APPLICATION AND ENROLLMENT INFORMATION
(PARENTS KEEP THIS INFORMATION FOR FUTURE REFERENCE)

Chaffey College is authorized by provisions of the California Educational Code 48800 and 76001(a) to enroll selected high school students in college courses while those students maintain minimum daily high school enrollment and qualifying grades.

ADMISSION REQUIREMENTS FOR ALL HIGH SCHOOL STUDENTS

1. COMPLETE ADMISSION APPLICATION FOR HIGH SCHOOL STUDENTS – Application must be fully completed. Incomplete applications cannot be accepted and will cause delays in the admission process.

2. COMPLETE HIGH SCHOOL CERTIFICATION / EMERGENCY FORM (Home-schooled high school students, see page 2 for special instructions)
   - PART A: High School Principal’s Recommendation and Certification - Take your application to your high school and have the Principal, or Designee, complete all fields of the Principal’s Recommendation and Certification information
   - PART B: Student Acknowledgment – Student must complete and sign this section
   - PART C: Parental Advisory, Emergency Contact Information, and Parental Consent - Parent or Legal Guardian must complete and sign this section

3. SUBMIT OFFICIAL HIGH SCHOOL TRANSCRIPT, IN A SEALED ENVELOPE verifying completion of 10th grade and overall cumulative Grade Point Average (GPA) of 2.50 or higher

4. COMPLETE ASSESSMENT, ORIENTATION, AND COUNSELING, prior to registering for classes

Submit Application and Supporting Documentation:
- Online at www.chaffey.edu via CCCApply (application only)
- By mail to Chaffey College, Admissions and Records Office, 5885 Haven Avenue, Rancho Cucamonga, 91737
- In person to the Admissions and Records Office at the Rancho Campus or one of the off-site locations listed on the last page

REGISTRATION REQUIREMENTS FOR ALL HIGH SCHOOL STUDENTS

1. High school students:
   - Must register for classes in person in the Admissions and Records Office at the Rancho Campus or one of the off-site locations listed on the last page, on or after your assigned registration date
   - May only register for classes that are listed on the High School Principal’s Recommendation and Certification form
   - Are considered part-time students and may only register for up to 8.0 units
   - Students are responsible for meeting prerequisites as stated in the class schedule and college catalog. See a Chaffey College counselor for assistance in determining eligibility for a specific class. (See Question #3 on page 2 for more details)

2. Adding/Dropping Classes:
   - Refer to the Schedule of Classes for deadline dates. It is your responsibility to follow our add/drop policy and deadlines. No exceptions.

3. Enrollment Fees/Costs:
   - Enrollment, Health, and College Service Fee are the only costs that are waived for Part-time high school students who reside in or attend a high school in the Chaffey College District. Students are responsible for material fees, books, and parking.
   - Students who reside and attend a high school outside the Chaffey College District must pay regular fees.
   - High school students classified as non-residents of California must pay out of state tuition fees in addition to material fees, books and parking.

During Late Registration, students must complete the following steps to register for classes:
   1. Must attend the first class meeting
   2. Instructor must sign the ADD Card
   3. Instructor must indicate the first date of attendance on the ADD Card
   4. Student must submit the completed ADD Card to the Admissions and Records Office prior to the last day to add - See Schedule of Classes for deadline dates for Full-term (18 week) and Short-term/Late start classes

Note: High School students must complete all of the steps listed above, no exceptions. Incomplete ADD Cards will not be accepted.

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SPECIAL INSTRUCTIONS FOR HOME-SCHOOLED STUDENTS

1. COMPLETE ADMISSION APPLICATION FOR HIGH SCHOOL STUDENTS – Application must be fully completed. Incomplete applications cannot be accepted and will cause delays in the admission process.

2. COMPLETE HIGH SCHOOL/EMERGENCY FORM – For PART A follow instructions based on home-school type
   - PART A: High School Principal's Recommendation and Certification –
     - HOME-SCHOOLED STUDENTS WITH HIGH SCHOOL AFFILIATION/SPONSORSHIP – take your application to your sponsoring or charter high school and have the Principal, or Designee, complete all fields of the Principal’s Recommendation and Certification information
     - HOME-SCHOOLED STUDENTS WITH NO HIGH SCHOOL AFFILIATION/SPONSORSHIP – leave the Principal’s Recommendation and Certification information blank
   ADD THE FOLLOWING?
   - PARENT SHOULD COMPLETE THIS SECTION
   - AOC SCORES READING A55, ENGLISH 60, AND ARITHMETIC 34
   - PART B: Student Acknowledgment – Student must complete and sign this section
   - PART C: Parental Advisory, Emergency Contact Information, and Parental Consent - Parent or Legal Guardian must complete and sign this section

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QUESTIONS AND ANSWERS

1. Who may participate?
High school students who have completed 10th grade and who maintain a minimum overall cumulative GPA of 2.5 (C+ average) are eligible to enroll. During the regular academic year, students must maintain minimum-day enrollment in high school.

2. What courses may be taken?
California Educational Code 48800, 48800.5 and 76001(a) specifies that students must be enrolled for the purpose of seeking advanced scholastic or vocational education (i.e., college level courses). Chaffey College classes numbered 1-99 are transferable to California State University and University of California campuses, although there may be some credit limitations. Courses numbered 400-499 may be applied to the Associate Degree and to Certificate Programs. (See Chaffey College Catalog or consult a Counselor for more information.) High school students may not enroll in classes numbered 500-599.

3. How do I show proof that I have met a prerequisite for a class?
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 at Chaffey College, and complete a Prerequisite/Corequisite Validation Form prior to registration. Please allow 5 business days for processing this form.

4. What is Assessment, Orientation, and Counseling (AOC)?
All new first-time high school students are required by state regulation to participate in assessment and counseling. These services include mathematics, reading and writing assessment, presentation on the rigor of college classes, the volume and quality of student work, grading process, and other pertinent college information.

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5. Where and when will the Assessment, Orientation, and Counseling (AOC) be held?

Assessment, Orientation, and Counseling information will be given when student submits application materials. You may call the Counseling Department at 941-2116 for dates, times, and locations.

6. What credit is granted?

Courses taken by high school students are college level. Credit/grades for these courses will be recorded on the Chaffey College permanent record in the same manner as are courses of regularly enrolled college students. In addition, the student's high school may grant high school credit for certain college courses completed.

7. How do my grades get back to the high school or to another college?

In order to have another educational institution receive an official transcript of your grades, a student must complete and submit a Transcript Request Form. Transcript Request Forms are available in the Admissions and Records Office in Rancho Cucamonga, at the Fontana, Chino, CITC and Ontario Centers, and on the Chaffey College web page (www.chaffey.edu). Note: Grades for all students are available online via ChaffeyView and on the Panther Line at the end of each grading cycle. Grades are available approximately three weeks after the end of the term.

8. Will four-year institutions accept these college credits?

Courses in Chaffey College's transfer series count toward an Associate degree and are acceptable for transfer according to the transfer designation in the schedule of classes and college catalog.

9. What about credit in vocational courses?

Vocational courses are generally credited toward an associate degree and/or certificate. Some vocational courses transfer to the California State University. See the Schedule of Classes and College Catalog.

10. What are the costs?

Students must make arrangements for transportation, payment of required fees and the purchase of books and supplies. The Chaffey College Governing Board has waived the Enrollment, Health, and College Service Fees for all high school students who reside in or attend a school in the Chaffey College district. Students are responsible for material fees, books, and parking. Non-California residents are required to pay non-resident tuition fees, in addition to material fees, books, and parking. Students are responsible for consulting the current Schedule of Classes for information regarding other possible fees and the refund policy.

11. When are classes offered?

Classes are offered day and evening throughout the week, including weekends. Courses are offered at the Rancho Cucamonga campus, and at the Chino, Fontana, Ontario and CITC Centers. Refer to the current Schedule of Classes for course offerings.

12. What happens when the classes are full?

For a closed class section, students who do not attend the first day of class may be dropped from the class roll so that vacancies can be filled from the waiting list. Students who want to add a class section that is closed are required to attend the first day of class. If the instructor has room to add, those students who are on the current waiting list will be selected first. If the instructor has additional spaces, students who are not on the current waiting list will be selected second. When an instructor agrees to add a student, the student must obtain an Add/Drop Card signed by that instructor. The student must then submit the signed Add/Drop Card to Admissions no later than the deadline date (see Schedule of Classes). Adding is allowed on a space available basis. It is your responsibility to add/drop by the required deadlines. No exceptions.

13. What is the last day to register for classes?

Dates vary – check the current Schedule of Classes for deadline dates or contact the Admissions and Records Office at the Rancho Campus at (909) 941-2600.

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14. Where can students purchase books and supplies needed for classes?

Students are required to purchase books and supplies and to pay all supply fees. Books can be purchased at [www.books.chaffey.edu](http://www.books.chaffey.edu) or in person at the Chaffey College Bookstore at the Rancho Campus.

15. What about attendance and grades?

High school students enrolled are subject to regular college rules of matriculation, programming, registration, attendance, and grades, and are responsible for observing the college rules of conduct.

16. When I am a graduating senior, will I need to reapply for admission to Chaffey College?

Yes. Graduating seniors must reapply to change their enrollment status from high school student to college student no longer attending high school. Applications should be submitted in April for June graduates or in October for January graduates.

17. Can anyone access my student records without my authorization?

No. Release of student information to a third party, including parents and legal guardians, is not permitted without the student's written consent (Ed Code 76243 and Family Education Rights and Privacy Act FERPA). Please refer to the Schedule of Classes for Policy on “Proxy Transactions and Identification Requirements”. The Release of Information form for proxy transactions is available in the Admissions and Records Office and on our website at [www.chaffey.edu](http://www.chaffey.edu).

18. Will I automatically get my desired classes?

No, you will receive an appointment to register for your classes. After you've completed assessment, orientation, and counseling, you will be cleared to register on your designated date or thereafter. You must register in person at the Admissions and Records Office at the Rancho Campus or one of the off-site locations listed on the last page.

19. Can I register in more than 8 units?

No, part-time high school students may only register for up to 8 units.

20. Can I register for any classes of interest?

No, high school students may only register for classes that are listed on the High School Principal's Recommendation and Certification form. For exceptions, you must meet with a Chaffey College Counselor.

21. Who should I contact if I need more information about the application and/or registration?

For more information, you may contact your high school counselor or the Admissions and Records Office at the Rancho Campus at (909) 941-2600.

22. Who should I contact if I need more information about Assessment, Orientation, and Counseling?

For more information contact the Counseling Department at (909) 941-2117. The Counseling Department is located at the Rancho Campus and is open Monday through Thursday from 7:30 a.m. – 7:00 p.m. and on Friday from 7:30 a.m. to 4:30 p.m. Please call to confirm hours during the months of June and July, as hours of operation are subject to change.

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<tr>
<th>CHAFFEY COLLEGE LOCATION/PHONE NUMBER INFORMATION</th>
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<tr>
<td><strong>RANCHO CUCAMONGA</strong> 5885 Haven Ave.  Rancho Cucamonga, CA 91737 (909) 941-2600</td>
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<tr>
<td><strong>CHINO CENTER</strong> 13106 Central Ave.  Chino, CA 91710 (909) 652-7751</td>
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<tr>
<td><strong>CHINO INFORMATION TECHNOLOGY CENTER</strong> 13170 Seventh St.  Chino, CA 91710. (909) 652-7650</td>
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<td><strong>FONTANA CENTER</strong> 16855 Merrill Ave.  Fontana, CA 92335 (909) 652-7401</td>
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<tr>
<td><strong>COUNSELING DEPARTMENT</strong> 5885 Haven Ave.  Rancho Cucamonga, CA 91737 (909) 941-2116</td>
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(Revised: 02/08/07)