



Chaffey College



Instructions to Apply for an Associate Degree, Certificate and Commencement

Deadlines to Apply for Degrees/Certificates and RSVP to Participate in Commencement

- Summer Session 2018: **July 13, 2018**
- Fall Semester 2018: **November 30, 2018**
- Spring Semester 2019: **March 29, 2019**

RSVP to Participate in Commencement 2019: **April 30, 2019**

At the time you apply for a degree or certificate, you will indicate your interest in participating in the commencement ceremony and having your name included in the commencement program. You must also RSVP to confirm your participation and reserve guest tickets. (See Step 4)

Step 1 Prior to the Semester You Intend to Graduate

1. Meet with a Counselor for a graduation check to confirm all coursework for Chaffey College Graduation Requirements, including your major(s), are completed or in-progress at the time of application. Counseling Department Contact Information:
 - a. Chino – (909) 652-8120
 - b. Fontana – (909) 652-7460
 - c. Rancho – (909) 652-6200
2. Submit ALL Advanced Placement scores and official college/university transcript(s), including in-progress coursework to the Admissions and Records Office. Admissions & Records contact information:
 - a. Chino – (909) 652-8000
 - b. Fontana – (909) 652-7400
 - c. Rancho – (909) 652-6600
3. Possible documentation for your major for an associate degree and/or certificate must be on file in the Admissions & Records or Counseling Office. This includes, but not limited to:
 - a. Advanced Placement scores (A&R)
 - b. CLEP and/or IB test results (A&R)
 - c. Military Transcripts & Certificate of Release (DD214) (A&R)
 - d. Approved petitions and course waiver/substitutions (Counseling)
 - e. Typing certificate (Counseling)

Please consult with a Counselor for more information if needed.

Step 2 During the Semester You Intend to Graduate (Prior to the Deadline Date Noted Above)

1. Log onto My ChaffeyView through the Chaffey College Portal
2. Click on the “Student’s Menu”
3. Under the “Academic Planning” heading click on the Degree or Certificate Application Link
4. Choose the program in which you are applying for an Associate Degree or Certificate. If your program is not listed, use the drop down box to choose the correct program illustrated in the example below.

Please select one of your eligible program

Important: Before submitting this application your application will be denied if you are submitting a degree application

If you choose to continue taking classes please contact any [GPS Center](#) for assist

Choose One	Eligible Programs
<input type="checkbox"/>	S310 Nursing-Associate
<input type="checkbox"/>	S005 Accounting (AS)

If desired program not listed, pick one here

A145 Economics (AA)
 A146A Economics for Xfer CSUGE
 A146B Economics for Xfer IGETC
 A170 English (AA)
 A171A English Transfer CSUGE AA
 A171B English Transfer IGETC AA
 A192 Fine Arts: Music
 A194 Fine Arts: Theatre
 A200 General Education
 A201 University Studies
 A206A Geography Transfer CSUGE
 A206B Geography Transfer IGETC
A236A History Transfer CSUGE AA
 A236B History Transfer IGETC AA
 A265 Humanities (AA)
 A275 Liberal Arts and Sciences
 A300 Music (AA)
 A301A Univ Stu Arts & Hum-CSUGE
 A301B Univ Stu-Arts & Hum-IGETC

Degree Application

Choose from the drop down menu. A separate application must be submitted for each desired program.

For more information and minimum requirements for submitting a degree application. If you do not meet these requirements, commencement information and minimum requirements for submitting a degree application. If you do not meet these requirements, please contact a counselor at a later time.

IGETC general education pattern please submit a Certificate Application for either the CSU or IGETC certificate as well.

Please ensure that you update your educational goals. If you need information regarding updating your educational goals

Programs	Status	GPA	Date Applied
10			
05			

SUBMIT

Program Code verified by Counselor:

Associate Degree(s)	Certificates
1.	1.
2.	2.
3.	3.

If you are unclear on choosing a program code or major, please consult a Counselor to fill out this section. →

5. Follow the online instructions and fill in all areas of Degree or Certificate Application
6. If you plan to participate in the commencement ceremony, you will indicate your interest in order to receive email notifications on how to RSVP (as noted in Step 4 below).
7. If you would like your name printed or removed from the commencement program, you will indicate your preference.
 - a. If you fail to meet the application deadline (March 29th), your name will not be included in the commencement program.
8. Submit your Degree or Certificate Application
9. You must complete this step in order to determine your eligibility to participate in the commencement ceremony.

Repeat Step 2 if applying for multiple Associate Degrees and/or Certificates.

Step 3

After You Apply to Graduate

Your Associate Degree and/or Certificate application(s) and attachments will be reviewed for eligibility during the term you plan to graduate.

1. You will receive an email in your *panther.chaffey.edu* account from the Transcript Evaluators, in the Counseling Department, notifying you of your approved or denied application status.
 - a. If you are eligible to graduate, your application will then be forwarded to the Admissions & Records Office. The application will be processed for final approval after the term has ended and grades have posted.
 - b. If you are denied, schedule an appointment with a Counselor to discuss requirements and options. You will need to re-apply when requirements are met or are in-progress.

Step 4

RSVP to Participate in the 2019 Commencement Ceremony

All students who anticipate completing a degree and/or certificate within the academic year (summer, fall or spring) may be eligible to participate in the Commencement Ceremony on Thursday, May 23, 2019.

1. If you intent to participate at indicated in Step 2 of this process, and were determined eligible in Step 3 of this process, you will be emailed between March 1 and April 15 with instructions on how to RSVP and reserve guest tickets for the ceremony.
2. The deadline to RSVP and reserve guest tickets for the ceremony is **Tuesday, April 30, 2019**.
3. If you do not receive an email to RSVP, did you complete each of the following steps:
 - a. Indicated your intent to participate in commencement on your graduation application
 - b. Submit your graduation application by the March 29, 2019 deadline
 - c. If you completed these steps, contact the Counseling Office for information.

Commencement website: <http://www.chaffey.edu/stuactiv/commence.shtml>

Step 5

Receiving Your Degree/Certificate

Diplomas will be mailed from the Admissions & Records Office to you during the following months:

- Summer Session: November
- Fall Semester: April
- Spring Semester: September

If you change your mailing address or you do not receive your diploma, please notify the Admissions & Records Office at:

- Last Name beginning with **A – K** – (909) 652-6616
- Last Name beginning with **L – Z** – (909) 652-6606