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SUMMER TERM 2021
JUNE 7 – JULY 30
Beginning and ending dates vary for every class.

8 Week Session: June 7 - July 30
- Began October 1, 2020
- Application period (online with OpenCCC)
- April 1
- April 15 - June 5
- May 31
- College closed for Memorial Day Holiday
- June 7
- June 7 - 11
- INSTRUCTION BEGINS
- June 11
- June 15
- July 5
- July 9
- July 9
- July 19
- July 30
- INSTRUCTION ENDS
- August 7
- Grades available online

First 6 Week Session: June 7 - July 16
- Began October 1, 2020
- Application period (online with OpenCCC)
- April 1
- April 15 - June 5
- May 31
- College closed for Memorial Day Holiday
- June 7
- June 7 - 11
- INSTRUCTION BEGINS
- June 11
- June 13
- June 30
- July 5
- July 7
- July 9
- July 16
- INSTRUCTION ENDS
- August 7
- Grades available online

Second 6 Week Session: June 21 - July 30
- Began October 1, 2020
- Application period (online with OpenCCC)
- April 1
- April 15 - June 20
- May 31
- College closed for Memorial Day Holiday
- June 21
- June 21 - 25
- INSTRUCTION BEGINS
- June 25
- June 27
- July 5
- July 9
- July 15
- July 21
- July 30
- INSTRUCTION ENDS
- August 7
- Grades available online

Classes may have different start and/or end dates for each session; refer to the sections in this schedule or to your registration statement for the start and end dates for your classes. The last day to add varies for some classes; consult the dates listed under each section in this schedule or your online registration receipt in MyChaffeyView. Drop dates can be found on your registration statement in MyChaffeyView or from the instructor of the class. Final exams are held the last day of class.

Page 14: Drop Process for Non-Payment Policy
Page 15: Refund Policy and Procedures
Page 17: Easy reference Payment Chart

MyChaffeyView online services are typically available year-round, 24 hours a day, Monday - Saturday (except where noted). MyChaffeyView may be unavailable on Sundays due to required system maintenance.
SUMMER 2021 CAMPUS OFFICES
RANCHO CUCAMONGA CAMPUS

Campus office availability may be limited or completely restricted due to campus closures related to COVID-19. Campus office services have transitioned mostly online. Visit the links below for office hours and more information or contact the email addresses provided with any questions. Additional Information about these services and more are found throughout this Schedule and online at www.chaffey.edu.

ADMISSIONS AND RECORDS / CASHIER’S OFFICES
www.chaffey.edu/admissions/ · admissions@chaffey.edu
www.chaffey.edu/cashier/ · cashier.staff@chaffey.edu

CALWORKS
www.chaffey.edu/studentsupport/calworks/ · calworks@chaffey.edu

CAMPUS STORE
http://books.chaffey.edu/ · bookstore.staff@chaffey.edu
The Rancho Cucamonga Campus Store is now offering curbside pickup and in-person services. Visit the Campus Store website for current business hours.

CAREER CENTER AND STUDENT EMPLOYMENT OFFICE
www.chaffey.edu/careercenter/ · careercenter@chaffey.edu

CENTER FOR CULTURE AND SOCIAL JUSTICE
www.chaffey.edu/spops/ccsj.php · equity.support@chaffey.edu

COUNSELING DEPARTMENT
www.chaffey.edu/counseling/ · counseling@chaffey.edu
QLess Virtual Line: https://kiosk.na4.qless.com/kiosk/app/home/82

DISABILITY PROGRAMS & SERVICES (DPS)
www.chaffey.edu/studentsupport/dps/index.php · dps.staff@chaffey.edu

DISTANCE EDUCATION HELP DESK
www.chaffey.edu/programsacademics/online-education.php · onlineed@chaffey.edu

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)
www.chaffey.edu/studentsupport/eops/index.php · eops@chaffey.edu

FINANCIAL AID
www.chaffey.edu/financialaid/ · financialaid@chaffey.edu

GUIDING PANTHERS TO SUCCESS (GPS)
www.chaffey.edu/counseling/gps.php · counseling@chaffey.edu

INTERNATIONAL STUDENT CENTER
www.chaffey.edu/studentsupport/international-center/index.php · international@chaffey.edu

LIBRARY
https://libguides.chaffey.edu/library · library@chaffey.edu

PLACEMENT
www.chaffey.edu/counseling/placement.php · placement.staff@chaffey.edu

STUDENT HEALTH SERVICES
www.chaffey.edu/wellness/health-services.php

STUDENT LIFE
www.chaffey.edu/studentlife/index.php

STUDENT SUCCESS CENTERS
www.chaffey.edu/studentsupport/success-centers.php

TRANSFER CENTER
www.chaffey.edu/studentsupport/transfer/index.php · transfer.staff@chaffey.edu

VETERAN RESOURCE CENTER
www.chaffey.edu/spops/veterans.php · vrc.staff@chaffey.edu

OTHER CAMPUSES

CHINO CAMPUS
www.chaffey.edu/campuses/chino/index.php

FONTANA CAMPUS
www.chaffey.edu/campuses/fontana.php

FOOD SERVICES

PANTHER BISTRO DINING COMMONS
(located on the 1st floor of the MACC building)
Monday – Friday............................... Closed until further notice

PANTHER CUB CAFÉ featuring Starbucks
(located on the 1st floor of the MACC building)
Monday – Friday............................... Closed until further notice

PANTHER EXPRESS featuring The Coffee Bean & Tea Leaf
(located by the HS Building off Parking Lot 1)
Monday – Saturday............................ Closed until further notice

PANTHER PANTRY*
www.chaffey.edu/spops/panther-care.php (located in the administration building)
*Available in drive-thru format

COVID-19 INFORMATION
At Chaffey College, your health is our No. 1 concern

The college has created a coronavirus website with information to resources. Visit here for more information:
WWW.CHAFFEY.EDU/CORONAVIRUS
WHO MUST APPLY?

- **New students**
  (those who have never attended Chaffey College)
- **Returning students**
  (those who have not attended for two or more regular semesters)

WHO MUST SUBMIT TRANSCRIPTS?

Official transcripts from colleges or universities previously attended must be submitted to the Admissions and Records Office for the following:

- Students who plan to complete a degree or certificate at Chaffey College, and/or transfer to a four-year college or university
- Veterans receiving educational benefits
- Students needing to show completion of course prerequisites
- Students who have earned an associate’s degree or higher who want exemption from placement

Official high school transcripts must be submitted for the following students:

- Students who plan to apply for the radiologic technology, registered nursing, and vocational nursing programs
- All high school students enrolling for the first time through High School Dual Enrollment
- Students seeking language other than English certification for Intersegmental General Education for transfer to the University of California (IGETC)
- Students who plan to use high school courses to clear course prerequisites
- Students seeking to use high school math courses to meet AA / AS degree mathematics competency requirement

WHO IS ELIGIBLE TO ATTEND?

- All high school graduates.
- Anyone who has a Certificate of Proficiency or G.E.D.
- Anyone 18 years of age or older who can benefit from a course of study.
- High school students who meet specific requirements – see section on High School Dual Enrollment in this schedule for more information.
- International students who meet specific admission requirements – these students must contact the International Student Office or check the program’s website at chaffey.edu/studentsupport/international-center/index.php for guidance on beginning the application process. See section on International Students in this schedule for more information.

Students with limitations

Students with learning, physical, psychological, or other health limitations are encouraged to contact Disability Programs and Services at (909) 652-6379 or dps.staff@chaffey.edu for assistance.
STEP 1
APPLY FOR ADMISSION

Please allow 2 weeks to complete the Chaffey College Matriculation Process (steps 1-5). You must complete these steps to receive the best possible registration date.

1. Go to www.chaffey.edu
2. Click on the “Application” link.
3. Click on the “Apply Online Now” button at the top of the page.
5. Complete the Application. Be sure to click the submit button.

Check your email for an immediate confirmation receipt (if you do not receive it, go back and finish the application). Allow three (3) business days to receive your registration letter by email.

The registration letter includes:
- Your Chaffey ID number
- MyChaffey portal log-in instructions
- Links to the Schedule of Classes
- Additional critical registration information

6. International students must complete a secondary application through the International Student Center. Visit https://www.chaffey.edu/studentsupport/international-center/index.php, call (909) 652-6195, or email international@chaffey.edu for more information.

How to earn a prioritized registration date
The Student Success Act was passed to help California Community College students successfully complete their educational goals in a timely manner. Following these steps can help new and returning students reach these goals:

1. Submit your application to Chaffey
2. Complete online Chaffey College orientation
3. Complete the placement process
4. Create a Counselor approved Student Education Plan

Super Saturdays
Complete ALL steps to register in ONE day

Visit https://www.chaffey.edu/counseling/index.php for workshop dates online. All workshops will be online via Zoom. For more information, contact the Counseling Department at counseling@chaffey.edu.
STEP 2
APPLY FOR FINANCIAL AID

1. Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) using the Chaffey College Federal School Code 001163. Dreamers, AB 540 and DACA students: complete the CA Dream Act Application online at [https://dream.csac.ca.gov](https://dream.csac.ca.gov). First-time, full-time students who are California residents or AB 540 may be eligible to receive the Chaffey College Panther Promise. Panther Promise provides the first two years of **FREE TUITION** to all first-time, full-time (enrolled in 12 units) college students. For eligibility requirements and to apply, visit [https://www.chaffey.edu/financialaid/panther-promise.php](https://www.chaffey.edu/financialaid/panther-promise.php).

2. You must have a current Admissions application on file with the Admissions and Records Department. Applications are submitted online. Make sure your correct Social Security Number is listed on the application.

3. Once the Financial Aid Office receives your information from the U.S. Department of Education or the California Student Aid Commission, you will receive an email from the Financial Aid Office indicating if awards are available, or if additional documentation is needed to complete your file. Your Financial Aid status is available via the **NEW** Financial Aid – Student Self Service Portal.

   To view a list of required documents/Actions and any additional documentation you are required to complete, follow these steps:
   - Log onto the MyChaffey portal
   - Go to MyChaffeyView under LaunchPad
   - Click on the Students box
   - Click on Financial Aid Self Service link under the Financial Aid sub menu
   - Review your checklist

4. Your Financial Aid will be reviewed for eligibility and you will be notified by email of your award(s). If you are eligible for the California College Promise Grant (CCPG - formerly BOGFW), this will automatically be applied after your FAFSA or Dream Act application is received. Once eligibility has been determined, and you have been awarded a Federal Pell Grant, or any other type of aid, it will be automatically accepted in the award letter. For more information on the CCPG and types of Grants, please refer to the Financial Aid section in this Schedule of Classes.

---

Do you need assistance with your financial aid application? Attend a financial aid FAFSA/Dream Act application workshop. Workshop times and locations are available on our website at [https://www.chaffey.edu/financialaid/how-to-apply.php](https://www.chaffey.edu/financialaid/how-to-apply.php).
STEP 3
COMPLETE COLLEGE ORIENTATION

Orientation is a presentation about Chaffey College and the programs and services available to enrolled students. All new and returning students must complete the Chaffey College Orientation in order to receive the best possible registration date.

The Chaffey College Orientation prepares you to be a successful student at Chaffey College. It includes information about the college, the multiple measures placement, the education plan, and important information about policies and procedures.

New and returning students are required to complete the Chaffey College Orientation after submitting the application and before completing the placement process.

The Chaffey College Orientation is available online through the Counseling department.

To access the online orientation:
- Log onto the MyChaffey portal at https://my.chaffey.edu
- Click on the “New Student Registration Steps” tab
- The orientation is listed under Step 3.

Visit https://screencast-o-matic.com/watch/crVOD69PX9 for instructions on how to complete the New Student Orientation and Placement process online.

REMEMBER...
you must attend the Chaffey College Orientation and complete an educational plan for the best possible registration date.

REGISTRATION STATUS
Visit the MyChaffey portal to check your registration date and review the Registration steps you have completed. Click on “My Registration Priority Checklist.”
STEP 4
COMPLETE THE PLACEMENT PROCESS

English and Math Course Placement
Option 1: Online placement (English and math)
- Effective January 11, 2021, the English and math placement process will be combined with the New Student Orientation and students will be immediately directed into placement once they complete orientation.

Option 2: Alternative placements
A. Students who have completed English or mathematics courses at another college or university, verified by official transcripts, will have their assessment requirement automatically cleared within 48 hours of receipt of official transcripts. Email transcript.evaluator@chaffey.edu with questions.

B. AP Exams: Students who earned a score of 3 or higher on an AP examination in English or mathematics verified by official College Board test results must submit a Pre-requisite/Co-requisite validation form. A request form can be submitted by completing the following form: https://chaffeycollegehspartnerships.formstack.com/forms/prerequisite_validation_form.

THE PLACEMENT PROCESS
Students who completed orientation prior to January 11, 2021 who wish to complete placement, visit: https://launch.comevo.com/chaffey/2634

For a video tutorial on how to complete the New Student Orientation and Placement process online, visit: https://screencast-o-matic.com/watch/crVOD69PX9.
STEP 5
CREATE AN EDUCATION PLAN

The next step in the registration process is very important; it includes creating an educational plan. It assists you in taking the appropriate classes to meet your education goal.

Together with a Counselor you will discuss the courses needed to achieve your goal.

TO COMPLETE AN EDUCATION PLAN
Schedule an appointment: https://chaffey.craniumcafe.com/login
• Click to enter Canvas (second icon from the left)
• Enter your Chaffey ID and password
• Visit the Student Support Directory to schedule an appointment or chat with a Counselor

Counseling services are available Mondays and Thursday 7:30am-7:00pm, Tuesdays and Wednesdays 7:30am-4:30pm, and Fridays 7:30am-4:00pm.

If you have transcripts from another college, please submit official transcripts to the Admissions and Records Office. A request for transcript evaluation is needed. The form is available online at https://chaffeycollegehspartnerships.formstack.com/workflows/request_for_course_evaluation_of_external_transcripts. Once you have received a confirmation email that your transcript evaluation has been completed, schedule an online appointment. Follow the instructions above for how to make an online counseling appointment with Counseling through Cranium Café by following the instructions above. See Official Evaluation of Credit Completed at Other Schools on page 26 for more information.

Students are required to complete an Education Plan in order to receive the best possible registration date. Please complete Steps 1, 2, 3, and 4 before scheduling an appointment with a counselor.

For more information, contact the Counseling Department at counseling@chaffey.edu. For a tutorial on how to schedule an online counseling appointment, visit: https://youtube.com/watch?v=9bLuXx6SDSo&feature=youtu.be.

After you have completed Steps 1-5 please check the MyChaffey portal for your registration date.

REGISTRATION STATUS
Visit the MyChaffey portal to check your registration date and check the Registration Steps you have completed. See the “My Registration Priority Checklist.” Your registration date will be available approximately two weeks prior to the start of registration.
STEP 6
REGISTER FOR CLASSES

TO REGISTER:
Once you have completed Steps 1 through 5 you will receive a date and time to register.

Your registration date and time will be available on the MyChaffey portal approximately two weeks prior to the start of the registration period.

You are encouraged to register as soon as possible on or after the assigned registration time. The longer you wait the more difficult it is to get the classes you need.

Maximum Unit Load
You may enroll in a maximum of 18 units in fall and spring semesters, and 7 units in the summer session. Counselor signature approval is required to exceed the maximum unit load allowed.

Multiple Enrollments
You may not enroll in more than one section of any course that is not repeatable at the same time.

Time Conflicts
You may not enroll in sections that have time conflicts with other sections, or courses that meet at the same time.

High School Dual Enrollment
High School students may register online. Submission of a completed Dual Enrollment Agreement is required in order to receive a registration appointment. This Agreement is available online at https://www.chaffey.edu/admissions/dual-enrollment.php.

Online Registration
a. Log into https://my.chaffey.edu
b. Click on Menu, then MyChaffey
c. Under Self-Service QuickLinks, click on Register/Add/Drop Classes
d. Choose your method of registration
e. Follow the instructions to complete your registration
f. Pay your fees

Note: During the Open and Late Registration periods, students who need access to a computer may use the web stations in the Admissions and Records Office at any of our three campuses.
WAIT LIST INFORMATION

- You may place yourself on a wait list for a class that is closed, provided the option to wait list is available and the wait list is not already full.
- Enrollment is not guaranteed. Students on the wait list will be contacted via their Chaffey student email account, if available, if a seat opens. Notification is based on your wait list rank.
- Once permission to register is received, you will need to log into the MyChaffey portal to access MyChaffeyVIEW, then click on the “Students” menu.
- Select the option “Manage My Wait List” on the Students menu. You can view your wait list rank and use your permission to register on this page by selecting “Register.”
- Registration is not complete until you click “SUBMIT”.
- Registration must be completed by the date and time indicated on the email notification. You will have three (3) days to complete your registration. If you do not register by the specified deadline you will be dropped from the wait list. The Admissions and Records Office cannot extend the deadline to add a waitlisted course nor can we add you into a class once wait list permission has expired.

WAIT LIST RESTRICTIONS AND DISCLAIMERS
You may wait list for only one section of a specific course.
- Time conflicts are not checked systematically for overlapping sections when a student is wait listed.
- If your permission expires on a Sunday, it is recommended that you register BEFORE Sunday, as this day may be reserved for scheduled system maintenance.
- Professors have the discretion to approve registration by issuing Add Codes to students on the first day of instruction.
- You may not enroll in and wait list in different sections of the same course at the same time. Enrollment in a course will drop you from the wait listed section.
- If you wait list in two courses that are required to be taken at the same time, there is no guarantee that you will receive permission to register into both courses at the same time. You may use eligibility for one of the classes if the wait list for the second class has not yet offered you a seat. Special allowance cannot be made for these situations.
- Email notification is sent to all eligible wait listed students through their Chaffey email account, if available. We are not responsible for emails that are sent to outside accounts and not received.
- Wait lists will be active until the Tuesday before the first day of instruction for the term. You may still add your name to any open wait list; however, you will not move up in position. You must attend the first class meeting to request an Add Code in order to register.

ADD CODES AND LATE REGISTRATION
Once the semester begins, all students are required to have an Add Code for all open and closed classes. The Add Code is issued by the instructor and must be used before it expires on the last day to add. The Admissions and Records Office cannot extend the deadline to add classes.

The last day to add classes is as follows:

- 8 Week Session: June 11
- First 6 Week Session: June 11
- Second 6 Week Session: June 25

For more information, check your registration receipt, the Schedule of Classes, or contact the Admissions and Records Office at admissions@chaffey.edu.

Note: If you have an Add Code and are required to submit a Repeat Petition, you must register in person in the Admissions and Records Office. To avoid registration delays, the Add Code slip must be attached to the Petition. The Add Code will be verified and, if the Repeat Petition is approved, you will be registered into the class.

Add Codes for Distance Education (Online) Classes: To find out how to contact an online instructor for an Add Code, please visit https://www.chaffey.edu/programsacademics/online-education.php.
STEP 7 – PAY ENROLLMENT FEES

All fees are approved by the Governing Board and are subject to change without advance notice. For a current list of all enrollment fees, visit https://www.chaffey.edu/cashier/index.php.

FEES ARE DUE AT THE TIME OF REGISTRATION.

METHODS OF PAYMENT

1. Pay Online
   Online payments can be made through the MyChaffey portal. Visa, MasterCard, Discover, and American Express are accepted. Split payments cannot be processed online.

2. Pay Using NBS Tuition Payment Plan:
   https://mycollegepaymentplan.com/chaffey/

3. Pay by U.S. Mail
   We accept personal checks or money orders payable to Chaffey College. Please write your student ID number in the memo section of your check. Chaffey College is not liable for mail lost or delayed by the postal service. Mail payments to:
   Chaffey College
   Cashier’s Office
   5885 Haven Avenue
   Rancho Cucamonga, CA 91737

Enrollment Fee
- CA Resident ........................................... $46 per unit
- Non-CA Resident U.S. Citizen
  and Non-U.S. Citizen ............................... $352 per unit
  ($290 per unit, plus $16 Capital Outlay charge, plus $46 per unit enrollment fee)

Health Services Fee*
- Non-California College Promise Grant (CCPG) ........ $21.00
- California College Promise Grant (CCPG)** (A) ....... $10.50
- California College Promise Grant (CCPG)** (B) ...... $21.00
- California College Promise Grant (CCPG)** (C) ...... $21.00

This fee funds the Student Health Services Program. Certain laboratory tests and medications may require an additional fee.

College Services Fee (optional) .................... $8.00

Materials Fee ........................................ Variable
Most classes require a materials usage fee. The charge is noted under the appropriate class at the end of the description. Material fees must be paid at registration, and are not subject to waiver.

Parking Fee
- Non-California College Promise Grant...... $55.00
- California College Promise Grant .......... $35.00
  Required on the Chino (College Park location only), Fontana, and Rancho Cucamonga campuses.

Student Representation Fee*** (optional) .... $2.00

Motorcycle Parking ................................ $20.00

NSF/Chargeback/Stop Payment Fee .......... $25.00
(Only cash, money order, or cashier’s check accepted to clear these fees)

Technology Fee (optional) ......................... $8.00

Transportation Fee ................................. $8.00/$9.00

To be eligible for ridership services from Omnitrans, students must possess their own current, valid Chaffey ID card, must 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 services at the point of withdrawal.

* 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 Fee waived. Applications for waiver are available in the Student Health Services office.

** California College Promise Grant (CCPG - formerly BOG Fee Waiver)

***The $2 Student Representation Fee (AB 1504) is used by the Associated Students of Chaffey College and the Student Senate of California Community Colleges to advocate and lobby for legislative issues that affect and benefit community colleges and community college students both at the state and federal level.

For information related to the waiver of enrollment fees, contact the Financial Aid Office at fa.staff@chaffey.edu.
VERIFICATION OF PAYMENT
Once payment is made, we recommend you print out a registration receipt for your records. This receipt provides important deadline dates for refunds and dropping classes. This is especially important if you are registered for Fast Track classes, as deadlines for these classes differ significantly from those for full-term classes.

FACTS Payment Methods:
- Automatic bank payment (ACH)
- Credit card/debit card

Cost to Participate:
- $20 enrollment fee per semester (ACH & credit card)
- $2 enrollment fee for an immediate full payment
- $30 returned payment fee if a payment is returned

Must be renewed each semester

Simple Steps to Enroll in the Payment Plan:
- Go to www.mycollegepaymentplan.com/chaffey
- Click on the link “Enroll Today”. NBS scheduled payments are processed on the 5th of each month and will continue until the balance is paid in full.
  NOTE: All down payments and enrollment fees are processed immediately.

*If an invalid account number is supplied or any monthly payment is returned by the supplied bank prior to the start of the term, the payment plan with NBS will be terminated and the student's classes may be dropped.

*If an invalid account number is supplied or any monthly payment is returned by the supplied bank once the term begins, the payment plan with NBS will be terminated and there will be a hold placed on the student's record until the balance is cleared in full.

* If there are any changes made to the student's Chaffey College account including but not limited to adding and/or dropping classes, obtaining the California College Promise Grant (CCPG), or updating residency status, the student must adjust their payment balance by logging into the MyChaffey portal and clicking on the NBS payment plan link. If the student has any questions regarding their agreement, they may email the Chaffey College Cashier's Office at cashier.staff@chaffey.edu.

Payment is due at the time of registration. As the student, you are responsible for dropping classes by the stated deadlines. If you register for a class and later change your mind, it is your responsibility to drop the class. You may be responsible for some or all of the fees for dropped courses as per the Refund Policy. If you are a Financial Aid recipient, your award will not cover all of your fees. You are responsible to submit payment for any balance due. An outstanding balance will result in a Hold placed on your account.

Methods of payment include Visa, MasterCard, American Express, Discover, Check or Money Order payable to Chaffey College (include Chaffey ID number).

FINANCIAL HOLDS
Students with financial holds for past due fees will NOT be able to access the following services (title 5, section 59410):
- Grades
- Diplomas
- Registration Privileges
- Chaffey Student ID

Financial Aid Students
The California College Promise Grant (CCPG) (formerly BOGFW) does not cover all fees for registration. Students who receive the CCPG must pay the remaining fees by the first day of instruction. If payment is not received, a financial hold will be placed on the student’s account. For questions regarding your financial aid award, contact the Financial Aid Office at https://kiosk.na4.qless.com/kiosk/app/home/82 during business hours.

Returned Payments
Returned payments due to insufficient funds, invalid account number entry or stopping payment on a check or credit card transaction does NOT constitute withdrawal from classes and will result in a $25 charge and a financial block on the student’s account.

Fee Collection by the Franchise Tax Board
Failure to pay any outstanding balance will result in the student’s name being submitted to the Franchise Tax Board for collection of any balance owed to Chaffey College.
Eligibility Requirement for Refunds

A student is eligible for a refund if classes 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 a refund, classes must be dropped within the first two weeks of instruction for full-term classes, and before the 10% point of any short-term class. The following fees are subject to refund if classes are dropped before the deadline: enrollment, health, materials, college services, transportation, student representation, technology, and non-resident tuition.

Refund deadlines vary. For specific deadlines, see your registration statement in the MyChaffey portal.

Refund for Parking Permits

To receive a parking refund, the parking permit must be returned to the Admissions and Records Office on or before the appropriate refund deadline date.

Refund for Canceled Classes

If the district cancels a class, all fees will be refunded automatically. A refund request is not required.

Financial Aid California College Promise Grant (CCPG) Account Re-Bill/Reimbursement

Students who paid for classes prior to receiving a California College Promise Grant (formerly BOGFW) will receive a refund once the CCPG is processed. The CCPG must be processed and posted to the student’s account by the last day of the current term. For information related to the waiver of enrollment fees, contact the Financial Aid Office at fa.staff@chaffey.edu. For questions regarding refunds, contact the Cashier’s Office at cashier.staff@chaffey.edu.

Unofficial Withdrawal from Classes

A student will be charged fees for classes he/she is enrolled in, even if the student does not attend any class meetings. It is the student’s responsibility to ensure all classes are dropped by the refund deadline to avoid being charged.

REFUND POLICY FOR CREDIT AMOUNTS LESS THAN $20

Refunds for credit amounts less than $20 are not automatic and must be initiated by the student:

- A refund request for a credit amount less than $20 must be received by the Cashier’s Office by the last day of the term.
- To request a refund, the student must send an email to cashier.staff@chaffey.edu.
- For security reasons, the following information is required:
  - Student’s full name
  - Chaffey ID Number
  - Refund credit amount (see your registration receipt on MyChaffeyVIEW via the MyChaffey portal)
- When all the required information is received, the Cashier’s Office will begin the refund process. Refunds will be processed within 45 business days.

Automatic Refund Process

Refunds will still be processed automatically for the following:

- Credit amounts of $20 or more
- Classes canceled by the college
- California College Promise Grant (CCPG) reimbursements
  (No refund request required).

Automatic refunds will be processed after the last day to add full term classes. Processing may take up to 45 business days to complete. Students will receive a refund in the form of original payment, excluding cash. Cash payments will be refunded as a check. Students who were enrolled in the NBS payment plan and are due a refund will receive a check in the mail. To ensure prompt delivery, students must verify the correct address information is on the MyChaffey portal.

IT IS NOT THE INSTRUCTOR’S RESPONSIBILITY TO DROP STUDENTS WHO STOP ATTENDING CLASSES.
TECHNOLOGY FEE:
The Chaffey College technology fee directly supports the cost of providing student access to college technology. This fee is optional and will be used, for example, to help ensure 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 wish to be exempt from paying the Technology fee may submit the Opt-Out Request form located at https://chaffeycollegehspartnerships.formstack.com/forms/opt_out_optional_fees prior to the refund.

TRANSPORTATION FEE:
A required transportation fee of $9.00 for students registered in six (6) or more units and $8.00 for students registered in less than six (6) units in the fall and spring semesters allows students to ride all of Omnitrans’ fixed route bus services at no charge during the semester by using their Student ID card. Summer eligibility requires enrollment in summer classes. High school partnership students and students enrolled in zero-unit classes may opt to pay the transportation fee separately to take advantage of ridership services. Contact us at cashier.staff@chaffey.edu to opt in.

Ridership is valid as long as active enrollment is maintained. Privileges will end immediately if classes are dropped.
STEP 8

ATTEND FIRST CLASS MEETING

It is important that every student attend the first class meeting. Students who do not attend may lose their seats to other students who are in attendance, even if enrolled in the class.

Attendance
It is your responsibility to make sure that you are officially enrolled in the class. You are expected to attend every class meeting. If you cannot attend a class meeting, consult with the instructor of the class. You may not continue to attend a class in which you are not enrolled.

Dropping Classes
You can drop classes via the MyChaffey portal. Drop deadlines vary for each class and are available on your registration receipt. It is your responsibility to make sure classes are dropped. Failure to attend a class does not constitute an official drop.

Students who drop classes prior to the date census rosters are due will receive no entry on their academic records. Course drops processed after the census deadline and on or before 61% of the course will receive a “W” grade on the permanent record. Drops cannot be processed by a student or an instructor after 61% of the course has elapsed. Failure to drop a course may result in an “F” or “FW” grade on the student’s record. Students are responsible for payment of fees; see Step 7 for more information on the refund policy.
THE CHAFFEY COLLEGE CAMPUS STORE

The Campus Store is dedicated to supporting the mission of the College, academic programs, and student life by providing a wide range of services including new, used, rental, and digital textbooks, supplies, art kits, food items, apparel, electronics, uniforms, and much more. Campus Store proceeds stay with the college and benefit Chaffey students.

The Rancho Cucamonga Campus Store is now offering curbside pickup and in-person services.

Visit http://books.chaffey.edu for current and extended hours of operation, textbook availability and price comparisons, textbook buyback information, and more.

Purchase or Rent Textbooks:

- Online at http://books.chaffey.edu for direct shipping and curbside pickup services.
- In person at the Rancho Cucamonga Campus Store.

CHAFFEY COLLEGE CAMPUS STORE
http://books.chaffey.edu
(909) 652-6560

CCSG BOOK GRANTS
CCSG book grants help with purchasing materials from the Chaffey College Campus Store. Please be sure to check your Chaffey College issued Panther email for more information on book grants, scholarships and other CCSG events.

TEXTBOOK RESERVES
Some textbooks are available on reserve for short-term checkout at campus libraries. Check online at https://libguides.chaffey.edu/library or contact one of the Chaffey Library locations for more information.
**FREQUENTLY ASKED QUESTIONS**

Where can I purchase a parking permit?
Parking permits may be purchased online via the MyChaffey portal, or in person at the Admissions & Records Office at any of our three campus locations.

I purchased my parking permit online, but haven’t received it yet. What do I do so I don’t get a ticket?
A temporary parking permit will be issued to students who come in person to the Admissions & Records Office on the Rancho, Chino, or Fontana Campus. The temporary parking permit expires 14 calendar days from the day it is issued. If you do not receive your parking permit by the expiration date of the temporary permit, please email cashier.staff@chaffey.edu.

How can I get a parking permit refund?
The parking permit must be returned to the Admissions & Records Office on or before the appropriate refund deadline date.

Can I park wherever I want with my parking permit?
No. Parking permits allow students to park in student spaces. Students are not permitted to park in any stall marked Staff, Visitor, or Reserved. No parking is allowed in any area that does not have a clearly marked parking stall.

Can I park in metered stalls with my parking permit?
Only if you pay the required meter fee. Any person parked in a metered stall must pay the correct fee, even with a valid parking decal. Metered stalls cost $0.25 for every 15 minutes with a limit of one hour.

What if I only have one or two classes a week and I don’t want to purchase a parking permit?
You can purchase a daily parking permit from dispensing machines located in parking lots throughout the campus. One hour permits are $1.00 and full day permits are $4.00.

I ride a motorcycle. Do I have to buy a parking permit?
Yes. Motorcycle permits cost $20.

What if I drive a different car or just forget my permit?
You may obtain a temporary one day permit at the Campus Police Office with proper identification.

Why is parking so difficult on the Rancho Campus?
The first few weeks of a new semester are always the busiest. Try using alternate transportation such as carpooling or taking the bus. You can also try parking lots at the east or south end of the campus. Having a parking permit does not guarantee a parking space close to your destination and it is your responsibility to find legal parking.

For more information on parking regulations, please refer to the “Parking and Traffic Rules and Regulations” brochure available at the Campus Police office or on the web at chaffey.edu/police/parking.php, or contact Campus Police at (909) 652-6632.
Chaffey’s virtual Success Centers provide free tutoring, workshops, conversation groups, and focused learning activities to assist students in their academic development and success. Functioning as an “extension of the classroom,” the Success Centers strategically design curriculum for every stage of the learning process while also supporting the development of student’s mindset and hope. The Success Center is designed to help students stay on their educational path and ensure learning.

Students who access one or more Success Centers experience a 73% or more likelihood of course success. Students who do not access Success Centers experience a 57% likelihood of course success. Visit our website at https://www.chaffey.edu/studentsupport/success-centers.php for more information.

**ARTS, COMMUNICATION, and DESIGN SUCCESS CENTER**
English, Languages, ESL, Music, and more

**BUSINESS, TECHNOLOGY, and HOSPITALITY SUCCESS CENTER**
Accounting, Business, CIS, and more

**HEALTH, WELLNESS, and ATHLETICS SUCCESS CENTER**
Health Sciences, Kinesiology, and more

**MANUFACTURING, INDUSTRIAL DESIGN, and TRANSPORTATION SUCCESS CENTER**
Automotive, Aviation, Drafting, and more

**PUBLIC SERVICE, CULTURE, and SOCIETY SUCCESS CENTER**
Social and Behavioral Sciences, Social Science Statistics, Education, Economics, and more

**STEM SUCCESS CENTER**
Sciences, Technology, Engineering, Math, and more

**OPERATING HOURS FOR ALL CENTERS (subject to change)**
- Monday-Thursday: 10:00am-7:00pm
- Friday: 10:00am-4:00pm
- Saturday: 10:00am-2:00pm

**DISABILITY PROGRAMS AND SERVICES**
The Disability Programs and Services (DPS) office provides a variety of services to support student success in the classroom. Services vary based on the nature and severity of the disability. For more information, visit www.chaffey.edu/studentsupport/dps/index.php or call (909) 652-6738. Some example services include:

**Counseling for Students with Disabilities**

**Classroom Services**
- Peer note taking
- Tape recorder loan

**Adapted Technology Services**
- Assistive Technology Lab
- Text recording and e-text
- Text and print enlarging
- Text brailing
- Computer-assisted reading and writing

**Mobility Services**
- Courtesy trams
- Campus orientation

**LIBRARY**
The Chaffey Library has branches at the Chino, Fontana, and Rancho sites. Visit https://libguides.chaffey.edu/library or call (909) 652-6800 for current hours.

The Chaffey Library provides access to over two dozen databases that include magazines, newspapers, journals, and encyclopedias in full-text format. These are available 24/7 via the Chaffey Library homepage to current students, staff, and faculty at Chaffey College.

A valid Chaffey ID card in good condition is required for check-out of items, including reserve materials. Please consult our website or contact us for more information regarding our services and resources.

**SUPPLEMENTAL INSTRUCTION**
Supplemental Instruction (SI) is a series of weekly study sessions facilitated by a trained student leader. Attendance is voluntary and open to anyone enrolled in the selected courses. The study sessions help students improve understanding of course material, develop study strategies, and prepare for tests. For more information, visit www.chaffey.edu/si or call (909) 652-6468.
¿Quién puede asistir a Chaffey College?
Todo estudiante graduado de la escuela High School, cualquier persona con un Certificado de Aptitud o un GED, y cualquier persona que tenga cuando menos 18 años de edad puede beneficiarse con un curso de estudios en Chaffey College.

¿Cómo puedo iniciar mi inscripción?
Complete una solicitud, en línea, en www.chaffey.edu. No hay ningún cargo al someter su solicitud.

¿Cuánto cuestan las clases?
Los costos de la matrícula se cobran por unidad. Una clase típica es de 3 ó 4 unidades.
- Residentes de California - $46 por unidad
- Ciudadanos de los Estados Unidos que no residen en California o personas que no sean ciudadanas de los Estados Unidos - $291 por unidad.

También hay una cuota de cuidado a la salud que cuesta $17 en otoño y primavera, y $14 en verano. La cuota por concepto de estacionamiento es de $50 en otoño y primavera, y $25 en verano. Esta cuota se requiere en todos los planteles de Chaffey excepto en Chino Information Technology Center. Además, hay costos asociados con la compra de libros y materiales, los cuales varían de acuerdo al tipo de clase que usted tome.

¿Puedo obtener ayuda para cubrir los costos por las clases y otros costos?
Hay un número de programas que asisten al estudiante de recursos limitados incluyendo el programa California College Promise Grant (CCPG - conocido como BOGFW) que obvia los costos de inscripción, donativos, Trabajo-Estudio Federal, becas, y préstamos. Para ser tomado en cuenta para cualquiera de estos programas, se necesita completar la Solicitud para Asistencia Financiera Estudiantil, o FAFSA o Dream Act aplicación. Para obtener la solicitud ingrese a www.fafsa.ed.gov o a chaffey.edu/financialaid/index.php. Asegúrese de incluir el código institucional de Chaffey, 001163, confirmar la exactitud de su número de seguro social y asegurarse que esté de acuerdo con el que usted ingresó en su solicitud de inscripción a Chaffey College.

¿Qué tipo de clases puedo tomar?
Tome una prueba de ubicación. Todo estudiante con habilidades limitadas en el inglés tendrá que someterse a una evaluación denominada AccuPlacer la cual determina su capacidad en el idioma inglés. Se recomendarán cursos específicos de inglés como segunda lengua (ESL por sus siglas en inglés) tales como lectura, escritura, y comunicación oral, basándose en los resultados de la evaluación.

¿Cómo puedo enterarme de lo que el colegio ofrece para poder planificar mi educación?
Asista a una Orientación. La Orientación incluye una presentación acerca de los programas y servicios que el colegio ofrece, y también da un pormenor de las reglas del colegio, los requisitos de conducta estudiantil, y la planificación de objetivos educativos. Póngase en contacto con el Departamento de Asesoramiento en chaffey.edu/counseling/index.php o llame al (909) 652-6200 para anotarse en una sesión. También, todo estudiante debe reunirse con un asesor académico dentro de los primeros seis meses después de su inscripción inicial en Chaffey con el fin de elaborar su plan de estudios.

¿Cómo puedo inscribirme en las clases que quiero?
Usted puede inscribirse en sus clases en la fecha asignada para su inscripción, o después de esa fecha, utilizando la inscripción en línea en https://my.chaffey.edu/. También se puede inscribir en persona en cualquiera de los planteles de Chaffey College.

¿Qué hago después de inscribirme?
1. Pague por sus clases. Al final del proceso de inscripción en línea obtendrá la suma total de sus cargos. Todas las cuotas se pueden pagar en línea durante, o después, de su inscripción. También se pueden pagar en persona, por facsimil, o por correo. El tipo de pago aceptado incluye tarjetas de crédito (VISA, MasterCard, American Express, and Discover), en efectivo, cheque, o giro money order.
2. Obten su libros de texto. Los libros de texto se pueden adquirir o alquilar en las librerías de los planteles, o en línea en http://books.chaffey.edu. Las librerías de Chino y Fontana sólo tienen los libros para las clases que se imparten en esos planteles.
3. Asista a clases. Si usted no asiste el primer día de clases, el maestro puede darle baja.

¿Ofrece Chaffey College guardería infantil?
Sí. El Centro de Desarrollo Infantil (Child Development Center en inglés) está ubicado en el plantel de Rancho Cucamonga y puede aceptar niños de dos años hasta edad preescolar o Kindergarten. Las cuotas por concepto de guardería infantil se establecen de acuerdo a la situación económica de cada estudiante tomando en cuenta su ingreso y el número de personas en la unidad familiar. Para más información llame al (909) 652-6875.

¿Qué otros servicios se encuentran disponibles para los estudiantes?
Hay muchos servicios disponibles para los estudiantes de Chaffey College. Algunos de los programas disponibles son:

Programas y Servicios de Igualdad de Oportunidades
(EOPS, por sus siglas en inglés) – EOPS es un programa financiado por el estado que ofrece servicios a los estudiantes de escasos recursos, que no han tenido éxito en la High School y/o en la universidad. Los estudiantes que cumplen con los requisitos gozan de varios servicios, incluyendo vales para libros, asesoramiento académico, pases para el autobús y prioridad en la inscripción. Para más información, llame al (909) 652-6349.

Asesoramiento Académico – Los estudiantes tienen asesores a su disponibilidad durante todo el año para que los ayuden a alcanzar sus objetivos académicos. Los asesores pueden diseñar un plan educacional para los estudiantes que los ayudará a elegir las clases correctas a fin de que puedan alcanzar sus objetivos. Para concertar una cita con un asesor, llame al (909) 652-6200.
**Servicios de Salud para Estudiantes** – Los Servicios de Salud para los Estudiantes están diseñados para ayudar a los estudiantes a alcanzar y mantener una salud física, mental y emocional óptima, mediante el suministro de asistencia médica de calidad a un costo razonable. Cada semestre, la cuota que se cobra por concepto de cuidado a la salud permite a todos los estudiantes que cumplan los requisitos para tener acceso a un médico, un enfermero con entrenamiento avanzado, o un asesor matrimonial o familiar, sin costo alguno. Una variedad de servicios se encuentra disponible para todos los estudiantes; algunos servicios pueden requerir una cuota. Un enfermero está disponible de lunes a viernes para responder preguntas. Para más información, llame al (909) 652-6331.

¿Cuáles son mis derechos bajo la ley?
AB-540: La Ley de la Cámara Baja 540 es una solicitud de exención del pago de la matrícula de no residente: Todo estudiante que cumpla los requisitos para la solicitud de exención del pago de la matrícula de no residente estará exento del pago de la matrícula de no residente y pagará la cuota de inscripción de residente de $46 por unidad. Hay criterios específicos para la exención y una lista de documentos que deben acompañar la petición. Tanto la solicitud como información acerca de los criterios específicos y la documentación requerida se encuentran en https://www.chaffey.edu/admissions/index.php o se pueden obtener en la Oficina de Inscripciones y Archivos, Admissions and Records Office.

**POLÍTICA DE PREVENCIÓN DE ACOSO SEXUAL**
Es política del distrito escolar del colegio comunitario Chaffey proveer para todos, los estudiantes y empleados, una educación, empleo y medio ambiente libre de todas las formas de explotación, acoso, intimidación o asedio sexuales no deseados, solicitudes de favores sexuales, o otra conducta física, verbal, visual o comunicaciones de carácter sexual prohibidas por el Acuerdo para Empleos y Vivienda Justa de California, el Código de Educación de California y las reglas, normas, estatutos y leyes federales y estatales que prohíben el acoso sexual y represalias.

Este distrito escolar se opone enérgicamente al acoso sexual y expresamente prohíbe el acoso sexual de sus estudiantes y empleados por catedráticos, directivos, personal, estudiantes o miembros del público en general. El colegio Chaffey tomará las medidas apropiadas para prevenir, corregir y, si es necesario, disciplinar cualquier comportamiento inadecuado.

Cualquier acoso sexual debe ser inmediatamente comunicado a nuestro oficial encargado de supervisar la implementación de estas regulaciones, Susan Hardie, Executive Director, Human Resources del colegio Chaffey, al teléfono (909) 652-6531, correo electrónico susan.hardie@chaffey.edu, o en la siguiente dirección: 5885 Haven Avenue, Rancho Cucamonga, CA 91737, o a cualquier decano, director o gerente quien de forma inmediata deberá referirlo al oficial encargado o designado. Deben tomarse todas las medidas necesarias para asegurar la confidencialidad.

**DECLARACIÓN DE IGUALDAD DE OPORTUNIDADES NO-DISCRIMINACIÓN Y PROHIBICIÓN DE ACOSO**
El distrito escolar del colegio comunitario Chaffey está afirmativamente comprometido a proporcionar igualdad de oportunidades educativas y laborales. Este compromiso se encuentra en nuestras políticas educativas, en políticas y prácticas de personal y en el trato de empleados, estudiantes y público en general. El Distrito y toda persona que represente al Distrito deberá proporcionar igualdad de oportunidades de empleo y oportunidades educativas independientemente de raza, color, nacionalidad, ascendencia, religión, credo, sexo, edad (más de 40), discapacidad física (incluyendo el VIH y el SIDA) o discapacidad mental, estado civil, condición médica (incluyendo el cáncer y características genéticas), orientación sexual, o rango militar como veteranos de la época de Vietnam, o la percepción de que una persona tenga una o más de las características anteriores.

De conformidad con los Reglamentos del Título IX, el distrito ofrece igualdad de oportunidades académicas, profesionales y extracurriculares independientemente de sexo/ género de la persona. El Oficial de Cumplimiento del Título IX, Susan Hardie, puede ser contactada al teléfono (909) 652-6531, correo electrónico susan.hardie@chaffey.edu o en la siguiente dirección: 5885 Haven Avenue, Rancho Cucamonga, CA 91737. El distrito, autorizado bajo la ley federal para inscribir a estudiantes extranjeros e inmigrantes y, de conformidad con los reglamentos del título 5, afirma que la falta de conocimientos del idioma inglés no será un obstáculo para la admisión y participación en los programas de este distrito escolar.

Las personas en busca de información y/o respuestas a presuntos actos de discriminación ilícita, represalias o acoso deben ponerse en contacto con nuestra oficial encargada de supervisar la implementación de estas regulaciones, Susan Hardie, Executive Director, Human Resources del colegio Chaffey, al teléfono (909) 652-6531, correo electrónico susan.hardie@chaffey.edu, o en la siguiente dirección: 5885 Haven Avenue, Rancho Cucamonga, CA 91737.
**ADDITIONAL INFORMATION**

**SPECIAL STUDENT CLASSIFICATIONS**

**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)). Eligible students must be in the 9th grade and have a minimum cumulative GPA of 2.0. Students participating in the Dual Enrollment Program at Chaffey College must complete all requirements within the deadline dates specified in the registration packet. High school students may register online through the MyChaffey portal or after the assigned registration date. Submission of a completed Dual Enrollment Agreement is required in order to be eligible to register. Only classes recommended by the high school will be open for registration. Enrollment is limited to 11 units in fall and spring, and 6 units in summer. High school students may not take classes for remediation purposes (courses numbered 500-599). Enrollment in KINACT activity courses is restricted to adult students who are no longer enrolled in high school. However, high school students may enroll in KINLEC lecture courses, such as KINLEC 15 – “Diet and Fitness”, with the permission of the high school counselor or designee. Select high school seniors may also be eligible to enroll in KINTM team courses. A letter of confirmation from the Chaffey Coach is required.

**High School Students New to Chaffey:** High school students who are attending Chaffey College for the first time must submit an online application for admission, an official high school transcript in a sealed envelope and the Dual Enrollment Agreement the first semester of attendance. The high school student must also attend a dual enrollment orientation. The high school student will receive a Chaffey ID number in the registration letter that is sent by email after the online admissions application has been received and processed by the Admissions and Records Office. The registration letter will also include a link to the Dual Enrollment Agreement. The High School Registration Packet includes critical registration information for the student and parents regarding the requirements and expectations of participating in the Dual Enrollment Program at Chaffey College.

**Continuing High School Students at Chaffey:** High school students who have previously attended Chaffey College must submit the Dual Enrollment Agreement each semester of attendance. Students classified as “special part-time students” are eligible to have enrollment, health, and college service fees waived, up to 11 units. Materials fees must be paid by the student at the time of registration. Other fees, such as books, parking, transportation, and technology fee must be paid by the student. PLEASE NOTE: High School Students enrolling in 12 or more units are responsible for payment of all fees.

**CTE Career Transitions**

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 counselor or career technician or email ctecounselor@chaffey.edu.

**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. Every element is an essential part of the Puente experience.

Prospective students must be eligible for English 1A at the time of application, and must write an essay describing their academic and career goals, and how participation in Puente would assist 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 the Counseling Department at the Fontana Campus and online at https://www.chaffey.edu/spops/puente.php.

**VETERANS**

All veterans and eligible dependents who wish to receive VA Education Benefits while attending Chaffey College are required to meet with the Veteran Certifying Official to begin the process. Official transcripts of all previous college coursework must be submitted to the college for evaluation. Completing new student orientation and the placement process is required. For more information on veterans' benefits, please visit https://www.chaffey.edu/spops/veterans.php. Veterans interested in using the Post 911 GI Bill®, please contact the Department of Veterans Affairs at (888) 442-4551 or visit the GI Bill® website at www.gibill.va.gov for more information. Veterans are welcome to visit our Veterans’ Resource Center in AD-125.

The Veterans Administration (VA) specifies a minimum load for educational benefits (these apply to full-term classes only; see Veterans Certifying Official for information regarding short-term classes). Please note: the unit ranges noted below are for non-Chapter 33 benefits:

<table>
<thead>
<tr>
<th>Status</th>
<th>Fall &amp; Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more units</td>
<td>Unit Requirements</td>
</tr>
<tr>
<td>Three-fourth time</td>
<td>9-11.5 units</td>
<td>Contact the</td>
</tr>
<tr>
<td>One-half time</td>
<td>6-8.5 units</td>
<td>Veterans Resource</td>
</tr>
<tr>
<td>Less than half-time</td>
<td>Less than 6 units</td>
<td>Center</td>
</tr>
</tbody>
</table>

Before the semester begins, students are allowed 10 calendar days (including weekends and holidays) from the date of registration to submit full payment. If payment is not received within the 10 calendar days, students will be dropped for non-payment. For payment deadlines, please refer to the Schedule of Classes Payment Chart.

**Students with veteran benefits including active duty or dependent eligible for VA Chapter Benefits** 31 and 33 will have their fees deferred while being certified by the VA and the Veteran Services office and no late fees shall be incurred. The veteran, active duty or dependent eligible for chapter benefits 31 and 33 will need to provide a Certificate of Eligibility, a Statement of Benefits, or VA Authorization Notification form either before or during the first semester of benefits. Please see 38 USC 3679(e) for complete details.

Veterans and active duty service members are eligible for priority registration. Students requesting priority registration must submit a DD214 Member-4 copy showing type of discharge or an active military ID as proof of service. Students are not required to use Veterans Education benefits to receive priority registration. You may submit your military documentation to the Veterans Resource Center at the Rancho Cucamonga campus or the Admissions and Records Office at the Chino and Fontana campuses. For more information, please visit https://www.chaffey.edu/spops/veterans.php.
ACADEMIC MATTERS

AUDITING COURSES
Auditing may be permitted on a space available basis, solely at the discretion of the instructor. Once audit enrollment is completed, no student will be permitted to change his/her enrollment to receive credit. Conversely, a student is not permitted to change his/her enrollment from credit to audit. No course credit or grade is received for an audited class, nor does the college maintain any attendance or transcript records. Priority in class enrollment shall be given to students desiring to take the course for credit; therefore, enrollment for audit purposes will not be permitted until the class has met at least once. The instructor’s signature is required to audit a class. If a student is enrolled only in the class(es) being audited, that student can obtain a photo ID card and will have access to labs and Success Centers at all locations, but will not have access to the library book check-outs or online library resources. High school students are not eligible to audit courses. The cost to audit a course is $15.00 per unit. For additional information, contact Admissions and Records Office at (909) 652-6600 or financialaid@chaffey.edu.

CHANGE OF ADDRESS/PHONE NUMBER
It is the student’s responsibility to maintain a current email address, physical address, and telephone number(s) in the MyChaffey portal. If a student would like to change to a mailing address that is different from the physical address, the change must be made in person in the Admissions and Records Office at any Chaffey campus location. For additional information, please contact the Admissions and Records Office at (909) 652-6600 or admissions@chaffey.edu.

CREDIT BY EXAMINATION
A student may challenge certain courses for Credit by Examination. Applications are available in the Admissions and Records Office. Grading is on a pass/fail basis only, there is a $25 per test fee that must be paid in advance, and the student must certify that they have not previously attempted examination for credit in the course. Additional criteria must also be met; those criteria can be found in the college catalog, which can be accessed by visiting www.chaffey.edu.

ENROLLMENT VERIFICATION REQUESTS
Enrollment Verification forms can be presented to health insurance agencies, housing authorities, consumer product companies, banks, etc. to provide evidence of official enrollment at Chaffey College.

A student may request enrollment verification from the Admissions and Records Office at any Chaffey campus location. Enrollment verifications are processed while the student waits. Requests that require completion of additional forms may take up to 24 hours to process. Requests made in Chino and Fontana will require additional processing time. Please check with the Chino and Fontana Admissions & Records Office before making your request. Students may request up to two enrollment verifications at no charge. Subsequent verifications are $5.00 each.

GRADING
Letter Grading: Plus and Minus Symbols
Effective Fall Semester 2002, plus and minus symbols will have the following point values attached:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Pass/No Pass Grading: Courses that are Pass/No Pass Only or provide students the option of selecting Pass/No Pass in lieu of a letter grade are so designated in the schedule description. Courses without such information are letter grade only. Pass/No Pass must be elected before the last day to add for the session.

Petitions for Grade Changes
Students have two (2) years following the semester in which a questioned grade was recorded to request a change of grade. A petition is required to change a failing grade to W, EW, or to remove grades. To dispute an assigned grade, contact the instructor or appropriate department coordinator. Grades are no longer subject to change after the two-year limit.

Access to Grades
Students may access grade information for the term just completed by visiting the MyChaffey portal. Please allow 10 business days after the last day of instruction for processing.

DEGREES AND CERTIFICATES
The deadline to apply for summer degrees and certificates is July 9.

To participate in the May 2022 commencement ceremony, you must receive your degree or certificate in summer 2021, fall 2021, or spring 2022.

Apply for graduation online by logging onto MyChaffey portal. For graduation verification and application assistance contact the Counseling Department at (909) 652-6200 or counseling@chaffey.edu.

Degree candidates must complete 60 degree-applicable semester units with a minimum 2.0 degree applicable cumulative grade point average (GPA), and must meet all graduation requirements as stated in the Chaffey College Catalog. Students with a cumulative 3.5 GPA or above in degree applicable units will graduate with honors. The GPA for honors at commencement is computed after the fall semester grades are recorded on the transcript.

NON-TRADITIONAL CREDIT
Students may be eligible to receive college credit by passing a written examination or demonstrating proficiency via another approved method that shows mastery of a course’s objectives. Approved testing methods include Credit by Examination (Cx), College Level Examination Program (CLEP), College Entrance Examination Board Advanced Placement (AP) and International Baccalaureate (IB) tests. Unit credit is recognized for AP tests in which a score of 3, 4, or 5 is awarded; more information is available in the Counseling Office. Refer to the college catalog for more nontraditional credit information.

TRANSCRIPTS
Chaffey College has appointed Credentials Inc. as the designated agent for processing and sending official electronic transcripts on behalf of Chaffey College. The PDF transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company’s website that is provided during the delivery process. Credentials Inc. has been granted the authority to deliver all such electronic transcript requests on behalf of Chaffey College and respond to any inquiries regarding the transactions. Students will be given an option to select the PDF transcript or the standard printed transcript during the ordering process.

To order a transcript, visit Chaffey’s Credentials Solutions order form online.
Unofficial Transcripts: For a printout of unofficial transcripts, go to the MyChaffey portal at https://my.chaffey.edu, click the MyChaffeyVIEW icon in the Launch Pad and select the Unofficial Transcript link.

Unit Evaluation
A unit evaluation determines the total number of degree applicable units that Chaffey College will accept. It is not a course-by-course evaluation and does not clear prerequisites. Students who submit transcripts prior to enrolling at Chaffey will need to submit a Unit Evaluation Request Form once enrollment has been completed. The only students who require an immediate unit evaluation are veterans and those who are applying to the ADN and RT programs. If you are a veteran or are applying to the ADN or RT program and need a unit evaluation, please contact the Admissions and Records Office at (909) 652-6600 or admissions@chaffey.edu for details. The evaluation will be completed in approximately 10 business days from the date the Unit Evaluation Request form is received in the Admissions and Records Office. Health Science evaluations will be expedited only during the application period for the program.

Students who are not part of the above-mentioned groups may request a unit evaluation beginning the fourth week of the fall or spring semester. For summer, Unit Evaluation Requests will be accepted throughout the duration of the term. The process may take 4-6 weeks, depending on workload. Contact the Admissions and Records Office at (909) 652-6600 or admissions@chaffey.edu for more details.

Official Evaluation of Credit Completed at Other Schools
Students who have completed coursework at other institutions and wish to obtain a degree or certificate from Chaffey College or transfer to a CSU or UC, may request an official evaluation through the Counseling Department. To have your general education coursework from another college evaluated:

1. Submit official transcripts from other schools to Admissions and Records electronically, by mail, or in person;
2. Allow a minimum of 10 business days for the transcripts to be received and processed at Chaffey College;
4. The evaluation is a two-step process. You will receive two separate emails once each part is completed.
5. After receiving a confirmation email that your transcripts have been evaluated, log into Cranium Café to book an online appointment with a counselor: https://chaffey.craniumcafe.com/login.

Transcript Evaluation Services for Foreign Transcripts
Chaffey College accepts the following Transcript Evaluation Services for foreign transcripts:

1. Academic and Professional International Evaluations, Inc.
2. Academic Credentials Evaluation Institute
3. American Education Research Corporation (AERC)
4. Educational Credential Evaluators, Inc.
5. Educational Records Evaluation Service
6. Institute for International Credentials Evaluation at CSU Fresno
7. International Education Research Foundation, Inc. (IERF)
8. 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.

LIMITATIONS ON ENROLLMENT
Prerequisites 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, 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 the 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 the student to be successful in the course.

Chaffey’s registration process allows for automated prerequisite/corequisite checking. 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 schedule of classes and college catalog. See a counselor for assistance in determining eligibility for a specific class.

Any student who has completed prerequisite and/or corequisite courses at another college or in high school must submit official transcripts to the Admissions and Records Office. A Request for Prerequisite/Corequisite Validation form must be completed and submitted to the Counseling Department. The student will be unable to register for specific courses if prerequisites are not met. The student will receive notification by email or mail within a week upon processing.

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 with at least a grade of C or do not complete the prerequisite course will be dropped prior to the start of classes by the Admissions & Records Office.

Any student planning to clear a math prerequisite for a math course by using their high school transcript must complete a challenge form. See prerequisite/corequisite challenge instructions for more details.

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, 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 challenging 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. Meet with a counselor in the Counseling Department to assess whether you will benefit from the challenge process. The Counseling Department designee will enter the prerequisite/corequisite course within 48 hours. This will allow you to register in the course.

2. Complete the Prerequisite/Corequisite Challenge form linked below and attach documentation to establish your right to challenge this prerequisite/corequisite request. Examples of documentation include official high school and/or college transcripts, international transcripts, certificates, test scores, etc. All official transcripts must be on file with Admissions and Records.
   a) Identify the course in which you wish to register and the prerequisite/corequisite you wish to challenge.
   b) If you are attempting to use high school coursework to meet a course prerequisite, submit your high school transcript to Admissions and Records in order to verify the coursework completed.

3. Register during the registration period. (Refer to class schedule for the last day to add.)

4. The Counseling Department staff will submit the Prerequisite/Corequisite Challenge form with documentation to the referral area (school/department indicated on the form).

5. The department coordinator will resolve the challenge within five (5) business days.

6. For approved challenge decisions, you will be notified by email and you will be allowed to remain in the class.

7. For denied challenge decisions, you will be notified by both phone and mail, the Counseling Department designee will remove the prerequisite/corequisite course entered on your record, the Admissions Office will drop you from the class, and the Cashier’s Office will process your refund.

8. 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.

The Prerequisite/Corequisite Challenge form is available at https://chaffeycollegehspartnerships.formstack.com/workflows/prerequisite_corequisite_challenge_form. Additional information is available through the Counseling Department webpage at https://www.chaffey.edu/counseling/index.php. Questions should be directed to the Counseling Department at counseling@chaffey.edu or by joining the Counseling virtual line in QLess at https://kiosk_na4.qless.com/kiosk/app/home/82.

Corequisites
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 course is considered necessary for a student to be successful in the course. Students wishing to challenge a corequisite should follow the same procedure for challenging a prerequisite.

Limitation on Enrollment
A limitation on enrollment 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.

Advisory
An advisory is 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.

STUDENT RIGHTS, RESPONSIBILITIES AND EXEMPTIONS
Student support 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 are provided placement in English and math courses, orientation, counseling, an education plan, and follow-up services. New students should complete the placement process and orientation prior to registering for classes.

Students Rights and Responsibilities
Students are entitled to certain rights under matriculation procedures. These rights include: 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 placement process, 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 must complete the placement process and orientation before registering for classes and must develop a comprehensive Student Education Plan (SEP) with a counselor within their first six months at Chaffey. Students are responsible for attending class, completing their 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 the placement process, 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 High School Dual Enrollment are not eligible for exemptions and cannot refuse matriculation services. Students refusing services and concurrently enrolled high school students are not eligible for priority registration.

PHOTO ID CARDS
All enrolled students are eligible for a Chaffey College photo ID card. Photo ID cards are required for use of labs, library, and other services. Students must be currently enrolled and have paid all outstanding fees in order to receive a Photo ID or reprint. Photo IDs are issued while you wait in the Admissions and Records Offices at the Rancho, Chino, or Fontana campuses.
Photo IDs may now be requested online through the Student ID form on the portal. Students may upload a personal photo to the order form and request the ID card be picked up or sent by U.S. mail.

**Photo ID Re-Print Policy**

Re-prints are available at no cost on Thursdays only during regular business hours. There is an $8 rush fee for reprints processed on any day other than Thursday.

- **In person**
  - Complete a Photo ID request form.
  - Show proof of government-issued photo ID.
  - Pay all fees due to the college.

- **Online**
  - Pay all fees due to the college.
  - Complete the Photo ID request form on the MyChaffey portal.
  - Select Pick Up Mail option, then Submit.
  - The photo on file will be used to create the duplicate card. If an alternate photo is submitted it will be used only if Admissions and Records determines there has been a significant change in the student’s appearance.

Note: All picture submitted for Photo ID purposes must adhere to the guidelines outlined above. Admissions and Records reserves the right to reject any photo that is inappropriate or does not meet the above standards.

**PROXY TRANSACTIONS AND IDENTIFICATION REQUIREMENTS**

A student who is unable to initiate a transaction may designate an appointed person to complete the transaction by submitting a Proxy Transaction Form. Proxy forms are available in the Admissions and Records Office.

The Proxy Transaction form must include all of the following: student’s full name, Chaffey ID number, and date of birth; name of the appointed person; a description of the transaction needed; signature of the student; and a copy of the student’s picture identification with a signature. (Ed Code 76243)

The appointed person will be required to provide photographic identification before the transaction can be completed. With the exception of “rush” transcripts and enrollment verifications, Admissions and Records will mail a copy of the requested transaction directly to the student; a copy will not be released to the appointed person.

**RELEASE OF INFORMATION**

Students who wish to make their information available to parents or other designated individuals may file a Release of Information Form with the Admissions & Records Office. The authorization is valid until revoked in writing and covers only the educational records specified by the student. This form is for educational records protected under FERPA and is not valid for medical or other records protected under HIPAA or other privacy laws.

**REGISTRATION DATE ASSIGNMENT**

Registration priority will be assigned in the following order:

1. Students who have completed orientation, the placement process, 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, section 58108.
2. Students who have completed orientation, the placement process, and an education plan. Continuing and returning students must also be in good academic standing.
3. Students who fail to meet one or more eligibility requirements.
4. Students who have completed more than 100 units.
5. High school students.

**COURSE REPETITION**

Repetition of courses is allowed in certain circumstances (title 5, 55040-55046, 58161, 58161.7 and Chaffey College Board Policy).

**Course Repetition in a Non-Repeatable Course**

1. Students who received a satisfactory grade (“A”, “B”, “C”, “CR”, or “P”) may not normally repeat the course. Exceptions exist for significant lapse of time, extenuating circumstances, and legally-mandated training requirements as a condition of continued paid or volunteer employment (see exceptions below for details). Such exceptions require a petition, available from the Admissions and Records Office.

2. Students who have received an incomplete grade (“I”) may not repeat the course. Required coursework must be completed within one year, or the “I” grade will default to an alternate grade indicated by the instructor (usually substandard).

3. Students who have received an In-Progress grade (“IP”) must repeat the course by enrolling in it in the subsequent term (excluding summer). Coursework must be completed in that semester or the “IP” grade will default to an alternate grade indicated by the instructor (usually substandard). “IP” grades are issued for open-entry classes that extend past the end of the term or team-sports that have seasons that overlap semesters. The IP grade issued in the first semester will remain on the student’s transcript and the course grade will be recorded in the subsequent term.

4. Students who have received an unsatisfactory grade (“D”, “F”, “FW”, “NC”, or “NP”) or have withdrawn from the course (“W”) may repeat the course once. If unsuccessful in the second attempt, the student must file a petition to be considered for a third attempt at the course. Petitions are available in the Admissions and Records Office. The academic dean over the subject area being petitioned evaluates and approves/denies each petition on a case-by-case basis. The Admissions and Records Office reserves the right to deny a petition that does not meet the standards set by title 5 of the California Code of regulations.

5. Students who have withdrawn for verified military service - military withdrawal (“MW”), or petitioned for an excused withdrawal (“EW”), may repeat courses from which they have withdrawn. The MW and EW grades do not affect GPA, nor do they count toward the permitted number of repetitions. The college’s course repetition policy concerning military withdrawal may be different from that of the Veterans Administration. Students receiving Veterans’ educational benefits should check with the Veterans Certifying Official in the Veteran’s Resource Center before repeating any course.

**Course Repetition in a Repeatable Course**

Only courses involving Intercollegiate Academic or Athletic competition are repeatable (title 5, section 55041). These courses are identified as repeatable in their description and may be taken a maximum of four times (repeated three times).

1. All attempts at a repeatable course count in the limitation on repeats, including any that result in an unsatisfactory grade (“D”, “F”, “FW”, “NC” and “NP”) or a withdrawal annotation (“W”) on the student’s permanent record.

2. When a repeatable course is taken and a substandard grade (“D”, “F”, “FW”, “NC”, and “NP”) is earned, a student may elect to have the satisfactory grade earned in the first subsequent repeat of the course alleviate the substandard grade. Forms for this election are available in the Admissions and Records Office.
Exceptions to Repetition Restrictions:

Significant Lapse of Time: A student may petition to repeat a course that is not designated as repeatable and in which he or she has received a satisfactory grade ("A", "B", "C", "CR", or "P") when:

1. there has been a significant lapse of time of no less than 36 months since that grade was obtained, and
2. the district has properly established a recency prerequisite for a course or program, or another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without the course in question (title 5, section 55043).

Extenuating circumstance: A student may petition to repeat a course in which the previous grade is, at least in part, the result of extenuating circumstances (verified cases of accidents, illness, or other circumstances beyond the control of the student) (title 5, section 55043).

Legally-Mandated Training Requirement: A student may petition to repeat a course in which a satisfactory grade was previously earned and such repetition is necessary due to a change in industry licensure standards such that repetition of the course is necessary for employment or licensure.

RESIDENCY DETERMINATION

Residency status for tuition purposes is determined at the time of application. Students determined to be non-resident at the time of application are notified by email with instructions to complete a Residency Questionnaire (title 5, sections 54012, 54045.5) and contact the Admissions and Records Office.

Resident: A person not precluded from establishing residence in California who has resided in California for at least one year and one day prior to the first day of instruction for the term. Any person who has lived in California for less than two (2) years must clearly demonstrate the following:

- Intent to make California his/her permanent residence (title 5, section 54024)
- Physical presence in California for at least one year and one day immediately prior to the first day of instruction for the term. (title 5, section 54022)

Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence.

Non-Resident: (a) a citizen or permanent resident of the United States but a resident of California for less than one year on the day before the first day of instruction for the term; (b) a person who is neither a citizen nor permanent resident of the United States.

Persons who are not citizens or permanent residents of the United States who wish to enroll at Chaffey College should contact the Admissions and Records Office for further information.

Reclassification of Residence: Students who have been classified as non-residents are not automatically reclassified as residents. A student seeking reclassification as a resident must meet the requirements for intent, physical presence, and financial independence in accordance with Education Code section 68044. Residency regulations clearly state that the burden of proof of residence rests upon the applicant or student. To verify your residency status, please contact the Admissions and Records Office at (909) 652-6600 or admissions@chaffey.edu.

AB 540 Non-Resident Tuition Exemption Request: A student who qualifies for the Non-Resident Tuition Exemption will not have to pay the non-resident tuition fee. The qualifications for the waiver are stated below.

A student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements shall be exempt from paying nonresident tuition at Chaffey College:

Requirement 1: Attendance at California schools.

Two paths (Education Code 68130.5(a)(1)):

1. Total attendance (or attainment of credits earned) in California equivalent to three or more years of full-time attendance at California high schools, California high schools established by the State Board of Education, California adult schools (established by a county office of education, a unified school district or high school district, or the Department of Corrections and Rehabilitation), campuses of the California Community Colleges, or a combination of these; or
2. Three or more years of full-time California high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a California elementary and secondary schools.

Full-time attendance at a California community college means either 12 units of credit per semester (or quarter equivalent per year) or a minimum of 420 class hours per years (or semester of quarter equivalent per year) in non-credit courses authorized by Education Code 84757. Attendance in credit courses at a California community college counted towards this requirement shall not exceed a total of two years of full-time attendance (Education Code 68130.5, subds. (a)(1)(C)(i)), (a)(1)(C)(ii)). Full-time attendance at a California adult school means a minimum of 420 class hours of attendance for each school year in classes or courses authorized by Education Code 41976, or Penal Codes 2053 or 2054.2 (Education Code 68130.5(a)(1)(C)(ii)).

Requirement 2: Completion of a course of study.

This requirement may be met in any of the following ways:

- Graduation from a California high school or equivalent.
- Attainment of an associate degree from a California community college.
- Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college (Education Code 68130.5(a)(2)).

Requirement 3: Registration.

Requires registration as an entering student at, or current enrollment at, an accredited institution of higher education in California (Education Code 68130.5(a)(3)).

Requirement 4: Affidavit of student without lawful immigration status.

Students without lawful immigration status must file an affidavit with their college or university stating that the student has either filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so (Education Code 68130.5(a)(4)).

A student who meets the qualifications for the Non-Resident Tuition Exemption Request is not a resident of the state of California until he or she meets physical presence and intent requirements as stated in the “Residency Determination” section above. Therefore, students may not be eligible for any federal or state supported financial aid. There are two types of non-resident students: a non-resident U.S. citizen and a non-resident alien (or non-citizen). Non-resident U.S. citizens may not be eligible for state supported financial aid.
nonresident alien may be eligible for state financial aid. Contact the Financial Aid Office for more information at (909) 652-6199 or financialaid@chaffey.edu.

**Special Immigrant Visas:** Education Code section 68075.6 grants an immediate nonresident tuition fee exemption to eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the United States. This exemption is granted for one year from the date the student settled in California upon entering the United States.

The exemption applies to the following:
- Iraqi citizens or nationals (and their spouses and children) who were employed by or on behalf of the United States Government in Iraq (Pub. L. No. 110-181, section 1244)
- Afghan and Iraqi translators (and their spouses and children) who worked directly with the United States Armed Forces (Pub. L. No. 109-163, section 1059)
- Afghanistan nationals who were employed by or on behalf of the U.S. government or in the International Security Assistance Force (ISAF) in Afghanistan (Pub. L. No. 111-8, section 602)
- Refugee students admitted to the United States under section 1157 of Title 8 of the United States Code

**STUDENT SERVICES**

**UMOJA**
UMOJA means UNITY. This statewide and local program is a culturally responsive approach to reaching students of color and providing an environment to survive and thrive. Participants receive a variety of strategies and resources that will assist them in navigating the college system and completing their goals. Through mentoring and counseling, students are connected to statewide, on-campus, programs and activities that promote community, achievement, self-identity, and service. Although primarily designed to serve African American students, all students are welcome to inquire about and connect with UMOJA. Email umojaaman@chaffey.edu for more information.

**ATHLETICS**
Chaffey Community College participates in the following sports:
- **Men:** Football, Basketball, Swimming, Baseball, Cross Country, Soccer, and Water Polo
- **Women:** Volleyball, Basketball, Swimming, Softball, Cross Country, Soccer, and Water Polo

Twelve units of course work are required for participation. See the athletic counselor located in the GYM-126 for eligibility requirements.

**CalWORKs PROGRAM FOR PARENTS**
CalWORKs (California Work Opportunity Responsibility to Kids) Program for Parents is a program that supports students who receive public assistance (cash aid) while attending Chaffey College. Program staff are here to help students succeed in their educational and career goals through services such as: developing a comprehensive educational plan, priority registration, CalWORKs Work Study and job placement, work readiness support, personal and professional development workshops, assistance with completing county documentation related to their education, advocacy for their continued education and success, referrals for additional academic support, and many more services. The office for the CalWORKs Program for Parents is located in the Administration building, Room 190. For more information call (909) 652-6045 or visit https://www.chaffey.edu/studentsupport/calworks/index.php.

**CAREER CENTER AND STUDENT EMPLOYMENT OFFICE**
The Career Center is located on the Rancho Cucamonga campus in MACC-203. Office hours are Monday through Wednesday, 8:00am – 4:30pm, Thursday, 8:00am-6:30pm, and Friday, 8:00am-4:00pm. Career counseling appointments and career assessments are available to assist Chaffey College students and alumni in formulating their career goals. The Career Center also provides workshops on a variety of career-related topics. For more information, contact the Career Center at (909) 652-6511, careercenter@chaffey.edu or visit https://www.chaffey.edu/careercenter/index.php.

The Student Employment Office manages the Chaffey Connect online career services portal and offers a variety of employer services to local organizations including job announcements and on-campus recruiting opportunities. This office also serves as the personnel office for all on-campus student positions and provides assistance with hiring paperwork, employment verifications, and trainings. All new student employees must complete their personnel documents and submit them to this office prior to their first day of work. The Student Employment Office is located within the Career Center, in MACC-203, and can be contacted during normal business hours at (909) 652-6511.

**Student Employment Program Eligibility Requirements**
Chaffey College is a learning-centered environment where student success is highly valued, supported, and assessed. As such, the Student Employment Office monitors the academic success of current student employees and enforces the following procedures:

To apply for student employee positions, students must be enrolled in at least 6 units for fall and spring semesters or 3 units for summer sessions. Applicants must also have a cumulative GPA of at least 2.0 at the time of application.

While employed, student employees must maintain enrollment in at least 6 units during fall and spring semesters (summer enrollment is not required) and a cumulative GPA of at least 2.0. Failure to maintain the required enrollment and/or GPA requirement will result in termination of the student employee’s position.

**Chaffey Connect – Online Career Services Portal**
The Chaffey Connect system is an online career services portal that provides access to hundreds of on- and off-campus job postings, employer profiles, a career exploration tool, a digital career resource library, and an online career event calendar! Students may register and access the system at https://chaffey-csm.symplicity.com/students/?signin_tab=0.

**CHILD DEVELOPMENT CENTER**
The Chaffey College Child Development Center provides a state-funded public preschool and toddler program for children between the ages of 18 months to Kindergarten. The Center’s mission is to provide high quality, developmentally appropriate child care and educational experiences for children, to support Chaffey College students in their educational and vocational goals, and to provide training and employment opportunities for Chaffey College students seeking careers working with children and families.

Priority enrollment for the preschool program is for 4-year olds. Parents who are eligible for subsidized child care services according to the guidelines of the State Department of Education pay fees based on a sliding fee scale according to their monthly gross income and family size. No fees will be charged to families whose gross income is less than the first step on the state/federal fee schedule which is also determined by the number of family members. Information on fees for children of faculty, staff and the community is available upon request.
The Chaffey College Child Development Center is an equal opportunity provider and employer, we do not discriminate according to race, ethnic background, religion, language, family values or ability. Our program welcomes all children and includes children with disabilities. We believe strongly that all children deserve the right to developmentally appropriate programming and access to interaction with peers and supportive professionals.

**Application Forms**
Applications are accepted throughout the semester and are available at the Child Development Center or on the college’s website chaffey.edu/childdevelopment/index.php. Parents may apply for Child Development Center services prior to college registration. Please visit the Child Development Center’s webpage for the latest information regarding the availability of services for the summer 2021 semester.

**COUNSELING DEPARTMENT**
Throughout the year, Counselors are available in person and online to assist students in developing an education plan that outlines the courses and services necessary to achieve their goals. Due to COVID-19 all services have shifted online. Students may meet with a counselor by chat, drop-in, or appointment via https://www.chaffey.edu/counseling/appointments.php. Students who plan to transfer to a four-year college or university are strongly encouraged to consult with a counselor on a regular basis regarding requirements for general education, major preparation, and grade and unit requirements. In addition, students should also connect with the Transfer Center as early as possible for important dates and deadlines.

**Course Evaluation of External Transcripts**
Students who have completed course work at other institutions and wish to obtain a degree or certificate from Chaffey College or transfer to a CSU or UC must request an official evaluation of their transcript(s) by completing the Request for Course Evaluation of External Transcripts available via the Counseling Department website and the MyChaffey portal. Requests can be submitted by email to transcript.evaluator@chaffey.edu. For additional information please contact the Counseling Department front desk by joining the Counseling virtual line on QLess at https://kiosk.n44.qless.com/kiosk/app/home/82.

**Student Planning**
Student Planning is an online tool that will facilitate the way you plan, schedule and register for your classes based on your active Program of Study/Major at Chaffey. With Student Planning, you can review all courses you have completed and that are in-progress at Chaffey, show which requirements (general education, and/or major preparation) you have completed, and indicate which requirements are remaining. This will allow you to plan and register for the correct classes for future terms and get you to your educational goal efficiently. Log in to the MyChaffey portal to access your education plan.

**DISABILITY PROGRAMS AND SERVICES (DPS)**
Disability Programs and Services (DPS) is a state funded program designed to assist those students with physical, psychological, or learning disabilities. Services are offered to help students circumvent their functional limitations and become active, productive members of the college community. The program emphasizes independence and self-reliance while providing the support necessary for individuals to achieve their goals. The program is open to any student who has a verifiable physical, psychological, or learning developmental disability, either temporary or permanent, which causes educational limitations.

DPS is located in Campus Center East (CCE), Room 100 on the Rancho Campus. Limited services are available at both the Chino and Fontana Campuses. For more information, please call (909) 652-6379 or visit https://www.chaffey.edu/studentsupport/dps/index.php.

**EOPS, CARE & NEXTUP**

**Extended Opportunity Programs & Services (EOPS)** is a state funded counseling program that offers support services to economically disadvantaged students who have experienced limited success in high school and/or college. The goal of EOPS is to ensure student retention and success through academic support and financial assistance. The ultimate goal is completion of a certificate program, an associate degree and/or transfer to a four-year college.

Cooperative Agencies Resources for Education (CARE) is a program that serves a limited number of EOPS students who are single heads of household with at least one child under the age of 18. The program provides additional support services beyond those which are available through EOPS.

NextUp, also known as CAFYES (Cooperating Agencies Foster Youth Educational Support) provides community college students with educational resources that make a difference. NextUp is a supplemental component of EOPS. The purpose of NextUp is to strengthen and support the higher education success, health, and well-being of current and former foster youth who are enrolled at Chaffey College. The program offers eligible current and former foster youth support and services that may include assistance with books, supplies, transportation, technology and housing referrals.

The EOPS, CARE & NextUp programs are located on the Rancho Campus in MACC-205. Services also available at Chino and Fontana on select days. For more information about these programs, visit https://www.chaffey.edu/studentsupport/eops/index.php or call (909) 652-6349. Follow us on Twitter and Facebook.

**FINANCIAL AID**
The Financial Aid Office administers a number of programs funded by 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 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 and When to Apply**
Students must apply or reapply every year for financial aid by completing the Free Application for Federal Student Aid (FAFSA) which is available online at www.fafsa.gov. Students who are not eligible for the FAFSA application and meet the AB 540 residency requirements may complete the California Dream Act Application (CADA) online at http://dream.csac.ca.gov. Students can apply for financial aid as early as October 1 for the new academic year. The ideal time to apply is between October 1 and March 2 to ensure your application is processed in a timely manner in preparation for summer, fall and spring terms. The priority deadline to apply is March 2; however, you can still apply after this date. Filing after the priority deadline may make students ineligible for certain types of aid. If you are planning on attending Chaffey College, you will need to indicate Chaffey College’s school code of 001163 on your FAFSA.

When submitting the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADA) for the 2021-2022 Award Year, which includes summer 2021, fall 2021, and spring 2022, students (and parents, if dependent) are able to use prior-prior year income data (2019 tax year).

The 2022-2023 application is available beginning October 1, 2021. Complete the 2022-2023 FAFSA/Dream application by March 2, 2022, to meet the California state grant application deadline. Students (and parents, if dependent) will be able to use prior-prior year income data (2020 tax year).
When completing the FAFSA, use your FSA ID to electronically sign the online FAFSA. Dependent students will have a parent apply for their own FSA ID number. Parents will need to sign the FAFSA until the student is 24 years of age or no longer considered a dependent student. Students that complete a Dream Act application can apply for a PIN number to sign the application through the Dream Act Application website.

Fee Waivers
There are several ways for students to reduce their college fees. Visit [https://www.chaffey.edu/financialaid/types-of-aid.php](https://www.chaffey.edu/financialaid/types-of-aid.php) for more information.

California College Promise Grant (CCPG) (Formerly BOGFW)
The majority of Chaffey College students are eligible for the CCPG Grant, which is available to California residents and AB 540 students who meet specific income eligibility requirements. The CCPG waives mandatory enrollment cost per unit. There are no minimum or maximum unit requirements. If you qualify for the Promise Grant your per-unit enrollment fees are waived and you will be responsible for a portion of the Student Health fees, all other fees, and any materials fees which apply. The CCPG is valid for the entire academic year beginning with the summer term and ending with the following spring semester. The best way to determine your eligibility for the Promise Grant is to complete the FAFSA or California Dream Application (only for AB 540 students).

New California College Promise Grant (Formerly BOGFW) Policy
Under the new State regulations, once you have qualified for the CCPG, it is important to ensure that you meet the academic and progress standards to avoid losing the fee waiver. Students must:

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

Students will lose eligibility for the CCPG 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 CCPG.

Students will lose eligibility for the California Promise Grant 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 California Promise Grant (Formerly BOGFW).

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 fulltime 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.nslds.ed.gov](http://www.nslds.ed.gov) using the FSA ID to access grant history.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The 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 2).

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 meet the requirements for the federal Pell Grants, submit the FAFSA and a Cal Grant GPA Verification form to CSAC 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 and GPA Verification form 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.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov).

Panther Promise
Chaffey College’s Panther Promise provides the first two years of FREE tuition to all first-time full-time (enrolled in 12 units) college students. For eligibility requirements and to apply visit [https://www.chaffey.edu/financialaid/panther-promise.php](https://www.chaffey.edu/financialaid/panther-promise.php).

Chaffee Grant
The California Chaffee 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 Chaffee Grant in accordance with the regulatory statutes of this program. For more information visit [https://chafee.csac.ca.gov](http://chafee.csac.ca.gov/).

Student Success Completion Grant (SSCG)
The Student Success Completion Grant is a new California Community College financial aid program for students who receive a Cal Grant B or Cal Grant C and who are enrolled at least full time (12+ units). The SSCG provides additional financial assistance to students attending at least 12 to 15 units per semester (24 to 30 plus units per academic year). Students will be automatically reviewed for eligibility for the SSCG. Students can receive $1,298 annually ($649 per semester) for eligible students who enroll and attend 12 through 14.99 units per term and a maximum of $4,000 annually ($2,000 per semester) for eligible students who enroll and attend 15 units or more per term. Eligibility criteria includes:

- Must be a Cal Grant B or C recipient that received a full-time Cal Grant payment
- Must be enrolled full-time (12 units or more)
- Must be meeting Federal Satisfactory Academic Progress (SAP) standards
- Must have unmet need to receive the SSCG
Student with Dependent Children Grant

Students attending a UC, CSU, or CCC who have dependent children, receiving more than half of their support from you and who are under the age of 18, may be eligible to receive an access award of up to $6,000 for eligible Cal Grant B or up to $4,000 for eligible Cal Grant C recipients. The award amounts will be prorated to be consistent with the students’ enrollment status: full-time, three-quarter-time, half-time.

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. Scholarship applications are available at the Chaffey College Foundation Office (see https://www.chaffey.edu/foundation/index.php) and through the Office of Student Life.

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. If you have a reduction in units after receiving a disbursement, you may enter into an over award status which will result in financial assistance funds having to be repaid.

FOUNDATION

Each year the Chaffey College Foundation awards scholarships to deserving students. The Chaffey College Foundation facilitates a variety of scholarship awards including merit-based, discipline/ major, academic, co-curricular activities and community service; for which students are able to apply during the first two weeks of the fall and spring semesters. For more information and to access the scholarship application, please visit https://www.chaffey.edu/foundation/index.php or call (909) 652-6545.

GPS (GUIDING PANTHERS TO SUCCESS) CENTERS

The GPS Centers support student planning and achievement by providing new and returning students with registration assistance, development of an Educational Plan, unit load planning, navigation, and utilization of MyChaffey portal, progress checks, campus resources, and many other services. The Centers are staffed by Counseling faculty and Success Guides. Virtual walk-in services are available Monday-Friday. Join the Counseling virtual lobby at https://chaffey.craniumcafe.com/group/general-counseling/lobby.

All GPS Centers are available Mondays and Thursdays, 7:30am-7:00pm, Tuesdays and Wednesdays, 7:30am-4:30pm and Fridays, 7:30am-4:00pm.

INDEPENDENT SCHOLARS PROGRAM

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. Students may email ischolar@chaffey.edu for further information.

INTERNATIONAL STUDENT CENTER

An international student (F-1 visa) 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 or she has no intention of abandoning. Individuals on a B-1/B-2 Visitor’s Visa may not enroll in classes at Chaffey College. In addition, prospective students holding visas such as J-1, H-4, or F-2 may obtain information from the International Student Center. A variety of services are provided to international students, including academic guidance, F-1 Visa/Immigration information, career development, housing homestay referrals, and other services to meet the unique needs of international students in adjusting to college life in the United States.

The International Student Center staff warmly welcomes high school, transfer and new international students from all over the globe. Office hours: Monday through Friday 8:00am-4:30pm. For more information, call (909) 652-6195, email international@chaffey.edu or visit our website: https://www.chaffey.edu/studentsupport/international-center/index.php.

LEARNING AND EDUCATIONAL DEVELOPMENT

The Learning and Educational Development (LED) program is a state-funded initiative with the goal of assisting non-credit students transitioning into credit courses. The purpose of this academic support is to encourage students to complete a certificate program, an associate degree, and/or transfer to a four-year university. LED is a student support service working in conjunction with the Chaffey College Success Centers. For more information, location, hours of operation, and appointments call (909) 652-7460.

LIBRARY

The Chaffey Library has branches at the Chino, Fontana, and Rancho Cucamonga campuses. Visit the library website at https://libguides.chaffey.edu/library for current hours. The Library provides access to over two dozen databases that include magazine, newspaper, journal and encyclopedias in full-text format. These are available 24/7 via the Chaffey Library homepage to current students, staff, and faculty at Chaffey College. A valid Chaffey ID in good condition is required to check-out items, including reserve materials. Please consult our website or contact us for more information regarding our services and resources.

PLACEMENT

The placement process is a free, computerized placement tool that uses multiple measures, such as high school performance information, to place a student in math and English courses. Effective January 11, 2021, the English and math placement process will be combined with the New Student Orientation and students will be immediately directed into placement once they complete orientation. For those students who completed orientation prior to January 11, 2021 who wish to complete placement, visit https://launch.comevo.com/chaffey/2634. Language prerequisite challenge exams are administered after the student has met with a counselor to determine if the student will benefit from the challenge process. For guidance in choosing an ESL course, students should visit a counselor or the ESL webpage for information about each level. For more information about the placement process, visit https://www.chaffey.edu/counseling/placement.php.

STUDENT LIFE

The Office of Student Life is the place students go to get help and to get involved. We are committed to complementing the academic curriculum in the development of the whole student within a diverse campus community by offering opportunities and services to support, engage, and empower our students to get the most out of their time at Chaffey. We are always happy to help in any way we can!

The Office of Student Life is located in Campus Center East (CCE-124) on the Rancho Campus. The office publishes the annual student handbook in the fall term and oversees student elections. The office supports student government and all other student organizations and oversees a student lounge. Students interested in getting involved on campus are invited to visit the office or study and relax between classes in the lounge.
Chaffey College Student Government (CCSG)
Chaffey College Student Government is the college student government. CCSG is supported by students and is for the benefit of students. The College Services Fee of $8.00 per semester ($5.00 for summer session) funds CCSG sponsored programs and activities, including scholarships (please check your Chaffey College issued Panther email for information; scholarships are awarded in the spring term), annual book grants, lectures, cultural events, service projects for students and community, giveaways, the textbook rental program that is administered in the Chaffey College Campus Store, and more. The College Services Fee is an optional fee endorsed by CCSG annually and is approved by the College Governing Board. Individuals who wish to learn more about the College Services Fee, including its benefits to students and service to the community may contact CCSG for more information. Students who wish to be exempt from paying the College Services Fee may contact the Cashier's Office at cashier.staff@chaffey.edu on or before the appropriate refund deadline for the current term.

If you would like more information about CCSG, please visit the CCSG office in MACC-210 or call (909) 652-6593/6594.

STUDENT HEALTH SERVICES
Student Health Services is dedicated to assisting students achieve and maintain optimal physical, mental, and emotional health, by providing quality healthcare at a reasonable cost. The Health Fee charged each semester entitles all currently enrolled students to be seen by a doctor, nurse practitioner, nurse, or psychological counselor, free of charge. A variety of services are available to students; some services may require a fee. A nurse is on staff at the Rancho Campus Monday through Friday to answer questions.

Student Health Service clinics are located at the Rancho and Chino campuses. The Student Health Services clinic on the Rancho Campus is located in MACC-202; call (909) 652-6331 for appointments. The Student Health Services clinic on the Chino Campus is located in CHMB-105; call (909) 652-8190 for appointments.

TRANSFER CENTER
The Transfer Center provides information and resources to help students continue their education after Chaffey College. The center maintains a library of college catalogs and reference materials, provides access to the internet and specialized software programs for college research and applications, hosts college representatives for individual appointments with students, sponsors transfer-related workshops, and schedules campus visits and college fairs. All services are free and available to any Chaffey student.

The Transfer Center welcomes the opportunity to assist students considering transfer to four-year colleges. The center is located in SSA-120 on the Rancho Campus. For more information and office hours, visit https://www.chaffey.edu/studentsupport/transferindex.php or call (909) 652-6233.

COLLEGE POLICIES

ACADEMIC FREEDOM
The District is committed to academic freedom, but recognizes that academic freedom does not allow sexual harassment or any other form of unlawful harassment or discrimination. The lecture, content, and discourse that are an intrinsic part of the course content shall, in no event, constitute sexual harassment or other form of unlawful harassment or discrimination. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom ensures the faculty’s right to teach and the student’s right to learn. Finally, nothing in this policy shall be interpreted to prohibit bona fide academic requirements for a specific program, course or activity.

ACADEMIC INTEGRITY (CHEATING)
Integrity is an essential component of the student academic experience. The academic evaluation a student receives for a course becomes a permanent college record and it is critical that such records be accurate and consistent. The integrity students learn and exhibit at the college will be a model for the professional integrity they practice when they complete the college work. Accordingly, Chaffey College has classified academic dishonesty into the following categories:

- Cheating
- Unauthorized Collaboration
- Facilitating Academic Dishonesty
- Interference or Sabotage
- Plagiarism
- Fabrication
- Retaliation

The entire policy is written in the Student Handbook and available at the Office of Student Life or at https://www.chaffey.edu/students/student-handbook.php.

AMERICANS WITH DISABILITIES ACT OF 1990
The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination against people with disabilities in employment, public services including public and private transportation, public accommodations, and telecommunications services. Support services for students with disabilities are provided through Disability Programs and Services (DPS). Anyone needing information about services for students with disabilities should contact Disability Programs and Services at (909) 652-6379; if in need of TDD/TTY please contact (909) 652-6393, or email dps.staff@chaffey.edu. The toll-free numbers for the California Relay Service are 1-800-735-2929 or 1-877-735-2929 for TDD/TTY users. Employees (faculty, non-faculty, or student worker) requiring accommodations should contact Susan Hardie, Executive Director, Human Resources, by phone at (909) 652-6531 or by email at susan.hardie@chaffey.edu.

BEHAVIOR CODE
All members of the Chaffey College community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of our community and resisting behavior that may cause danger or harm to others which shall include, but not limited to, violence, theft, or bigotry. All members of the Chaffey College community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation. The entire policy is written in the Student Handbook and available at the Office of Student Life or at https://www.chaffey.edu/students/student-handbook.php.

COMMITMENT TO STUDENT EQUITY
The Governing Board has taken action to actively pursue equity for all students. This means that our programs and services strive to provide access, opportunity, and fairness to all students, of all ages, disabilities, diverse cultures, and alternative lifestyles. It means being sensitive to the personal and professional needs of its diverse populations and cultures.
Expect to find an expression of the commitment to equity in our curriculum and student programs and services. The governing board, administration, faculty, and staff want you to learn in a respectful and supportive climate. It is our commitment to you.

**COMPLIANCE**

Students are responsible for compliance with the regulations published in the college catalog, the schedule of classes, course syllabi, and in department rules and regulations.

**COMPUTER USE AND INTERNET ACCESS**

Chaffey College owns and operates a network and a variety of computer systems for use by its faculty, students, and staff. Chaffey College encourages the use of its network and computer systems for education, academic development, and other approved purposes. When using the Chaffey College network and computer systems, all users are required to abide by the Policy for District Network and Computer Use established by the Governing Board and the associated procedures and to use the system in an ethical and lawful manner. The Policy for District Network and Computer Use is published in the Student Handbook.

**CORE COMPETENCIES**

Chaffey College strives to develop lifelong learners who exhibit the following:

**Communication**

Students will practice effective communication and comprehension skills and strategies. Examples will include, but are not limited to, the following:

- Comprehend, analyze, and respond appropriately to oral, written, and visual information.
- Effectively communicate/express both qualitative and quantitative information through oral, written, visual, and other appropriate modes of communication/expression.
- Ask questions and utilize appropriate resources to continually expand comprehension and oral, written, and visual communication skills.

**Critical Thinking and Information Competency**

Students will demonstrate critical thinking skills in problem solving across the disciplines and in daily life. Examples will include, but are not limited to, the following:

- Identify vital questions, problems, or issues and evaluate the plausibility of a solution. Compute and analyze multiple representations of quantitative information, including graphical, formulaic, numerical, verbal, and visual.
- Apply scientific processes to solve problems and measure and observe natural phenomena.
- Select sources of information based on analysis and evaluation of accuracy, credibility, relevance, and reasonableness of information.
- Analyze and assess assumptions, biases, and multiple perspectives to develop a well-informed, valid argument.

**Community/Global Awareness and Responsibility**

Students will demonstrate knowledge of and strategies to consider significant social, cultural, environmental and aesthetic perspectives. Examples will include, but are not limited to, the following:

- Identify and apply the social and ethical responsibilities of the individual in society.
- Demonstrate social and ethical responsibility within a community.
- Demonstrate commitment to active citizenship by recognizing and evaluating important social, ecological, economical, and political issues.
- Demonstrate an understanding and appreciation for individual, social, and cultural diversity.

**Personal, Academic, and Career Development**

Students will assess their own knowledge, skills and abilities; set challenging and appropriate personal, educational, and career goals and persist in pursuing these goals; develop effective strategies for both individual and group work; and choose pathways that develop personal, academic, social, and financial responsibility. Examples will include, but are not limited to, the following:

- Demonstrate professional and ethical responsibilities of the individual.
- Demonstrate the ability to use technology to assess, evaluate, and present information.
- Set short and long-term goals, seeking and utilizing various personal, academic, psychological, and social services in pursuit of these goals.
- Seek and utilize feedback to assess learning and progress toward goals.
- Demonstrate resilience by viewing challenges and obstacles as opportunities for growth.

**DISCIPLINARY AND GRIEVANCE APPEAL PROCEDURES**

Procedures for grievance appeal hearings are written in the Student Handbook and available at the Office of Student Life or at https://www.chaffey.edu/students/student-handbook.php.

**OPEN COURSES**

It is the policy of the district that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to regulations contained in sections 55003 and 58106 of division 6 of title 5 of the California Code of Regulations.

**PROBATION**

A student who has attempted at least twelve semester units at Chaffey College will be subject to:

**Academic Probation** – If earned cumulative grade point average is below 2.00.

A student who has enrolled in a total of at least twelve semester units at Chaffey College will be subject to:

**Progress Probation** – When the percentage of W, I, and/or NC grades reaches or exceeds 50% of all units in which the student has enrolled.

Students placed on either academic or progress probation may be subject to a block from registration.

**Dismissal**

A student who is on academic probation shall be subject to academic dismissal if the student earns a cumulative grade point average of less than 2.00 in all units attempted in each of three consecutive semesters, excluding summer session.

A student who has been placed on progress probation shall be subject to probation dismissal upon receipt of recorded grades of W, I, and NC in 50% or more of all enrolled units during three consecutive semesters, excluding summer session.

Students receiving notice of dismissal as a result of fall grades will be dismissed the following fall semester, and for spring grades, will be dismissed the following spring semester.

If the grade point average of a student who is receiving Veterans educational benefits remains below the graduation requirement of 2.0 for more than three consecutive terms, the student will not be certified for VA educational benefits until his/her academic status is restored to good standing.
Reinstatement
A student who has been dismissed may apply for readmission after one semester following the date of dismissal. Contact the Opening Doors to Excellence (ODE) office for more assistance at openingdoors.staff@chaffey.edu. A student may appeal a dismissal or apply for readmission by filing a petition for readmission. This petition will be reviewed by a scholastic standards committee.

A student readmitted after academic dismissal will remain on that status until the student’s GPA reaches 2.00, or the percentage of units for which grades of W, I, or NC drops below 50%.

For the purpose of this section on academic dismissal, semesters are considered consecutive on the basis of student enrollment.

RIGHTS AND PRIVACY (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student’s education records within 15 days after the date Chaffey College receives a written request for access.
- The right to request amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- The right to direct the college to withhold release of directory information to persons not employed by or an agent of the Chaffey College District. Directory Information may include, but is not limited to: student’s name, address, phone number, dates of attendance, major field of study, awards and degrees received, most recent institutions attended, participation in official college activities and sports, weight and height (for members of athletic teams), and part-time and/or full-time enrollment status. Directory information does not include your Social Security Number.

Contact the Admissions and Records Office at (909) 652-6600 or admissions@chaffey.edu for more information.

SECTION 504 - REHABILITATION ACT
In accordance with Section 504 of the Rehabilitation Act, Chaffey College abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the College “solely by reason of the handicap.” Amy Nevarez serves as the 504/508/ADA Coordinator and may provide information and answer questions regarding access for students with disabilities. Send correspondence to Chaffey College, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; or contact Amy Nevarez by phone at (909) 652-6020 or by email at amy.nevarez@chaffey.edu.

SECTION 504/508 COMPLAINT PROCEDURE
If a student has a complaint under the provisions of Section 504 of the Rehabilitation Act, the complaining party should first discuss the complaint with the individual(s) involved or with the Chaffey College 504/508 and/or the ADA Coordinator. The 504/508/ADA Coordinator will contact all parties concerned, if appropriate, and attempt to reach resolution. Contact: (909) 652-6379, or dgs.staff@chaffey.edu. If the complaint cannot be resolved within ten working days, the complainant may then proceed to file a formal complaint with the Office of Human Resources, Susan Hardie, Executive Director, Human Resources, at (909) 652-6531, or email susan.hardie@chaffey.edu.

SEXUAL HARASSMENT
It is the policy of the Chaffey Community College District to provide for all students and employees, an educational, employment, and business environment free of all forms of harassment, exploitation, intimidation, or unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the California Fair Employment and Housing Act, California Education Code, and State and Federal rules, regulations, statutes and laws prohibiting sexual harassment and retaliation.

The District is strongly opposed to sexual harassment and expressly forbids sexual harassment of its students and employees by faculty, managers, staff, students or members of the general public. The College will take whatever appropriate action to prevent, correct, and, if necessary, discipline inappropriate behavior.

Sexual harassment shall be immediately reported to the District’s Compliance Officer, Susan Hardie, Executive Director, Human Resources, Chaffey College, 5885 Haven Avenue, Rancho Cucamonga, CA 91737, telephone (909) 652-6531, email susan.hardie@chaffey.edu or to any dean, director, or manager for immediate reporting to the District’s Compliance Officer, or designee. Every effort will be made to ensure that confidentiality is maintained.

SMOKING
Smoking of any form of tobacco or non-tobacco products is prohibited inside of any building, including restrooms and corridors; within 20 feet of a main exit, entrance, or operable window of any college-owned, leased, or operated buildings; and in any college-owned, leased, or operated vehicles.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION AND PROHIBITION OF HARASSMENT
The Chaffey Community College District is committed to providing equal educational and employment opportunity. The District affirms its commitment with policies that include fair and equitable treatment of students and employees, and prohibits discrimination in its admission, access, and treatment in College programs and activities, and application for and treatment in College employment on the basis of race, religion, color, sex (including gender, gender identity, gender expression, pregnancy, and breastfeeding), sexual orientation, national origin, ancestry, marital status, age, medical condition, genetic characteristics or information, military and veteran status, physical or mental disability or the perception that a person has one or more of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

In accordance with Title IX regulations, the District offers equal academic, occupational, and extracurricular opportunities regardless of the sex/gender of the individual. The Title IX Compliance Officer, Susan Hardie, Executive Director of Human Resources, may be contacted at (909) 652-6531 or email to susan.hardie@chaffey.edu, at 5885 Haven Avenue, Rancho Cucamonga 91737. The District, authorized under federal law to enroll non-immigrant and alien students, and, in accordance with title 5 regulations, affirms that the lack of English language skills will not be a barrier to admission and participation in the District’s programs.

Persons who seek information and/or resolution of alleged acts of unlawful discrimination, retaliation, or harassment are directed to contact the District’s Compliance Officer, Susan Hardie, Executive Director, Human Resources, Chaffey College, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; telephone (909) 652-6531 or email susan.hardie@chaffey.edu.

STUDENT RIGHT-TO-KNOW
In accordance with the Code of Federal Regulations, Title 34, Part 668, Sections 668.41 through 668.46 (the “Student Right to Know” Act), institutions participating in any Title IV, HEA program shall make available to current and prospective students and high school counselors the completion and transfer-out rates of first-time, full-time, degree seeking students who entered the institution on or after July 1, 1996. This information is posted in all Student Service Offices, and is currently available at http://srtk.cccco.edu/index.asp.
PHONE DIRECTORY

Due to COVID-19 most services have shifted online. The phone numbers listed here, although accurate at the time of publication, may not be accessible until services begin to transition back to campus. To locate current department and service contact information, visit www.chaffey.edu. Phone numbers are subject to change. All phone numbers are area code 909.

RANCHO CUCAMONGA CAMPUS NUMBERS:
Main........................................652-6000
Admissions and Records........652-6600
Umoja..................................652-6200
CalWORKS..........................652-6045
Campus Store.........................652-6560
Career Transitions...............652-6831
Cashier................................652-6800
Child Development Center ....652-6875
Counseling..........................652-6200
Extended Opportunity Programs & Services ..652-6349/6358
Financial Aid.........................652-6199
Foundation..........................652-6545
GPS Center..........................652-6466
Library................................652-6800
Orientation Appts................652-6239
Placement and Testing Center 652-6239
Puente Project.......................652-7460
Student Health Services........652-6331

CHINO CAMPUS NUMBERS:
Main........................................652-8000
Administration......................652-8010
Admissions and Records........652-8001
CalWORKS..........................652-6045
Campus Store.........................652-6560
Cashier................................652-8001
Community Center...............652-8200
Contract Ed/Customized Training 652-7641
Counseling..........................652-8120
Extended Opportunity Programs & Services ..652-6349/6358
Financial Aid.........................652-6140
GPS Center..........................652-8120
Library/Cybrary.....................652-8115
Placement/Orstitution Appts..652-8120
Student Health Services........652-8190

FONTANA CAMPUS NUMBERS:
Main........................................652-7400
Admissions & Records...........652-7401
CalWORKS..........................652-6045
Campus Store.........................652-6560
Cashier................................652-7401
Counseling..........................652-7460
Extended Opportunity Programs & Services ..652-6349/6358
Financial Aid.........................652-7417
GPS Center..........................652-7460
Library/Cybrary.....................652-7450
Placement/Orstitution Appts..652-7460

DEPARTMENTS
Adult Education..................652-6103/6154
Arcticulation.......................652-6920
Athletics............................652-6290
Breeze, The (Student Newspaper) 652-6934
Campus Police (non-emergency)..652-6832
(Crime 24 hour dispatch) ....652-6811

Chaffey College

Career Center ......................652-6511
Career Transitions.................652-6831
Community Education.............652-6041
CTE Counselors....................652-6519
Disability Programs & Services ...652-6379/6380
TDD/TTY Service..................466-2829
Discipline ..........................652-6510
Distance Education ...............652-6975
Foundation Office ................652-6545
Health Services.....................652-6331
High School Partnerships .......652-6103/6154
Honors Program....................652-6263
InTech Center .......................652-8488
International Student Center...652-6196
Lost and Found ......................652-6634
Museum of Contemporary Art, Wignall..652-6490
Opening Doors.....................652-6201
Placement and Testing Center ...652-6239
Proclamation and Dismissal ...652-6201
Scholarship Information .........652-6545/6589
Student Employment Office ......652-6511
Student Government / CSG ........652-6594
Student Life .........................652-6590
Supplemental Instruction (SI) ....652-6468
Theatre Box Office ..............652-6067
Transfer Center .......................652-6233
Veteran Services ....................652-6235

SUBJECT AREA/SCHOOL NUMBERS:
Accounting & Financial Services ..652-6830
Administration of Justice ..........652-6830
Aeronautics (see Aviation Maintenance Tech)
American Sign Language........652-6800
Anthropology .......................652-6253
Arabic ................................652-6909
Art .......................................652-6066
Art History ..........................652-6066
Astronomy .........................652-6404
Automotive Technology ..........652-6830
Aviation Maintenance Technology ..652-6865
Biological Science ..............652-6404
Broadcasting .......................652-6066
Business and Applied Technology ..652-6830
Business: Logistics Management ..652-6830
Business: Management ..........652-6830
Business: Marketing ...........652-6830
Chemistry ..........................652-6404
Child Development & Education ..652-6253
Chinese ................................652-6902
Computer Science ..............652-6830
Communication Studies ........652-6902
Computer Information Systems ..652-6830
Cooperative Education .........652-6852
Correctional Science .............652-6830
Dental Assisting .................652-6671
Dance ...................................652-6066
Disability Programs & Services ..652-6379/6380
Drafting ..............................652-6404
Earth Science .......................652-6404
Economics ............................652-6253
Education .........................652-6253
Emergency Medical Technician ...652-6830
Engineering/Engineering Technology ..652-6403
English ...............................652-6902
English as a Second Language ...652-6902
Fashion (Design and Merchandising) 652-8010
Fire Technology .....................652-6830
French ..................................652-6902
Geography .........................652-6404
Geology ................................652-6404
Gerontology .........................652-6671
Guidance ..............................652-6202
Health Sciences, School of ....652-6671
Heating, Ventilation, AC (HVAC) ..652-7657
History .................................652-6253
Homeland National Security ......652-6830
Hospitality Management ........652-8010
Humanities ............................652-6253
Industrial Electrical Technology ..652-7657
Industrial Maintenance Mechanic ..652-7657
InTech Center .......................652-8488
Interior Design ......................652-8010
Journalism ............................652-6902
Kinesiology .........................652-6290
Language Arts, School of ........652-6902
Legal Studies .........................652-6830
Mathematics ..........................652-6403
Mathematics & Science, School of ..652-6402
Mechtronics .........................652-7657/7661
Music .....................................652-6066
Nursing Assistant ..................652-6671
Nursing (ADN) .......................652-6671
Nursing (VN, ACT) .................652-6671
Nutrition & Food ....................652-6290
Pharmacy Technician ..............652-6671
Philosophy ............................652-6253
Photography .........................652-6066
Physical Science ....................652-6404
Physics ..................................652-6403
Political Science ....................652-6253
Psychology ............................652-6253
Public Health .........................652-6671
Radiologic Technology ...........652-6671
Real Estate ............................652-6830
Social and Behavioral Sciences, School of ..652-6253
Social Science .......................652-6253
Sociology ................................652-6253
Spanish ..................................652-6902
Statistics ...............................652-6403
Theatre Arts ..........................652-6066
Visual & Performing Arts, School of ..652-6066