

# MATRICULATION PROCESS

## 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. See sections on High School Dual Enrollment or International Students for more information.

### APPLICATION

Applications may be submitted online by visiting Chaffey's website at [www.chaffey.edu](http://www.chaffey.edu) and clicking on the Application link. Additional application guidelines apply for international students. For more information, visit: [www.chaffey.edu/international/requirements.shtml](http://www.chaffey.edu/international/requirements.shtml).

### WHO MUST APPLY

Applicants who will attend Chaffey College for the first time (new students) or former students who have not attended for two or more regular semesters (returning students) must complete an application for admission. Graduating high school seniors who have been enrolled through high school dual enrollment must submit a new application upon graduation from high school.

### Residency Requirements

As a California Community College, Chaffey College is bound by certain legal requirements related to residency. New and returning students to Chaffey College are classified for the purpose of determining California resident or nonresident status. The classifications are as follows:

#### California Resident

Regulations state that in order to be considered a California resident for tuition purposes, students must have legal residence in the state for a period of one year immediately preceding the day before the start of the term the applicant expects to attend (Residence Determination Date) [EC 68017]. Students may be required to present evidence of physical presence in California for at least one year and proof of intent to make California their permanent home. Persons over 18 years of age who have legal residence in California for a period of one year immediately prior to the Residence Determination Date may attend as residents.

#### Nonresident

A nonresident is a student who has not established residence in the state for one year as of the residence determination date (the day before the first day of instruction). Students who provide information on the admission application that is inconsistent with California residency requirements indicated above must complete a Residency Questionnaire. Once the questionnaire has been reviewed, additional documentation may be required in order to make a final determination.

#### Reclassification

Students who have previously attended Chaffey College as a nonresident and wish to change their status must complete the Residency Questionnaire. Additional documentation will be required to prove physical presence and intent as indicated above, plus documentation to prove financial independence.

#### *Official college transcripts from schools previously attended must be submitted 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 registered nursing and vocational nursing programs
4. Students needing to show completion of course prerequisites
5. Students who have earned an associate's degree or higher for exemption from assessment, orientation, and counseling

#### *Official high school transcripts must be submitted for:*

1. Students who plan to apply for the registered nursing, and vocational nursing programs (GED or high school proficiency scores may be submitted in lieu of transcripts)
2. All high school dual enrollment students

#### *Release of Transcripts to Other Institutions:*

Chaffey College is not permitted to make copies of or release transcripts from high schools or other colleges.

#### MYCHAFFEY WEB PORTAL

The MyChaffey web portal is a one-stop-shop that provides students with a single point of entry for accessing important resources and information. From within the portal, students have easy access to MyChaffeyVIEW, Moodle, Library services, college announcements and messages, the college events calendar, as well as Chaffey and local news. For more information and login instructions, click on the First Time Users link located on the MyChaffey portal main page at <https://my.chaffey.edu>.

#### CHAFFEY STUDENT EMAIL

All Chaffey students will be provided with a student email account upon initial registration. All communication to students from Chaffey College, including wait list notifications, will now be directed to their new panther.chaffey.edu email account. Student email should be checked often; deadlines will not be extended due to failure to read email.

#### ORIENTATION, ASSESSMENT, COUNSELING

All new and returning students are required to participate in orientation and assessment, and must complete an educational plan in order to receive a preferred registration date. These services include 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 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 or visit our website at [www.chaffey.edu/counseling](http://www.chaffey.edu/counseling) for appointments and details.

#### EARLY ASSESSMENT PROGRAM

The California State University, in collaboration with the California Department of Education and California Board of Education, implemented the Early Assessment Program (EAP) in 2004 to assist college-bound high school students in determining their readiness for college-level English and math courses. As a sign of college readiness, the EAP provides high school students with an opportunity to make the most effective use of their senior year to prepare for college if their test results indicate they are not ready for college-level courses. As an incentive to students to take the EAP test and to do their best, students who demonstrate college readiness on the EAP are exempt from taking Chaffey's assessment and proper placement into college-level English and math courses will be assigned. For more information regarding EAP, please contact the Counseling Department at (909) 652-6200.

## SENIOR EARLY ASSESSMENT

The Chaffey College Senior Early Assessment (SEA) Program provides a seamless service delivery to Chaffey College District high school students in the spring semester of their senior year. High school seniors participate in Chaffey College orientation and assessment and meet with a Chaffey College counselor to plan first semester courses. Participating high school seniors are also informed about Chaffey College programs and services, including Admissions & Records, Financial Aid, Counseling, Disability Programs and Services (DPS), Independent Scholars, and Extended Opportunities Programs and Services (EOPS). Students who complete the entire SEA sequence (orientation, assessment, and counseling) and live in the Chaffey College district boundaries are eligible for early registration.

## PHOTO I.D. CARD

Chaffey College Photo ID cards are 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 and must show proof of current enrollment and payment of fees to receive a Photo ID card. Photos must be an unobstructed, front view of the full face that is a representation of the true appearance of the card holder. No facial or hand gestures or foreign objects are to be included in the photo. Hats, sunglasses, and any other clothing that might obstruct the view of the face may not be worn. All headware must be removed, unless worn for valid religious, cultural or medical reasons. No picture retakes are allowed unless the picture is unusable due to closed eyes or other unforeseen problems. Please contact the Admissions & Records Office for further information.

## SCHEDULE OF CLASSES

The schedules of classes are available on the college website at [www.chaffey.edu/schedule](http://www.chaffey.edu/schedule) prior to the registration period. Class offerings are organized by campus and/or by instructional type. The schedules contain detailed instructions concerning enrollment, registration, fees, and related deadlines, along with helpful information about programs and services of the college.

## REGISTRATION

The Student Success Act of 2012 (SB 1456) put into place new state regulatory changes that affect all California Community College students. Chaffey College has implemented the following changes regarding student registration:

**Unit Capacity** – Any Chaffey College student who exceeds 100 units (excluding 500 level courses) will lose registration priority status.

**Enrollment** – All Chaffey College students must complete the following to retain registration priority:

- Orientation – completed the college orientation
- The Chaffey College Assessment process – includes taking the following placement tests:
  - o Math and English; OR
  - o English as a Second Language (ESL)
- Education Plan – approved by a counselor
- Maintain Good Academic Standing (cumulative GPA 2.0 or better)
  - o Financial Aid Students – Effective Fall 2015, Students' Board of Governor's fee waiver eligibility is impacted if you do not meet academic and progress standards for two consecutive terms.

## Registration Date Assignment

Registration priority is assigned in the following order (Title 5, Section 58108):

1. Students who have completed orientation, assessment, and an education plan, and are enrolled in and receiving services from an eligible priority group as defined by Education Code 66025 and Title 5 58108.
2. Continuing, returning, and new students who have completed orientation, assessment and an education plan; continuing students must also be in good standing.
3. Student who have completed more than 100 units.
4. Students who have not completed orientation, assessment, OR an education plan, and/or are not in good academic standing.

For more information regarding the California Community College regulations for student success visit the California Community College Chancellor's website at

[www.californiacommunitycolleges.cccco.edu](http://www.californiacommunitycolleges.cccco.edu)

or the Chaffey College website at

[www.chaffey.edu/student-success](http://www.chaffey.edu/student-success).

An informational video is also available at <http://www.youtube.com/watch?v=vjuxhzeG8VO>

Registration dates will be available on the MyChaffey portal approximately two weeks prior to the start of the registration period. Students may register online on or after their assigned registration date and time. Students who do not have access to a computer may use the student computers in the Admissions and Records Office on any campus. High school students participating in the High School Dual Enrollment Program and students with petitions must register in person.

## 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/openclass](http://www.chaffey.edu/openclass).

## CLOSED CLASSES AND WAIT LISTS

Wait lists open as soon as a class becomes full. When a seat becomes available, notification of permission to register will be sent to the student's Chaffey email account, based on wait list ranking. Students are allowed three days to complete registration. Failure to enroll before the deadline provided in the email will result in removal from the waitlist. Wait lists are limited to 20 students. A student must attend the first class meeting to be considered for admission to a closed class.

The deadline to add classes from the wait list cannot be extended. Wait list status can be monitored through the 'Manage My Waitlist' link in the MyChaffey portal by selecting MyChaffeyVIEW from the launch pad.

## UNITS

Students may register for a maximum of 18 units during fall/spring terms and 7 units during summer terms using online registration. Any units exceeding the maximum must be approved by a Counselor and added in person in the Admissions and Records Office.

## LATE REGISTRATION

Add Codes are required to register for any open or closed class beginning the first day of instruction for each semester or summer term. The following students must register in person in the Admissions and Records Office:

- High School students
- Students with special petitions or corequisite waivers
- Students with financial or other restrictions
- Students who are auditing

The late registration period is published in the schedule of classes. Classes can no longer be added after the late registration deadline has passed. Open entry/open exit classes may be added up to the 14th week of the fall/spring term.

## MULTIPLE ENROLLMENT

Students may not enroll in more than one section of any course that is not repeatable in the same term. Students will not be permitted to register for classes that are scheduled to meet at the same time or at overlapping times; however, students may wait list for a class that overlaps another.

## ATTENDANCE AT THE FIRST CLASS MEETING

Students who do not attend the first meeting of each class in which they are registered may be dropped from the class. However, it is each student's responsibility to officially drop any class they do not attend or stop attending. This includes all instructional formats, including online and hybrid classes.

## 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 students with disabilities are exempted from this limitation. The college may approve a waiver of the limitation on foundational 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/COREQUISITE COURSES AND ENFORCEMENT

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 preexisting 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) or P (pass). A grade of C- is not acceptable for completion of a prerequisite/ corequisite course.

When a course has a corequisite, it means that a student is required to take a course at the same time as another course. Knowing the information presented in the corequisite is considered necessary for a student to be successful in the course.

The college's registration process allows for prerequisite checking by computer. Students attempting to enroll in the computer-checked courses will be blocked from registration if they do not meet the specified prerequisites. 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.

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 have an official transcript on file in the Admissions and Records Office, and complete a Prerequisite Validation Form (available in the Counseling Department and on the Chaffey College website) prior to registration. The validation forms are also accepted at the Chino and Fontana campuses, but are faxed or mailed to the Rancho campus to be processed. Some requests may require up to 7 business days to process but are usually processed within 48 hours. Students should receive notification of the decision by email or mail within a week of processing. If approved, the student will be allowed to register during their registration period.

Students who are enrolled in the prerequisite course at Chaffey at the time of their registration will be permitted to enroll in the subsequent course. Students who do not pass the prerequisite course will be dropped by the Admissions and Records Office prior to the start of classes.

Any student planning to clear a math prerequisite for a math course by using their high school transcript must complete a Prerequisite/Corequisite Challenge form (see below).

#### Prerequisite/Corequisite Challenge:

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

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.

The student must provide appropriate documentation when filing a challenge. Documentation may include, but is not limited to, official high school or college transcripts, additional test results, work experience, or writing sample. Prior enrollment in the course does not exempt a student from the current prerequisite of that course.

Students who wish to challenge a prerequisite must submit a Prerequisite/Corequisite Challenge form. The form must be filed in the Counseling Department up to one week prior to the beginning of each term.

#### Prerequisite/Corequisite Challenge Process:

1. Complete the Prerequisite/Corequisite Challenge form and attach documentation to establish your right to challenge this prerequisite/ corequisite request. Examples of documentation include official or high school and/or college transcripts, international transcripts, certificates, test scores, etc.
  - a) If you are attempting to use high school coursework to meet a course prerequisite, official transcripts must be on file.
  - b) To challenge a math course, you must attach a copy of your Chaffey College assessment test results to the challenge form. Official high school transcripts must be on file with the Admissions and Records Office.
2. Meet with a counselor in the Counseling Department to assess whether you will benefit from the challenge process.
3. Register on or after your registration date. (Refer to the schedule of classes for the last day to add.)
4. The department coordinator will approve or deny the challenge within five (5) business days.
5. For approved challenge decisions, your form will be mailed back to you and you will be allowed to remain in the class.
6. For denied challenge decisions, you will be notified by telephone or email and your form will be returned to you by mail. The Matriculation Specialist will remove the prerequisite/ corequisite course from your record, the Admissions Office will drop you from the class, and the Cashier's Office will process your refund.
7. If you wish to appeal the denied decision, you may do so by contacting the Dean in the school/department for the prerequisite you have challenged.

More information is available through the Counseling Department and the Chaffey College website. Questions regarding the challenge process should be directed to the Counseling Department at (909) 652-6200.

### Prerequisite Challenges for Higher-level Modern Language Courses:

Students may petition to enter a higher level language course in Arabic, Chinese, French, or Spanish by completing a prerequisite challenge language diagnostic in the Assessment Center. After completing the diagnostic, students will be able to enroll in the course if space permits (and if during a valid registration period) until the diagnostic is evaluated and a decision is made regarding the prerequisite challenge. To make an appointment for the prerequisite challenge language diagnostic, contact the Assessment Center at (909) 652-6224/6239.

Students may petition to enter a higher level American Sign Language (ASL) course by completing a face-to-face diagnostic with ASL faculty. To schedule an appointment for the prerequisite challenge ASL diagnostic, contact the ASL department at (909) 652-6902.

### LIMITATIONS ON ENROLLMENT

A limitation on enrollment, such as a TB test, CPR certification and others, etc., is a non-course requirement for entry into a course or educational program, without which a student will not be permitted to remain in the selected course or program. These requirements are frequently (but not always) driven by health and safety regulations and/or mandates by outside accrediting/licensing agencies.

### ADVISORIES

An advisory is defined in Title 5, section 55200 as: "A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program." Since an advisory is not required, students will not be blocked from enrolling in a class if they do not meet the conditions of the advisory.

## COUNSELING AND MATRICULATION

Students are encouraged to meet with a counselor within their first six months at Chaffey College to develop a Comprehensive Student Educational Plan (SEP). Counselors will recommend appropriate coursework based on assessment results, review of previous college work and other information provided by the student. Appointments for an individual meeting with a counselor can be made by calling the Counseling Department at (909) 652-6200. For information on additional services provided by the Counseling Department, please refer to the Student Support Services section or visit our website at [www.chaffey.edu/counseling](http://www.chaffey.edu/counseling).

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 skills, counseling on selection of major and educational pathway, an educational plan, and follow-up services.

New and returning students are required to complete orientation, assessment, and complete an abbreviated education plan in order to receive a preferred registration date. High School Dual Enrollment students must complete assessment, and a high school counseling group (HS SEP) before they may register for classes.

### ASSESSMENT OF FOUNDATION SKILLS

Assessment testing is required for placement into English, ESL, and mathematics 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, and mathematics courses.

Testing facilities are available at all Chaffey campuses; specific dates and times can be obtained from the schedule of classes or by calling the Counseling Department at (909) 652-6200 or by visiting our website at [www.chaffey.edu/counseling/assessment.shtml](http://www.chaffey.edu/counseling/assessment.shtml).

### RE-TESTING PROCEDURES

Students may take the assessment test no more than twice during their enrollment at Chaffey College. Students must wait three months after their initial assessment before re-testing.

### ORIENTATION

Orientation introduces students to college services and educational programs and provides information on college policies, enrollment procedures, and important deadlines. The college offers online and group orientations. Students are able to access the online orientation via the MyChaffey portal by utilizing the "new student registration steps" tab. The link is available under item 3. Contact the Counseling Department at (909) 652-6200 for more information or check the college website at [www.chaffey.edu/counseling](http://www.chaffey.edu/counseling). Students interested in a more detailed orientation and/or instruction in college success skills may enroll in Guidance courses.

### 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 are encouraged to complete assessment and orientation prior to registering for classes and must develop both an Abbreviated and a Comprehensive Student Education Plan (SEP) with a counselor within their first six months at Chaffey College. Students are responsible for attending class, completing assignments and coursework, and maintaining progress toward their educational goal.

### 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 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 refuse 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 Dual Enrollment 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 to provide all students with access to a college education, the college offers Financial Aid to assist with financial obligations. Fees are assessed each term. Fees can be paid via the MyChaffey portal, in person, or by mail. Fees may also be paid via the NBS Tuition Payment Plan. For more information on the tuition payment plan, please visit the website at [www.mycollegepaymentplan.com/chaffey](http://www.mycollegepaymentplan.com/chaffey). All fees are due at the time of registration, including Enrollment fees, Health fees, College Services fee (optional), Technology fee (optional), Materials fees, Transportation fees, and if applicable, nonresident fees. Fees may be paid via cash, check, money order, VISA, Master-Card, American Express, or Discover. Stopping payment on a check, account entry error or insufficient funds does not constitute a withdrawal from classes and will result in a \$25.00 charge.

*Fees are subject to change. Visit [www.chaffey.edu/cashier](http://www.chaffey.edu/cashier) for current fees.*

### AUDIT FEE

The cost to audit a course is \$15.00 per unit. See page 32 for more information.

### ENROLLMENT FEE (Tuition)

\$46.00 per unit for California residents.

### NONRESIDENT ENROLLMENT FEE

Nonresident 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. Nonresident Enrollment Fee (U.S. Citizen and Non-U.S. Citizen) is \$314 per unit (\$258 per unit, plus \$10 capital outlay charge, plus \$46 per unit enrollment fee).

### HEALTH SERVICES FEE

\$17.00 Fall and Spring; \$14.00 Summer (Non CCP Grant students). This fee funds the Student Health Services Program. Certain laboratory tests and medications may require an additional fee. Usual clinic hours are 8:00am to 4:00pm, Monday through Friday. Some evening appointments may be available. Services of physicians, nurse practitioners, and counselors are available by appointment by calling (909) 652-6331. Pursuant to section 76355 of the Education Code, students who can provide documentation of active membership in a religious organization that relies exclusively on prayer for healing may request to have the Health Services Fee waived. Applications for waiver are available in the Student Health Services office. California College Promise Grant (CCP Grant) eligible students will be responsible for all or a portion

of the Health Services Fee as listed on the payment chart at [www.chaffey.edu/cashier](http://www.chaffey.edu/cashier).

### COLLEGE SERVICES FEE (Optional)

\$8.00 Fall and Spring; \$5.00 Summer. This fee funds Chaffey College Student Government (CCSG) programs and activities throughout the academic term, including (but not limited to):

- 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.
- Textbook rental program that is administered in the Chaffey College Campus Store
- Opportunity drawings and giveaways
- Emergency book grants
- Campus improvements
- Departmental grants

### PARKING (required on the Chino, Fontana, and Rancho Cucamonga Campuses)

- Auto Parking:
  - \$50.00 Fall and Spring Non CCP Grant
  - \$30.00 Fall and Spring CCP Grant
  - \$25.00 Summer
- Motorcycle Parking: \$20.00
- Daily Permits: \$4.00

### TECHNOLOGY FEE

Effective with the Fall 2014 semester, Chaffey College implemented a technology fee to help support the cost of providing student access to college technology. This fee is optional and will be used, for example, to help ensure that student computer labs are equipped with current hardware and software and to provide high-speed wireless access and connectivity to the internet. The technology fee is \$8.00 per term in the fall and spring and \$5.00 in the summer and will only be used for student-related technology. Students who choose not to support this fee must contact the Cashier's Office at [cashier.staff@chaffey.edu](mailto:cashier.staff@chaffey.edu) on or before the refund deadline for the applicable term.

### TRANSPORTATION FEE

A transportation fee will be in effect fall 2017 through summer 2027. The fee is \$9 for students registered in six (6) or more units and \$8 for students registered in less than six (6) units in the fall and spring semesters. During the summer, the fee is \$6 for students registered in six (6) or more units and \$5 for students registered in less than six (6) units. Students enrolled in non-credit classes totaling zero (0) total units may opt-in to pay the rate of less than six (6) units in order to use the services. Note: The summer is no longer free to students enrolled in the previous spring semester.

This fee allows the student to ride all of Omnitrans' fixed route bus and rail services at no charge during the semester by using their current Chaffey Student ID card. Service is also available during the break following each academic term if the fee was paid and eligibility was maintained in the previous term. It also allows any eligible student who is also qualified to use Omnitrans' Access para-transit service to purchase Access one-way tickets at a twenty percent (20%) discount.

To be eligible for these services, students must possess their own current, valid Chaffey ID card, must be registered and remain registered in classes for the duration of the current academic term, and must have paid the transportation fee for the current academic term. Students who withdraw from classes during a term are no longer eligible for the services at the point of withdrawal.

### SUPPLEMENTAL FEES

(This is not a complete list of fees; complete list is available from the Budgeting Services Office)

- Replacement of diploma / certificate: \$10.00
- Returned check fee and/or stop payment fee: \$25.00

### 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.

### DROP PROCESS FOR NON-PAYMENT

**Before the semester begins**, payment is due in full within 10 days (including weekends and holidays) from the date of registration. If payment is not received, all classes will be dropped.

**During the last 10 days of registration**, all fees are due in full prior to the start of the term. Classes will be dropped the day before the first day of instruction if fees are not paid. Once classes have been dropped for non-payment, the action cannot be reversed.

### PAST DUE FEES

Beginning the first day of instruction for the term, fees are due in full at time of registration. Payments not received the same day will result in a financial hold on the student account. Payment is due at time of registration for any class that begins after the first day of instruction for the term, including Fast-Track and late-start classes.

### Financial Holds

Financial holds will prevent access to grades, transcripts, diplomas, and registration privileges (Title 5, Section 59410).

**REFUND POLICY****Automatic Refund Process**

Refunds will be processed automatically for the following:

- Credit amounts of \$20 or more
- Classes canceled by the college
- CCP Grant reimbursements  
(No refund request required)

Automatic refunds will be processed within 45 business days after the last day to add full term classes (check the Schedule of Classes for specific dates). Refunds payments made by cash, check or money order will be issued in the form of a check and mailed to the current address on file. To ensure prompt delivery, address information should be checked often for accuracy and updated as soon as possible when changes are needed. If payment was made with a credit card, the refund amount will be credited back to the card.

**Eligibility Requirement for Refunds**

Refunds will be issued for all classes that are dropped by the published refund deadline. The refund deadline date can be found on the registration receipt available on the MyChaffey portal. To be eligible for refund, classes must be dropped during the first two weeks of instruction for full-term classes, and/or by the 10 percent point of the length of the course for a short-term course [Title 5, Section 58508(a)]. The following fees are subject to refund: enrollment, health, materials, college service, and nonresident tuition. (California Code of Regulations, Title 5, Section 58508).

Specific refund dates can be found on the Registration Receipt available through the MyChaffey portal.

**Refund for Parking Permits**

Parking permits must be returned to the Cashier's Office on or before the appropriate refund deadline date for the current semester to be eligible for refund.

**Refund for Canceled Classes**

Refunds will be issued automatically for all cancelled classes. A refund request is not required.

**Financial Aid CCP Grant Re-Bill/Reimbursement**

Students who paid for classes prior to receiving a CCP Grant will receive a refund 45 business days from the day the CCP Grant is processed. The CCP Grant must be processed and posted to the student's account by the last day of the current semester. For information related to waiver of enrollment fees, contact the Chaffey College Financial Aid Office at (909) 652-6199.

**Refund Policy for Amounts Less than \$20**

Refunds for credit amounts less than \$20 are not automatic and must be requested by the student via email:

- Refund requests for a credit amount less than \$20 must be received by the Cashier's Office on or before the last day of the current semester.
- To make a refund request, the student must send an email to [cashier.staff@chaffey.edu](mailto:cashier.staff@chaffey.edu).
- For security reasons, the following information is required:
  - o Student's full name
  - o Chaffey ID Number
  - o Refund credit amount (registration receipt is available on the MyChaffey portal)

The refund process will begin once all required information is received. Refunds will be processed within 45 business days from date of the email request.

**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. Past due fees must be paid by cash, money order, cashier's check, Visa, MasterCard, American Express, or Discover. Unpaid balances will be referred to the Franchise Tax Board for collection. For more information visit [www.chaffey.edu/cashier/cotop\\_faq.shtml](http://www.chaffey.edu/cashier/cotop_faq.shtml)

**COLLEGE COSTS**

If you would like to know more about calculating the costs associated with attending community college, please use the following links to determine expenses:

- <http://collegecost.ed.gov/catc>
- [www.icanaffordcollege.com](http://www.icanaffordcollege.com)  
(click "College Costs")
- [www.chaffey.edu/finaid](http://www.chaffey.edu/finaid)  
(click "Cost of Education")

**FINANCIAL AID**

Chaffey College School Code required on the Free Application for Federal Student Aid (FAFSA): 001163

**Financial Aid**

The Financial Aid Office administers a number of programs funded by the federal, state and private sources designed to help students with limited resources meet their educational expenses. Awards may come from one or more or any combination of grants, scholarships or federal work study. All Chaffey College students may be eligible for some form of assistance based on their financial need and may apply for aid by filing a Free Application for Federal Student Aid (FAFSA).

**How & When to Apply**

All students are encouraged to apply for all forms of Federal and State financial aid programs offered at Chaffey College. Eligibility for Financial Aid is determined by completing the FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov). Be sure to include Chaffey College's school code **001163**. A FAFSA must be completed for each academic year and one FAFSA serves throughout that entire academic year (summer, fall & spring).

**October 1 – FAFSA/DREAM ACT Available to Complete**

Students can now submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA) beginning on **October 1, 2018, for the 2019-2020 Award Year** rather than beginning on **Jan. 1, 2019**. Students (and parents, if dependent) will be able to use prior-prior year income data (2017 tax year). Be sure to list Chaffey College school code 001163 on the FAFSA or 00116300 on the Dream application so that we receive your application information.

The FAFSA should be completed beginning **October 1** and no later than **March 2** to meet priority filing date for the following academic year and assure your application is processed in timely manner in preparation for fall and spring terms.

Students can still apply after this date. Be aware that some awards are offered on a first-come, first-serve basis. Students must reapply each year to continue receiving funding.

**Late Applicants**

If you miss the Financial Aid Priority Deadline for the term in which you wish to enroll, you still are strongly encouraged to apply for financial aid. Your application will be accepted and processed; however, it may not be processed in time for you to use your financial aid to pay for your fees and books. If this is the case, you may need to pay your fees and purchase your books; then if it is determined that you qualify for financial aid, you will be reimbursed later in the term.

**Process of Determining Financial Aid Eligibility**

Once the financial aid application is completed, the results will be sent to Chaffey College. Students must have a Chaffey College Admissions application on file in order for the application to be received. You will receive an email notification indicating if awards are available or if additional documentation is needed. You may check this information through MyChaffeyPortal at MyChaffeyView, then click on Financial Aid Self Service and view the checklist.

### Basic Financial Aid Eligibility

- Must be enrolled in a degree, certificate, or transfer program
- Be a U.S. citizen or an eligible non-citizen, such as a permanent resident
- Not be in default on a prior student loan
- Not owe a repayment or overpayment of a federal grant
- Have a valid Social Security Number (SSN) for federal aid. Parents of dependent students are not required to have a valid SSN.
- SSN must be included on the Admissions application
- Have a high school diploma, GED or equivalent
- Demonstrate financial need
- Be registered for Selective Service if required
- Maintain Satisfactory Academic Progress Policy requirements as defined by the Chaffey College Financial Aid Office
- Have "financial need" as determined in part by submitting the FAFSA

### Payment of Financial Aid

Financial Aid payments will be made to eligible students with complete financial aid files that have Pell awarded, are enrolled in courses that apply toward a degree, certificate or transfer program and meet Satisfactory Academic Progress per criteria established by the Chaffey College Financial Aid Office.

Payment is based on the number of full-term units at the time of calculation (calculations are made approximately 5-8 days before disbursement). Late start classes must begin for units to be included in the first disbursement; otherwise they will be included on subsequent disbursements. Payment will be adjusted according to enrollment status.

Awards are based on full-time enrollment status; however, students are not necessarily required to enroll in full-time units to receive aid. If students are enrolled in less than fulltime for the semester, disbursement will be adjusted in accordance with the enrollment status.

The maximum financial aid amount is allocated for enrollment as a full-time student (12 or more credits) and there are specific payment allocations for enrollment as a part-time student: three-fourths of the maximum financial aid amount for nine through 11.5 credits; one-half of the maximum amount for six through 8.5 credits; and less than half time for 0.5 to 5.5 credits, amount will be prorated; not all students are eligible at less than half time enrollment. Your financial aid award amount may be adjusted based on your enrollment status.

\*All Disbursements are contingent upon funding. Cal Grant disbursements are

contingent upon funding from the State. Cal Grant and FSEOG funds will be released in one payment per semester. All financial aid grant funds are disbursed electronically via BankMobile (Formerly Higher One). All students have choices for receiving their financial aid refunds: Electronic Deposit to Another Account or Electronic Deposit to a BankMobile Account. Students must make a selection in order to avoid a delay in their disbursement. Once eligibility is confirmed, students will receive their financial aid funds based on the method they choose to receive their funds. Visit [www.refundselection.com](http://www.refundselection.com) to learn more about how disbursements are made.

### FUNDING SOURCES

The FAFSA will determine eligibility for federal and state waivers, grants and work-study. The Dream application will determine eligibility for the California College Promise Grant CCPG and Cal Grant.

### California College Promise Grant (CCPG) Formerly BOG Fee Waiver

The California College Promise Grant (CCPG) is available for eligible California residents. The CCPG continues to waive mandatory enrollment cost per unit (.5 to maximum unit load) and a portion of the parking fee. CCPG eligible students will be responsible for all or a portion of the Student Health fees. Fee waivers do not apply to class material fees or the College Services fee. Students are responsible for making sure all fees have been paid.

This is financial aid that does not have to be repaid. The CCPG is valid for the entire academic year beginning with summer and ending with the following spring semester. To apply, complete the FAFSA online. The Financial Aid Office will receive the results of the FAFSA and award the waiver automatically to eligible students. Awards may be viewed on MyChaffeyView via the MyChaffey Portal. If you are not a California resident, you may be eligible to apply for a tuition exemption through the AB 540 Non-Resident Fee Waiver. See Admissions and Records for additional information or view our consumer guide online.

Students who qualify for the AB 540 Non-Resident Tuition Exemption may be eligible for Cal Grant and CCPG online at <https://dream.csac.ca.gov> Please visit the Financial Aid office website at [http://www.chaffey.edu/finaid/dream\\_act.shtml](http://www.chaffey.edu/finaid/dream_act.shtml) for more information regarding the Dream Act Application or visit the Dream Act website at [www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp)

### Eligibility Requirements for California Dream Act

The California Dream Act allows undocumented and non resident documented students who meet AB540/AB2000 criteria to apply for and receive private scholarships funded through public universities, state-administered financial aid, university grants, community college fee waivers, and Cal Grants.

### AB 540 criteria:

- Must have attended a California high school for three (3) or more years AND
- Must have or will graduate from a California high school or have attained a GED or received a passing mark on the California High School Proficiency Exam (CHSPE) AND
- If undocumented, the filing of an AB 540 affidavit with the college or university stating that they have applied for a lawful immigration status or will apply as soon as they are eligible to do so. Complete and submit the affidavit to the Admission & Records Office at any one of our three campuses.

### AB 2000 criteria:

Must have attended a California high school or graduated early from a California high school with the equivalent of three (3) or more years of credits; if the student graduates early, they must have attended a California elementary or secondary school for a cumulative total of three (3) or more years.

### California College Promise Grant (CCPG) Policy

Under the new State regulations, once you've qualified for the CCPG Fee Waiver, it is important to ensure that you are meeting the academic and progress standards in order to avoid losing the fee waiver.

Students must:

- Maintain a cumulative GPA of 2.0
- Successfully complete at least 50% of all units attempted.

Beginning Fall of 2016, students will lose eligibility for the Board of Governors Fee Waiver (BOGW) if they are on academic probation for two consecutive primary terms (fall and spring semesters are primary terms). Loss of eligibility will become effective at the first registration opportunity after such determination is made.

Students with extenuating circumstances will have the opportunity to appeal the loss of the CCP Grant.

Students with extenuating circumstances will have the opportunity to appeal the loss of the CCPG.

### Federal Pell Grants

Federal Pell Grants are need-based and awarded to every undergraduate student who qualifies. In most cases, these grants DO NOT need to be paid back. These grants may be used for tuition, fees, books, transportation, and living expenses. Initial awards are estimated based on the results of the FAFSA. Estimates will change if any criteria used to determine your eligibility, such as major, degree status, satisfactory academic progress, income or family information changes. Actual payment will not be determined until your file is completed and enrollment status is verified. The amount of the Pell Grant disbursed is based on your Expected Family Contribution and enrollment status. You may even receive a Pell Grant if you attend school less than half-time provided you are otherwise eligible.

Students are only eligible to receive a Pell Grant for 6 years (12 full-time semesters). This includes all semesters the Pell Grant has been received during a student's educational lifetime. Students can view their current Pell Grant usage online at [www.nslids.ed.gov](http://www.nslids.ed.gov) using the FSA ID to access grant history.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grant is a need-based federal grant available to undergraduate students with the highest need. Priority is given to Pell Grant recipients with a zero Expected Family Contribution (EFC) who meet the priority filing deadline (March 2nd).

### Federal Work Study (FWS)

Federal Work Study is a need-based federally funded part-time employment program, which allows eligible students to earn money to help pay for educational expenses. Students may work up to 20 hours per week and earn a monthly paycheck. Federal Work Study awards are determined by financial need and are available to students enrolled in six (6) units or more per semester. FWS job listings are posted in the Student Employment Office for eligible FWS students and are filled on a first-come, first-serve basis.

### Cal Grants

Cal Grants are state funds awarded in addition to the Federal Pell Grant. Cal Grant recipients are selected by the California Student Aid Commission (CSAC). To apply for the Cal Grant program, you must submit the FAFSA or California Dream Act Application and your verified Cal Grant GPA by March 2nd (priority deadline). If you do not meet the March 2nd priority filing deadline, you may have a second chance to compete for a Cal Grant by filing the FAFSA or California Dream Act Application and your verified Cal Grant GPA by September 2nd.

**Cal Grant B** provides low-income students with a living allowance and assistance with tuition and fees.

**Cal Grant C** assists students with tuition and training costs for technical, occupational, vocational or career training programs. Funding is available for up to two years, depending upon the length of the program. To qualify, you must enroll in an occupational, technical or vocational program that is at least four months long at a California Community College. To find out more information visit [www.csac.ca.gov](http://www.csac.ca.gov).

### Full Time Student Success Grant (FTSSG)

The Full Time Student Success Grant (FTSSG) is a new financial aid program funded through the California Budget Act, 2015. All California community college full time students who received a Cal grant B and Cal grant C will be awarded the FTSSG. The maximum award amount is \$600 (\$300 per term). If you are eligible, you will receive a revised award notification to view your awards on MyChaffey Portal.

### Chafee Grant

The California Chafee Grant Program awards up to \$5,000 annually to eligible foster youth and former foster youth between the ages of 16 and 22 years to use for college courses or vocational school training. The Financial Aid Office disburses Chafee Grant awards in accordance with the regulatory statutes of the program. For more information visit <https://chafee.csac.ca.gov>.

### Scholarships

Scholarships are usually, but not always, based on a combination of need and merit. Some scholarships are based on your major, community service, educational goals or other criteria. It is free money that does not need to be paid back. Available scholarships are listed year-round on the Financial Aid website ([www.chaffey.edu/scholarships](http://www.chaffey.edu/scholarships)). Students may also contact Student Activities and the Chaffey College Foundation office for other available scholarship opportunities.

### Satisfactory Academic Progress (SAP)

Students who receive financial aid at Chaffey College must maintain the standards for Satisfactory Academic Progress. All students receiving any form of financial aid must meet the standards of progress outlined below.

Satisfactory progress requirements are:

- Students are required to complete at least 67% of the number of units that they have attempted at Chaffey College, and
- Students must maintain at least a cumulative 2.0 Grade point average (GPA) or higher and
- Students are allowed a maximum of 72 total units attempted when receiving financial aid.

Federal regulations set the maximum time frame in which students must complete their educational program as 150% of the published program length at Chaffey College (i.e., if the published length of a program is 60 units, then the student must complete his or her program by the time he or she reaches 90 attempted units; transfer credits are included).

Become familiar with Chaffey College Satisfactory Academic Progress Policy by visiting: [www.chaffey.edu/finaid/sap\\_policy.pdf](http://www.chaffey.edu/finaid/sap_policy.pdf)

### Important Facts

In the event that a financial aid applicant at Chaffey College enrolls in coursework and then completely withdraws from all coursework may be subject to repayment of Federal Financial Aid funds. In this case, a student will be billed for the amount of aid that must be repaid, and holds will be placed on your record until the overpayment is resolved.

Federal regulations require that Financial Aid Office performs a calculation to determine how much financial aid a student has earned. This calculation is called a "Return to Title IV" calculation. (Title IV refers to Federal Financial Aid programs.) The Financial Aid Office uses a federal formula to determine how much aid a student earned based on his/her last day of attendance.

Federal Law also requires that students who received federal Title IV aid and drop classes will be required to pay back some of the aid received. Information regarding reduced enrollment as required by regulations is available at [www.chaffey.edu/financialaid](http://www.chaffey.edu/financialaid).



## HIGH SCHOOL DUAL ENROLLMENT

High school students may enroll at Chaffey College through dual enrollment to pursue advanced scholastic or vocational education (Education Code 48800(a)). High school students attending Chaffey for the first time must complete an online application, and submit official transcripts, the High School Certification Form, the Parental Advisory Form, and the Emergency Contact/Internet Usage and Waiver of Liability Forms. Continuing high school students do not need to reapply online each semester, but must submit the required documentation from the high school registration packet. Registration dates will be assigned based on date of receipt of completed packet. Home schooled programs for grades 11-12 must meet State guidelines for special admit students in order to apply for admission. The signature of a school affiliate is required on the High School Certification Form. Home schooled students who are not able to obtain a school affiliate signature must achieve a placement recommendation in English 475 or higher and Math 410 or higher on the Chaffey College assessment test. If the preceding scores are not achieved, the student may repeat the assessment test the following semester.

The student's Chaffey ID number, and a link to the High School Registration Packet will be included in their registration e-mail. Students may not register until they have completed all the steps in the registration packet including returning all required documents and completing assessment, orientation, and counseling.

The High School Certification Form must be completed by the high school principal or designee. Only the principal/designee may complete Part A of the form listing the recommended courses, which cannot be remedial in nature (courses numbered 500-599). Enrollment in KINACT courses are restricted to adult students who are no longer enrolled in high school. However, high school students may continue to enroll in KINLEC courses such as KINLEC 15 – "Diet and Fitness" with the permission of the high school counselor or designee. Selected seniors may be eligible to enroll in KINTM courses. All high school students participating in the High School Dual Enrollment program must attend the first day of class. Both the principal or designee and the student must sign the Certification Form.

The Parental Advisory Form must be completed and signed by the parent or legal guardian. The Emergency Contact/Internet Usage and Waiver of Liability Forms must be completed and signed by the parent or legal guardian and the student. All of the above required documents must be returned to the Admissions and Records Office, along with official high school transcripts. Students should fulfill all High School Dual Enrollment requirements at least two weeks prior to the assigned registration date to avoid delays.

High school students must register in person in the Admissions and Records Office at any Chaffey College campus on or after their assigned registration date. Up to eight units may be taken in fall/spring term and six units in summer, selected from the recommended courses on the High School Certification Form.

Enrollment, health, technology, and college service fees are waived for high school students who reside in and/or attend a high school within the Chaffey College District. Other costs (e.g. materials fees, books, parking, transportation fee) must be paid by the student.

High school students who reside in California but outside of the Chaffey College District must pay all fees including resident enrollment, health, transportation, technology, and college service fees. High school students classified as nonresidents of California (for tuition purposes) and/or the United States must also pay out-of-state tuition fees.

All high school students participating in dual enrollment must attend the first day of class. For more information on high school dual enrollment, visit our web site at [www.chaffey.edu/admissions/high\\_school.shtml](http://www.chaffey.edu/admissions/high_school.shtml) and select the High School Partnership link. For information on assessment, orientation and counseling, contact the Counseling Department at (909) 652-6200 or visit our website at [www.chaffey.edu/counseling](http://www.chaffey.edu/counseling).

### HIGH SCHOOL APPEALS PROCESS

The appeals process applies to high school students who do not meet the high school admissions criteria, but have strong potential for academic success in a college setting. For more information on the appeals process, visit our Web site at [www.chaffey.edu/admissions](http://www.chaffey.edu/admissions), click the High School Students link, and select "How to Appeal".

### HIGH SCHOOL PARTNERSHIP PROGRAM

High School Partnership offers Chaffey College District high school students the opportunity to take dual enrollment courses at their high school sites. For more information please contact the High School Partnership Department at (909) 652-6103.

### CTE CAREER TRANSITIONS

**High School / ROP Articulation Agreements**  
High School/ROP students who attend Career Technical Education (CTE) courses articulated with Chaffey College may be able to earn advanced placement or college credit. For additional information contact your CTE counselor or the Career Transitions Office at (909) 652-6831.

## STUDENT CLASSIFICATIONS AND PROGRAMS

### AIR FORCE RESERVE OFFICER TRAINING CORPS

Air Force Reserve Officer Training Corps (AFROTC) is a nationwide program that allows students to pursue commissions (become officers) in the United States Air Force (USAF) while simultaneously attending college. AFROTC consists of four years of Aerospace Studies classes (Foundations of the USAF, Evolution of USAF and Space Power, Air Force Leadership Studies, and National Security Affairs/Preparation for Active Duty), and a corresponding Leadership Laboratory for each year (where students apply leadership skills, demonstrate command and effective communication, develop physical fitness, and practice military customs and courtesies). College students enrolled in the AFROTC program (known as "cadets") who successfully complete both AFROTC training and college degree requirements will graduate and simultaneously commission as Second Lieutenants in the Active Duty Air Force.

Classes are offered at California State University, San Bernardino; however, UCR students may enroll using our cross-town agreement. For more information on AFROTC course descriptions, please review <http://catalog.csusb.edu>. For more information on the AFROTC program, call (909) 537-5440 or visit <http://afrotc.csusb.edu>.

### Umoja

"Connect to Succeed" is the philosophy of the Umoja Project. UMOJA is a culturally responsive approach to reaching students and providing an environment to survive and thrive. Participants receive a variety of tools and resources that will assist them in navigating the Chaffey College campus and completing their goals. Through Leadership development, mentoring and counseling and Umoja Practices, students from a wide variety of backgrounds are connected to strategies and activities that promote achievement, self-esteem and cultural understanding. Umoja is specifically designed to assist African-American students and all students are welcome to join. For more information, contact Dr. Donna Colondres at (909) 652-6226 or Tiffany Coleman at (909) 652-6505.

## 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.

The Cooperative Education Office is located on the Rancho Cucamonga Campus within the Career Development department. Students may contact the Cooperative Education Office at (909) 652-6097 to schedule an appointment.

### FACULTY ADVISOR PROGRAM

Faculty Advisors are professors who help students explore opportunities related to academic majors, university transfer, and career goals within the professor's expertise. Students may contact faculty advisors directly by phone or email and may request information as often as needed.

For more information, call (909) 652-6971, visit [www.chaffey.edu/faculty\\_advisor](http://www.chaffey.edu/faculty_advisor), or e-mail [facultyadvisor@chaffey.edu](mailto:facultyadvisor@chaffey.edu).

### HONORS PROGRAM

The Honors Program improves the quality of education, provides challenges, and motivates 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 which are highly regarded by any accredited college or university.

Chaffey College has articulated Honors Program agreements with certain UCs, CSUs and private colleges and universities. A complete list is available in the Honors Office in SSA-145.

### Affiliation

Chaffey is a member of the National Collegiate Honors Council, the Western Regional Honors Council, and the Honors Transfer Council.

### Criteria for Enrollment

- High school GPA of 3.2 or college GPA of 3.2 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 3.2 in transferable courses.
- GPA of 3.2 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.

### Student Honor Society

Phi Theta Kappa is the national student honor society. Honor students with a 3.50 cumulative GPA may become members of Phi Theta Kappa and may graduate with honors.

### INDEPENDENT SCHOLARS PROGRAM

The Independent Scholars Program is a Counseling support program aimed at providing unique and personalized educational services to current and former Foster Youth (this includes Chaffey College students who are currently in Foster Care as well as those who are emancipated Foster Youth and who are 24 years of age or younger). Program participants are eligible to receive priority registration, assistance in purchasing books and supplies, individual counseling support, mentoring, referrals to community and campus resources, and much more. For more information, students may call (909) 652-6548 or e-mail: [ischolar@chaffey.edu](mailto:ischolar@chaffey.edu).

### INTERNATIONAL STUDENTS

Chaffey College welcomes students from all over the world. Approximately 200 students from 40 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. These individuals must contact the International Student Center in CCE, Room 123, on the Rancho Cucamonga Campus or check the program's website at [www.chaffey.edu/international](http://www.chaffey.edu/international) before starting the registration process. Individuals on a B1/B2 Visitor's Visa may not enroll in classes at Chaffey College, however, prospective students holding any type of Visa may obtain information from the International Student Center or the Admissions and Records Office at (909) 652-6600. Office hours are: Monday through Friday 8:00am-4:30pm.

For appointments and information regarding the program, students may call the International Student Center at (909) 652-6195 or e-mail [intlstudents@chaffey.edu](mailto:intlstudents@chaffey.edu).

A variety of services are provided to international students such as guidance and assistance to maintain F-1 (student visa) status, information and assistance regarding change of status processes, academic guidance, housing/homestay referrals, career development, social and cultural activities and many other services geared to meet the specific needs of international students attending Chaffey College. A medical insurance mandate requires all international students to purchase a medical plan. Failure to obtain medical insurance will result in delays or holds for class registration and/or the release of official records.

A mandatory medical insurance program requires all international students to purchase a medical plan. Medical insurance is included as a mandatory fee, requiring payment prior to registering for classes. Failure to obtain insurance will result in delays or holds for registration and the release of official records.

### Transcript Evaluation for International Transcripts:

Chaffey College accepts the following Transcript Evaluation Services of international transcripts:

- 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 at CSU Fresno
- International Education Research Foundation, Inc. (IERF)
- World Education Services, Inc. (WES)

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.

### MONTCLAIR TO COLLEGE

Formerly known as Online to College, Montclair to College (MTC) is a scholarship and counseling program for graduates of Montclair High School that attend Chaffey College. The MTC scholarship covers up to two years of Chaffey College enrollment fees and textbooks for eligible students. Students must maintain continuous and uninterrupted enrollment at Chaffey College for two years, maintain at least a 2.0 GPA, complete the FAFSA or Dream Act Application annually, meet with the MTC counselor twice per semester, and participate in MTC events. For more information about the program, please contact (909) 652-6504.

### OPENING DOORS TO EXCELLENCE

Chaffey College offers a comprehensive program to assist students experiencing academic difficulty. *Opening Doors* assists students on second level probation.

Opening Doors offers specialized counseling, orientation and information sessions, guidance courses and directed learning activities at the Success Centers. For more information, contact the Opening Doors to Excellence program at (909) 652-6201 or visit [www.chaffey.edu/opening\\_doors](http://www.chaffey.edu/opening_doors).

### PUENTE PROJECT

An outgrowth of the Puente Project founded in 1981 at Chabot College in Hayward, the Puente Project 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.

Prospective students must be eligible for English 475 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 Counseling and online at [www.chaffey.edu/puente](http://www.chaffey.edu/puente) or contact Monica Padilla at (909) 652-6208.

### STUDY ABROAD

Chaffey College is a member of the Southern California Foothills Consortium for Study Abroad, a cooperative venture among the community college districts of Antelope Valley College, Barstow Community College, Citrus College, College of the Canyons, College of the Desert, Crafton Hills College, Mira Costa College, Mt. San Antonio College, Mt. San Jacinto College, Rio Hondo College, San

Bernardino Valley College, and Victor Valley College, in partnership with the American Institute for Foreign Study (AIFS). This partnership allows students to make normal progress toward their undergraduate degrees while utilizing foreign resources and cross-cultural experiences. Currently the program offers students an opportunity to study in London, England (fall), Costa Rica (winter) and Barcelona, Spain (spring). Contact the International Student Center for more information at (909) 652-6195.

### TURNING POINT

The Chaffey College Turning Point program offers degree and certificate opportunities to incarcerated students at the California Institution for Women (CIW) and the California Institution for Men (CIM) in Chino. Supported by grants from the California Community College Chancellor's Office and the Opportunity Institute, the pioneering program serves as a national model for inmate education and was featured prominently in the 2015 "Degrees of Freedom: Expanding College Opportunities for Currently and Formerly Incarcerated Californians" report written jointly by the Stanford and Berkeley law schools through funding from the Ford Foundation.

Chaffey College has offered an associate degree program at CIW since 2005. Originally supported through the college's Extended Opportunity Program and Services (EOPS), students receive a comprehensive educational experience comparable to any other Chaffey College student. In addition to courses taught by top faculty from a variety of disciplines, students are supported by regular counseling services, a dedicated Success Center space staffed by inmate tutors and college personnel, and innovative co-curricular learning experiences comparable to those that take place on the college's Chino, Fontana, and Rancho campuses. Approximately 100 students are currently enrolled in Chaffey classes at CIW, working toward completion of the Professional Office Skills certificate or a Business degree.

In summer 2016, Chaffey College expanded its inmate education offerings when it started a certificate program at CIM. Designed similarly to the successful program at CIW, the men's program currently offers the Professional Office Skills certificate with degree programs planned for the near future. Like CIW, Turning Point students at CIM receive the scope of services at the core of any Chaffey College student experience (counseling, academic tutoring, and other educational resources). Approximately 30 students enrolled in the first Chaffey courses at CIM, with plans to create additional cohorts to serve the growing demand for college participation now emerging within the institution's population.

The inmate education programs at Chaffey College are only possible by the shared commitment and effective working relationships that exist with the college's correctional partners. Inspired by a joint mission to transform lives, reduce recidivism, and improve the community, the Turning Point program is a great example of how Chaffey College creates innovative programs to serve all students within its District boundaries.

### UPWARD BOUND

Project Upward Bound is a federally funded program that prepares high school students of today to become the college students of tomorrow. Upward Bound serves high school students from low income families and/or students in which neither parent holds a bachelor's (4- year) degree. The goal of Upward Bound is to increase the rate of students who complete high school, enroll in college, and graduate with college degrees.

Services for participating students include college information, college visits, cultural trips, test preparation, tutoring, and academic advising.

Currently, the program serves enrolled students at A.B. Miller High School and Fontana High School in the Fontana Unified School District. For eligibility and service information, visit [www.chaffey.edu/ub](http://www.chaffey.edu/ub) or call (909) 652-7445.

### VETERANS

The Veterans Administration (VA) specifies a minimum load for educational benefits:

FALL AND SPRING	STATUS
12 units or more	Full-time Student
9-11 units	3/4 time Student
6-8 units	1/2 time Student
Less than 6 units	Less than half time

**SUMMER:** See Veteran's officer in the Veterans Resource Center for unit requirements.

All veterans and eligible dependents who wish to receive VA educational benefits while attending Chaffey College are required to meet with a counselor in the Veterans Resource Center for a Veteran's Program Check. Official transcripts of all previous college work must be evaluated prior to this meeting.

Student Veterans may request priority registration; students wishing to collect benefits must first meet with the School Certifying Official (SCO) in the Veterans Resource Center to begin the process. Students not wishing to collect benefits may also request priority registration through the SCO. For more information, please visit [www.chaffey.edu/vets](http://www.chaffey.edu/vets).

---

If the grade point average of a student 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 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 Improvement: If the student's probationary term grade point average is 2.0 or above, the student may be certified for an additional probationary term, even if the cumulative grade point average does not yet meet the graduation requirement of 2.0.

Conditions of 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 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). 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. The DD214 is also used to clear Area E on the CSU-GE pattern (per CSU Executive Order 1035).

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.