



Chaffey College

5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002

Dear Student,

Welcome to Chaffey College! We are grateful that you have chosen to start your educational journey with us. I know you have made the right decision to come here, and here are a couple of reasons why:

- At Chaffey, you can pursue 28 degrees that transfer to four-year colleges and universities. Or you can try out the many certificate programs we offer.
- We also have plenty of scholarships to cover tuition, books and other expenses.
- We have a robust selection of [support programs](#) to help you academically, professionally and personally. Our dedicated staff are here to help you reach your goals.
- Chaffey is nationally recognized. We were named a top 10 community college in the nation by the Aspen Institute, and “One of the 12 Most Innovative Colleges for Adult Learners” by *Washington Monthly* and last year the Campaign for College Opportunity named Chaffey College a 2021 Equity Champion of Higher Education.

The classes you enroll in will be taught by our talented faculty members who bring valuable practical experience to the classroom. In other words, many of them have worked in the profession you have chosen to pursue and they have decided to prepare the next generation to follow in their footsteps.

Congratulations on making this important step in my your life. We look forward to meeting you! To begin your journey, review the Roadmap to Success and complete all the checkpoints along the way.

Sincerely,

A handwritten signature in black ink that reads "Henry D. Shannon".

Henry Shannon, Ph.D.
Superintendent/President

Chaffey College

ROAD MAP TO SUCCESS




YOUR PATH STARTS HERE

Log on to *My*Chaffey Portal and Download App

The portal will give you access to:

1. Self-Service Registration
 2. Canvas
 3. Panther Gmail
 4. Student Support Team
 5. Announcements/Alert Notifications
- And more!






Get the new
***My*Chaffey Portal App!**

Stay in the know...
MyChaffey Portal On-the-Go

- ✓ Canvas
- ✓ Panther Email
- ✓ Event calendar
- ✓ Campus Alerts & Announcements
- ✓ Connect to your Student Support Team
- ✓ Ask Roxy — New Virtual Assistant

...and more!

Chaffey  College



> Campus Resources > Student Services > Track Your Progress

Download the App

Chaffey  College

Log on today and check out all of the tools available for you!

Chaffey College International Student Information Session

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The Chaffey College International Student Information Session is a key part of your experience at the college because it is designed to help you succeed in both your studies and personal life. The International Center will send you a schedule for the upcoming session dates/times. In the session, you'll learn all about the services Chaffey College offers- here's a quick look at what we'll talk about:

- **Enrollment and Status:** How to enroll and keep your school records in status.
- **How to Study and Be Honest:** Learn about Chaffey's rules for studying and why it's important to be honest in your work.
- **Tuition and other expenses:** for College: Information on how to pay your tuition and handle money matters.

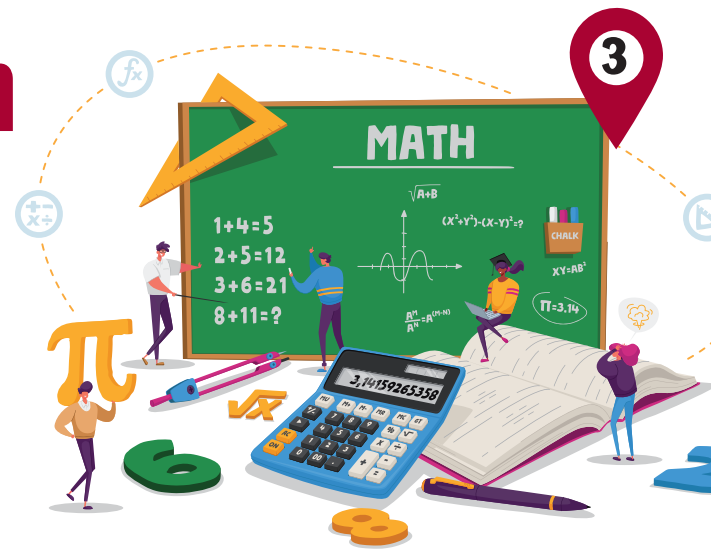


- **Campus Life:** Find out about fun activities and ways to be part of the college community.
- **Jobs and Careers:** Advice on finding jobs on campus and planning for your future career.
- **Health Services and Insurance:** What health care and insurance are available for you here.
- **F1 Visa and Immigration Rules:** Very important information about your student visa and keeping to the rules.

We're excited to help you start your journey and look forward to seeing you at the Chaffey College International Student Seminar. See you there!

Online Orientation and Placement

As a new student, it is very important that you complete the orientation and placement process. The orientation will provide important and relevant information you need to begin your Chaffey College journey, and the placement process will determine what Math and English classes you will be taking.



ORIENTATION

New Student Orientation is designed for both new and returning students to help integrate you into the campus community and college life. By providing information on student services and resources for success, Chaffey College welcomes and supports you as you begin your educational journey.

PLACEMENT

Once you complete the orientation, you will be directed to the placement process for English and Math. All you need to do is answer a couple of easy questions and class placement will be completed.



Schedule an Appointment with a Counselor Today!

Develop an Educational Plan with your Counselor in order to help you reach your academic and career goals.

To make an appointment with a counselor, follow these steps:

1. Agree to the Online Counseling Consent Form
2. Select the Chaffey College icon and use your portal username and password to access the scheduling system
3. Continue the on-screen instructions to complete your appointment

You can either schedule an appointment with a counselor, or begin chatting.

Register and Pay

Once you've created an educational plan with your counselor, it's time to register and pay for your classes!

To register for classes:

1. Log on to your MyChaffey
2. Click on "Self-Service Registration" link under the Launchpad

If you've already created an education plan with a counselor, you can register for those sections by clicking "Student Planning".

If you would like to search for classes and then register, you can click on "Search for Sections"

To pay for classes:

1. Log on to your MyChaffey
2. Click on "Self-Service Registration"
3. Click on "Student Finance"

For questions about payments, please email the Cashier's office at cashier.staff@chaffey.edu



Maximum Unit Load

- Per immigration regulations, you must take 12 units in Spring/Fall. If you wish to take more units, you may enroll in up to 18.0 units in Spring/Fall, and 12 units in Summer, based on class availability.
 - To exceed the maximum units you must have permission from the Counseling Department.
 - Contact a Counselor and request they submit an Overload form on your behalf.

Multiple Enrollments

- You may only enroll in one section of a given course at the same time.

Time Conflicts

- Enrollment is not permitted in classes that meet at the same time or that have overlapping class schedules.



Wait List, Add/Drop Policy

While registering on the MyChaffey portal you may place yourself on the wait list for a class that is closed, provided the option to wait list is available.

For more information on add authorization and drop policies go to:

www.chaffey.edu/admissions/policies.php

For more information on refunds go to:

www.chaffey.edu/cashier/course-refund.php

For more information on wait list go to:

<https://www.chaffey.edu/admissions/register.php>

Photo ID Services

How to obtain a photo ID card

- Visit Admissions and Records at any of the three campuses, or
- Log on to the MyChaffey portal
- Complete the Photo ID Card Request form
- Upload a photo
- Your ID card will be mailed to you in approximately 2 weeks.

NOTE: The Admissions and Records Office reserves the right to reject any photos deemed inappropriate or that fail to meet the guidelines indicated above.

Photo ID cards are required for use of labs, library, and other services, and are issued by the Admissions and Records Office.

Photos must be an unobstructed, front view of the full face that is a representation of the true appearance of the card holder. Hats, sunglasses, and any other clothing that might obstruct the view of the face may not be worn. All head ware must be removed, unless worn for valid religious, cultural, or medical reasons.



First Day of Class

LOG ON TO



canvas



2 weeks before the semester starts!

Once you log on to your portal, click on the Canvas widgets.

Access your classes before the semester starts to determine if your class is online or in-person and explore the tools and helpful resources available for you.

Check your Panther email regularly for important communications.

Student Support Hub

Log on to Canvas to access the Student Support Hub.

This hub will provide additional resources for students to be successful with their classes, as well as stay on track with their educational journey. Services on the Student Support Hub include:

ONLINE COUNSELING

Counselors help you identify your educational goals, create plans, and stay on track to completion.



SUCCESS CENTERS

Get help with your classes. Meet with a tutor, complete DLAs, and attend workshops even when you can't go to an on-campus Success Center.



canvas

LIBRARY – RESEARCH HELP

Get research help from librarians and find ebooks, articles, videos, and more.



STUDENT SUPPORT PROGRAMS

Meet with a counselor or liaison from a variety of student support programs.

WELLNESS CENTRAL

This is a free health and wellness resource created especially for California Community College students.

FAQ's

Do I need to complete both International and College orientation, placement, and an Educational Plan?

Yes. If you plan to register for classes in Math or English, the placement process is necessary to determine your level of competency. Failure to complete orientation, placement, and an Educational Plan will result in a later registration date.



If I register for classes before school starts, how much time do I have to pay my fees?

We have a 3-Day Drop for Non- Payment policy. If you register less than 3 days before classes begin, all fees will be due prior to the first day of instruction for the term. For payment deadlines see the payment chart in the Schedule of Classes.

If I register for classes on the first day of class, do I still have 3 days to pay?

No. Once the semester begins you must pay fees at the time of registration. A financial hold will be placed on your student record if payment is not received.

What is Add Authorization and how do I know if I need one?

Add Authorization is instructor consent to register for a class. Once instruction begins, add authorization is required to register for a section. Add Authorization can be requested by contacting the instructor of any class you wish to add. Once the instructor authorizes the add, you can register via the "Self-Service (Registration)" link in the MyChaffey Portal.

How do I get my books?

After you register for classes, you can order your books online or buy them at the Chaffey College Bookstore.

Will I get a ticket if I don't have my parking permit on the first day of school?

Parking permits are required as of the first day of each term. Students may purchase semester parking permits online or in the Admissions and Records Office. Additionally, hourly/daily parking permits may be purchased at the Pay and Display machines located in various parking lots at the college. Students may also park in metered stalls, as long as the required amount is paid.

I registered and paid for my classes and then dropped by the refund deadline. When can I expect to receive my refund?

You should receive your refund within 45 business days after the last day to add full-term classes (see the Schedule of Classes for specific dates). If you paid with cash or check, you will receive a check by mail. If you paid by credit card, your funds will be returned to your card.

I registered for a class but don't plan to continue going. Will the instructor drop me?

If you stop going to class, it is your responsibility to drop within the published deadlines. It is not the instructor's responsibility to drop you.

If I register but don't pay for a class and then stop going, will I still be charged for the class?

Yes. As long as you are enrolled, you are holding up a seat in the class that could be used by another student. In order to avoid charges for a class, you must drop by the refund deadline. If you drop after the refund deadline, the fees will remain on your account and a financial hold will be placed on your student record. In addition, if past due fees remain unpaid your name will be submitted for payment intercept via the Franchise Tax Board.