-7460

The California Community College is open to all individuals 18 years or older OR high school graduates, regardless of age. There is an elementary/middle/high school educational system in place to respond to the needs of minors pursuing educational goals, and the community college offers opportunities to students seeking enrichment and/or vocational experience not available at these institutions. Eligibility to participate in this opportunity is determined by the community and may not disenfranchise regular college students.

## IMPORTANT INFORMATION

- ◆ **Registration: Enrolling into a course pre-approved by a high school principal, counselor, or designee.**
  - High school students may not register for remedial level courses (500-600 level) or KINACT courses.
  - Student may register for up to **(11)** units in the fall and spring, and **(6)** units in the summer.
  - After officially registering into a class, a student can make changes to their schedule by adding and/or dropping. High school students must adhere to all established deadline dates.
  - All classes have **Last Day to Add**, **Last Day to Drop**, and **Last Day to Drop with a Refund** deadlines.
- ◆ **Payment of Fees**
  - ***Prior to the start term***, fees must be paid by the date indicated on the current Payment Chart, which can be found in the Schedule of Classes [online]. If payment is not received, the student will be dropped.
  - ***Once the term begins***, if given an add code, payment is required at the time of registration. If payment is not received, a financial hold will be placed on your student record.
  - Purchase/Rent textbooks through the Chaffey College Campus Store (if you are taking a course on a Chaffey College campus).
- ◆ **Waitlists: Once a class has reached maximum capacity a waitlist opens. Enrollment is not guaranteed.**
  - High school students will need to have a current email on file in order to waitlist. If a seat opens the student will be sent an email and will have three (3) days to complete registration.
- ◆ **Late Registration:**
  - During the Late Registration period all open and closed courses require instructor consent in the form of an Add Code in order to register.
  - Add Codes are issued by the instructor and must be used before the last day to add.
  - **Fees are due at the time of registration.**
- ◆ **Attendance: Students must attend the first class meeting or they will be **DROPPED** from the course.**
  - **Students who are registered but do not attend first meeting will be dropped**
  - **Students who are not registered and miss the first class meeting may not add the class**
- ◆ **Pre-Requisite Requirement:** Students must possess a certain amount of pre-existing knowledge to be successful in the course.
  - If the class you are registering for has a pre-requisite, go to the Counseling Department [located in Student Services (SSA)] to complete a ***Pre-Requisite Validation Request*** prior to registration.
  - Students must clear pre-requisite and co-requisites prior to the indicated Last Day to Add.
- ◆ **MyChaffey Portal:**
  - Students may register (add/drop classes) online at <https://my.chaffey.edu>. Other functions available on the MyChaffey Portal are paying fees, printing a registration receipt, ordering transcripts, purchasing parking permit, etc.
- ◆ **Deadlines:** A list of important dates & deadlines (registration, add/drop, holidays, etc.) can be found on Chaffey College's website under Admissions & Records, in the Schedule of Classes (catalog), and on your MyChaffey Portal.

❖ All information can be referenced on Chaffey College's website and Schedule of Classes ❖

## HIGH SCHOOL PARTNERSHIP/DUAL ENROLLMENT AGREEMENT

Semester and Year (Ex: Fall 2019) \_\_\_\_\_

Student's Name: \_\_\_\_\_  
Last
First
Middle Initial

Student's Address: \_\_\_\_\_ Chaffey ID: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

High School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

COURSE & SECTION NUMBER	UNITS	COURSE & SECTION NUMBER	UNITS

My counselor and I have selected the degree-applicable courses above. I understand that I may not enroll in more than 11 units in any Fall and Spring term, and 6 units in Summer. I also understand it is my responsibility to pay for all applicable fees associated with my courses at the time I register, or I may be dropped from my course(s). I will attend the first day of instruction and will continue to attend all courses for which I am registered. **HIGH SCHOOL PARTNERSHIP:** It is my responsibility to share my schedule with my parent and high school counselor and update them with any changes I make to my schedule. I authorize Chaffey College to enroll me in class(es) on my behalf and to provide my grade(s) and transcripts to my high school.

\_\_\_\_\_  
**Student Signature** **Date**

\_\_\_\_\_  
**Print Student Name**

Parent Consent: I give my consent for \_\_\_\_\_ to be enrolled at Chaffey College as a special part-time student. I understand that my son/daughter is being considered for admission as a college student and will abide by all college rules, regulations, and deadlines. I understand that costs for community college courses are the responsibility of the student. I understand that under FERPA, Chaffey College will not release any student records other than directory information to anyone, including the parent(s), without the written consent of the student.

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**

\_\_\_\_\_  
**Print Parent/Guardian Name**

As Principal or Authorized Designee, I recommend this student be permitted to take the college level degree applicable courses indicated above.

\_\_\_\_\_  
**High School Principal/Authorized Designee** **Date**

**OMNITRANS** – We offer the Omnitrans Go-Smart Program, which enables you to ride any of Omnitrans' fixed route buses with your Chaffey College Student ID Card for a per-semester fee of \$8 for a part-time student. Please check the box below if you wish to opt-in to pay the fee and use this service. Payment must be received to be eligible.

I wish to participate in the Omnitrans Go-Smart Program through Chaffey College. I understand there is an additional fee of \$8 for part-time enrollment, and that I must remain actively enrolled in order to use this service.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**BACK OF FORM MUST BE COMPLETED**

**WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT**

Hereinafter called the "Activity," I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** the Chaffey Community College District, its officers, employees, and agents from liability from any and all claims including the negligence of the Chaffey Community College District, its officers, employees and agents, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the High School Partnership/Dual Enrollment Program (the Activity).

**Assumption of Risks:** Participation in the Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

**Indemnification and Hold Harmless:** I also agree to INDEMNIFY AND HOLD CHAFFEY COMMUNITY COLLEGE DISTRICT HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in the Activity and to reimburse them for any such expenses incurred.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California including Education Code Section 72640 and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:** I have read all previous paragraphs, including the waiver of liability, assumption of risk, and indemnity agreement, know, fully understand its terms, acknowledge these and other risks that are inherent to the Activity, and understand that I am giving up substantial rights, including my right to sue. I acknowledge my participation is voluntary, that I knowingly assume all such risks, and that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the extent allowed by law.

In the event of any illness or injury, I give full authority to the district staff to obtain such medical treatment and/or surgery from a licensed physician/surgeon, paramedic or hospital as deemed necessary for the welfare of my child. I acknowledge that I fully and completely understand the potential risks that may be associated with this Activity and that my child's participation is strictly voluntary.

**Additional Information - Supervision of Minors:** Chaffey College assumes no responsibility for the supervision of minor students outside the classroom setting. Parents are responsible for providing transportation and ensuring their children are supervised before and after class, and if or when a class is cancelled or dismissed earlier than the scheduled time. Chaffey College will not call the parent/guardian if a student is absent, nor will we verify attendance.

**Course Content** – College is an adult environment with minimal supervision. Discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students. Course content will not be altered to accommodate younger students.

**Internet Usage** - Many courses required computer lab work or research projects that could involve the Internet. Chaffey's computer network provides access to the Internet in classrooms, labs, and the library. The College does not block access to specific Internet sites. As a result, it is possible for your son/daughter to reach an Internet site that you may feel contains inappropriate material.

***My signature below accepts the terms and acknowledges the information outlined above. My son/daughter has my approval to enroll in Chaffey College courses.***

\_\_\_\_\_  
Student Signature Date Participant's Date of Birth (m/d/yy)

\_\_\_\_\_  
Signature of Parent/Legal Guardian Date (\_\_\_\_\_) Day Phone

\_\_\_\_\_  
Print Parent/Legal Guardian Name (\_\_\_\_\_) Night Phone

\_\_\_\_\_  
Name of Health Insurance Company Policy/Group Number

Medical Problems (check one)  None  Yes, Please Explain \_\_\_\_\_

**Emergency Contact:** In the event of accident or sudden illness, Chaffey College will attempt to contact the parents at the phone number(s) listed above. Please list a designated contact in case we are unable to reach you.

\_\_\_\_\_  
Name Relationship Phone (\_\_\_\_\_) \_\_\_\_\_



## PHOTO ID SERVICES

Photo ID cards are required for use of labs, library, and other services. To avoid standing in long lines once instruction begins, students are encouraged to get their photo ID card as soon as they register and pay for classes.

Photo ID cards are issued in the Admissions and Records Office at Rancho, Chino and Fontana. Photo session is single-take only. Services may be limited the week before the first day of instruction and during the first week of school.

Students may request a photo ID at the Rancho campus during the following hours:

- Monday and Thursday, 8:00 a.m. to 6:45 p.m.
- Tuesday and Wednesday, 8:00 a.m. to 4:15 p.m.
- Friday, 8:00 a.m. to 1:45 p.m.

For services at the Chino or Fontana campus, please refer to the Schedule of Classes.

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### **HOW TO OBTAIN A PHOTO ID CARD**

A student will need to provide one of the following forms of identification when requesting a photo ID card:

- Government-issued photo ID: Driver's License, State ID, High School ID, or Military ID
- Passport
- Other valid ID (subject to approval)

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### **PHOTO ID RE-PRINTS POLICY**

- Photo ID Re-prints are available on Thursday, **at no charge to student**.
- There is an \$8.00 fee for **RUSH** requests. RUSH requests are available during regular photo ID service hours on Monday, Tuesday, Wednesday, and Friday.
- To request a re-print, the student must provide a second photo ID (i.e. Driver's License, Passport, State ID Card, etc.) for verification purposes. **NO EXCEPTIONS!**



## WAIVER OF FEES

Enrollment, health, and college service fees are waived for high school students attending Chaffey College who are enrolled in 11 units or less. Payment of materials fees, transportation and technology fees, books, and parking are the student's responsibility.

All fees are waived for students taking classes on their high school campus under the High School Partnership program.

Any student enrolled in 12 or more units is responsible for payment of all fees.

**Note: Prior to the start of the term, fees must be paid in full by the date indicated on the Payment Chart in the Schedule of Classes. Classes will be dropped if payment is not received before the deadline. Once the term begins, payment is required at time of registration. Failure to pay will result in a hold on the student's record which will prevent release of grades, future registration, issuance of transcripts, and other services until the balance is paid in full.**



## APPROVAL FOR CHANGE OF RECOMMENDED COURSES

Term/Year:  Summer  Fall  Spring 20\_\_\_\_\_

Student Name: \_\_\_\_\_ Chaffey ID Number: \_\_\_\_\_

### HIGH SCHOOL PRINCIPAL'S RECOMMENDATION AND CERTIFICATION

All information must be completed by the Principal or Designee before Chaffey College can accept this form. **Incomplete forms will cause delays in processing.**

**This student has permission to take one or more of the following courses in addition to, or in place of, courses previously approved. The student may register for up to 11 units in the fall or spring and six (6) units in the summer.**

COURSE TITLE	COURSE NUMBER	NUMBER OF UNITS

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Print Name of Principal or Designee \_\_\_\_\_ Signature of Principal or Designee \_\_\_\_\_ Date \_\_\_\_\_

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High School Name \_\_\_\_\_ City and State \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Area Code Telephone Number