Welcome to Chaffey College, which has been named a top 10 college in the nation for the prestigious Aspen Prize for Community College Excellence! We are pleased that you have selected Chaffey College to be part of your future. Our institution offers endless opportunities and programs, including over 190 degrees and certificates. We provide affordable, accessible educational programs and services to meet the needs of our community. Chaffey College has an over $617.3 million annual impact on the economy in the Inland Empire. Many of our students, upon completing their college education, remain or return to the community and find employment, thereby stimulating the local economy.

Over the past decade, Chaffey College facilities have been transformed. The passage of Measure L provided $230 million for new facilities and upgrades to enhance the learning environment for students. Furthermore, the Chaffey College faculty and staff take great pride in both their teaching and service. They are experts in their fields and are passionate about student success. So, whether you are a student at one of our campuses or enrolled in online classes, I encourage you to utilize both the teaching expertise of our faculty and the comprehensive services and support available to you to enhance your academic success.

If you are a current, new, or returning student, make this academic year count. The 2017–2018 academic year classes will include traditional 17-week classes, as well as 14-week, Fast Track, and weekend offerings, and a robust schedule of online and hybrid classes. I'm confident you'll find the course or courses that will fit your academic plan located throughout the Chaffey College district.

I look forward to seeing you around campus. Best wishes for a productive academic year!

Henry D. Shannon, Ph.D.
Superintendent/President

VISION
Chaffey College: Improving lives through education.

MISSION
Chaffey College inspires hope and success by improving lives and our community in a dynamic, supportive, and engaging environment of educational excellence where our diverse students learn and benefit from foundation, career, and transfer programs.

Chaffey Community College Governing Board

Katherine Roberts  
President

Kathleen Brugger  
Vice President

Gloria Negrete McLeod  
Clerk

Lee C. McDougal  
Member

Gary C. Ovitt  
Member

Diana Contreras  
Student Trustee / CCSG President

On the Cover – The School of Visual and Performing Arts serves thousands of students in the areas of art, broadcasting & cinema, dance, digital media, music, photography, and theatre. The school has 15 full-time faculty, 50 adjunct lecturers, and approximately 20 full-time and part-time support staff. For more information, visit www.chaffey.edu/vpa.
BEGINNING SEPTEMBER 5
Application period (online with OpenCCC)

OCTOBER 23
Registration notification

NOVEMBER 6 – JANUARY 5
Registration period

JANUARY 8
INSTRUCTION BEGINS

JANUARY 8 – 22
Late registration: Add code required through the deadline to add classes

JANUARY 15
College closed for the Martin Luther King, Jr. Holiday

JANUARY 22
Refund deadline for full-term classes

JANUARY 22
Deadline to ADD full-term classes

JANUARY 28
Deadline to DROP full-term classes without a grade of “W”

FEBRUARY 16 – 17
College closed for the Lincoln Holiday

FEBRUARY 18 – 19
College closed for the Washington Holiday

MARCH 12 – 18
Spring Break – No classes held

MARCH 30
Deadline to apply for degrees and certificates

APRIL 3
Deadline to DROP full-term classes with a grade of “W”

APRIL 17
Faculty Lecture Day – No classes held

APRIL 20
Deadline to ADD open-entry/exit classes

MAY 11 – 17
Final Examinations

MAY 17
INSTRUCTION ENDS

MAY 18
Commencement

MAY 25
Grades available online

REGISTRATION FOR SHORT-TERM CLASSES

Fast Track 1 Classes (1/8/18-3/5/18)
November 6 – January 5 ........................................Registration (refer to your assigned registration date)
January 8 – 16 ......................................................... Late registration: ADD CODES required throughout the late registration period
January 15 ................................................................. Deadline to DROP Track 1 Classes without a “W” grade
January 16 .................................................................. Deadline to ADD Track 1 Classes
February 2 .................................................................... Deadline to DROP Track 1 Classes with a “W” grade

Second Start 14-week Classes (1/29/18-5/10/18)
January 8 – January 26 ....................................................Registration
January 29 – February 5 .................................................. Late registration: ADD CODES required throughout the late registration period
February 5 ..................................................................... Deadline to ADD Second Start 14-week Classes
February 14 .................................................................... Deadline to DROP Second Start 14-week Classes without a “W” grade
April 4 .......................................................................... Deadline to DROP Second Start 14-week Classes with a “W” grade

Fast Track 2 Classes (3/19/18-5/10/18)
February 12 – March 16 ....................................................Registration
March 19 – 26 ............................................................... Late registration: ADD CODES required throughout the late registration period
March 25 ...................................................................... Deadline to DROP Track 2 Classes without a “W” grade
March 26 ...................................................................... Deadline to ADD Track 2 Classes
April 12 ........................................................................ Deadline to DROP Track 2 Classes with a “W” grade

Refer to page 14 for the Drop Process for Non-Payment Policy and pages 17-18 for the easy reference payment chart. Refer to page 15-16 for refund policy and procedures.

Note: 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.
**SPRING 2018 BUSINESS HOURS**

**RANCHO CUCAMONGA CAMPUS**

*Hours are subject to change*

**ADMISSIONS AND RECORDS / CASHIER’S OFFICES**
Monday and Thursday ........................................ 7:30am-7:00pm
Tuesday and Wednesday ..................................... 7:30am-4:30pm
Friday .............................................................. 7:30am-4:00pm

**ASSESSMENT CENTER**
Monday and Thursday ........................................ 7:30am-7:00pm
Tuesday and Wednesday ..................................... 7:30am-4:30pm
Friday .............................................................. 7:30am-4:00pm

Appointments required. Call (909) 652-6200 or go to www.chaffey.edu/counseling/assessment to schedule.

**CAMPUS STORE**
Monday – Thursday ........................................... 7:30am-7:00pm
Friday .............................................................. 7:30am-4:00pm

**CAREER CENTER AND STUDENT EMPLOYMENT OFFICE**
Monday – Wednesday ........................................ 8:00am-4:30pm
Thursday ........................................................... 8:00am-6:30pm
Friday .............................................................. 8:00am-4:00pm

**COUNSELING DEPARTMENT**
Monday and Thursday ........................................ 7:30am-7:00pm
Tuesday and Wednesday ..................................... 7:30am-4:30pm
Friday .............................................................. 7:30am-4:00pm

Call (909) 652-6200 for available days and times.

**DISABILITY PROGRAMS & SERVICES (DPS)**
Monday and Thursday ........................................ 7:30am-7:00pm
Tuesday and Wednesday ..................................... 7:30am-4:30pm
Friday .............................................................. 7:30am-4:00pm

**EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)**
Monday and Thursday ........................................ 8:00am-7:00pm
Tuesday and Wednesday ..................................... 8:00am-4:30pm
Friday .............................................................. 8:00am-4:00pm

**FINANCIAL AID**
Monday and Thursday ........................................ 7:30am-7:00pm
Tuesday and Wednesday ..................................... 7:30am-4:30pm
Friday .............................................................. 7:30am-4:00pm

**GUIDING PANTHERS TO SUCCESS (GPS)**
VSS-111 (located on the 1st floor of the VSS building)
Monday and Thursday ........................................ 8:00am-7:00pm
Tuesday and Wednesday ..................................... 8:00am-4:30pm
Friday .............................................................. 8:00am-4:00pm

**INTERNATIONAL STUDENT CENTER**
Monday – Friday .................................................. 8:00am-4:30pm

**LIBRARY**
Monday – Thursday ............................................ 7:30am-8:00pm
Friday .............................................................. 8:00am-4:00pm
Saturday ......................................................... 10:00am-3:00pm
Sunday ............................................................ CLOSED

Check the library website at www.chaffey.edu/library or call (909) 652-6800 for current hours.

**STUDENT LIFE**
Monday – Thursday ............................................ 8:00am-6:00pm
Friday .............................................................. 8:00am-4:00pm

**STUDENT HEALTH SERVICES**
Monday – Friday .................................................. 8:00am-4:00pm

**STUDENT SUCCESS CENTERS**
Monday – Thursday ............................................ 8:00am-8:00pm
Friday .............................................................. 10:00am-4:00pm
Saturday and Sunday ........................................... 10:00am-3:00pm

**TRANSFER CENTER**
Monday and Thursday ........................................ 7:30am-7:00pm
Tuesday and Wednesday ..................................... 7:30am-4:30pm
Friday .............................................................. 7:30am-4:00pm

**CHINO CAMPUS**
Visit www.chaffey.edu/chino for Chino campus hours.

**FONTANA CAMPUS**
Visit www.chaffey.edu/fontana for Fontana campus hours.

**FOOD SERVICES**

*Panther Bistro (located on the 1st floor of the MACC Building)*
Monday – Thursday ........................................ 7:30am-4:30pm
Closed (Specific hours will be posted on website.)

*Panther Express featuring Coffee Bean & Tea Leaf (located by the HS Bldg off Parking Lot 12)*
Monday – Thursday ........................................ 7:00am-7:00pm
Friday .............................................................. 7:00am-3:00pm
Saturday ........................................................... 8:30am-1:30pm

*Starbucks Panther Café (located on the 1st floor of the MACC Building)*
Monday – Thursday ........................................ 7:00am-4:30pm
Friday .............................................................. 8:00am-11:00am
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 assessment, orientation, and counseling

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 through High School Dual Enrollment

Students with limitations:

Students with learning, physical, psychological, or other health limitations are encouraged to contact Disability Programs and Services at (909) 652-6379 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 don’t 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
STEP 2
APPLY FOR FINANCIAL AID

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Be sure to include Chaffey College’s school code 001163.

   Students who qualify under AB540 can submit the Dream Act Application online at https://dream.csac.ca.gov.

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

   If you have missing documents, click on “Complete required documents”. If the item is marked “Incomplete”, then you will need to submit required forms and any additional documentation. You must complete and submit all required documents and any additional documents to the Financial Aid Office to complete your file as soon as possible. Only submit the required documents listed on your checklist.

4. Your Financial Aid will be reviewed for eligibility and you will be notified by e-mail of your award(s). If you are eligible for a Board of Governor’s Waiver, 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 BOG Fee Waiver and types of Grants, please refer to the Financial Aid section in this Schedule of Classes.

   If you need access to a computer with internet capabilities and need assistance, you may make an appointment to complete your financial aid application in the Financial Aid Office at any of our locations: Rancho Cucamonga, Chino, or Fontana campuses.

IF YOU NEED FURTHER ASSISTANCE PLEASE CONTACT THE FINANCIAL AID OFFICE

Rancho Cucamonga Campus
(Student Services/Administration Building)
(909) 652-6199

Chino Campus
(Main Instructional Building)
(909) 652-8140

Fontana Campus
(Lewis Center)
(909) 652-7417
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 assessment test, 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 taking the assessment test.

The Chaffey College Orientation is scheduled through the Counseling Department and is offered throughout the year on the Rancho Cucamonga, Chino, and Fontana campuses.

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

To schedule an in-person appointment for the Chaffey College Orientation, visit the orientation information page on the Counseling Department website at www.chaffey.edu/counseling/orientation.shtml.

REMEMBER, you must attend the Chaffey College Orientation before taking the Assessment Test.

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 ASSESSMENT TEST

Assessment is a placement test using “Accuplacer” that helps students determine the appropriate English and Math courses in which to begin. The test focuses on the following areas:

• English and Reading
• ESL / English as a Second Language (if applicable)
• Mathematics

Assessment preparation workshops are available to help prepare students for their assessment tests. Students can sign up for an Accuplacer Prep Workshop through the Counseling Department’s webpage at www.chaffey.edu/counseling/assessment or access practice tests at https://accuplacer.collegeboard.org/students.

The Accuplacer web-based study app is also available online. Visit https://accuplacer.collegeboard.org/students for details.

Students are encouraged to take the practice test before taking the actual assessment test.

Students may take the assessment test no more than twice during their enrollment at Chaffey College, and must wait at least three months before re-testing. Under certain circumstances students may be exempt from assessment.* Current high school students enrolling in classes may not waive assessment.

*Alternative Assessment
Students who have completed English or mathematics courses at another college verified by official transcripts, earned a score of 3 or higher on an AP examination in English or mathematics verified by official AP Transcripts, submitted CAASPP/SBAC results verified on the high school transcript or earned the required score on the CSU EPT, SAT II Writing Test, or ACT English Test may complete an Alternative Assessment Form and submit to the Counseling Department. The Alternative Assessment form can be found on the Counseling department website at www.chaffey.edu/counseling.

Remember, you must take the Assessment Test before creating an Education Plan.

It is important that you schedule an appointment and take the assessment test as soon as possible, spots fill quickly.

Chaffey College does not accept assessment scores from other colleges or universities.

TO SCHEDULE THE ASSESSMENT TEST

Rancho Cucamonga Campus
Vocational and Student Support (VSS-105) (909) 652-6200

Chino Campus
Main Instructional Building (909) 652-8120

Fontana Campus
Lewis Center (909) 652-7460

To schedule an Assessment Appointment online visit www.chaffey.edu/counseling/assessment

Bring a picture ID, your Chaffey College student ID number, and a pen or pencil. Students have up to 2 ½ hours to complete the assessment test; however, it typically takes 1 ½ to 2 hours to complete.
STEP 5
CREATE AN INITIAL EDUCATION PLAN

The next step in the registration process is very important; it includes creating an Abbreviated Education Plan. It assists you in taking the appropriate classes to meet your education goal. This plan is later approved by a counselor.

To develop an initial education plan you must visit a GPS Center. Together you will discuss your academic goals and the courses needed to achieve your goal.

TO COMPLETE AN ABBREVIATED EDUCATION PLAN, visit a GPS Center:

Rancho Cucamonga Campus
Rancho GPS Center, VSS-111
(909) 652-6466

Chino Campus
Chino GPS Center, CHMB-240
(909) 652-8120

Fontana Campus
Lewis Center or Fontana GPS Center, FNFC-121
(909) 652-7400 or (909) 652-7460

If you have transcripts from another college, please submit official transcripts to the Admissions and Records Office; then contact the Counseling Department at (909) 652-6200 for an individual appointment.

Students are required to complete an Abbreviated 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.

Matriculation Exemption
Students who have earned an associate’s degree or higher, plan to take one course only, plan to take a performance or activity course only, or refuse services may complete an Exemption to Orientation, Assessment, and Education Planning form and submit to the Counseling Department. The Exemption to Orientation, Assessment, and Education Planning form can be found on the Counseling Department website at www.chaffey.edu/counseling. Students electing an exemption will be issued a registration date during the last grouping of registration appointments.

After you’ve 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’ve completed. See the “My Registration Priority Checklist.” Your registration date will be available approximately two weeks prior to the start of registration.
**STEPS TO ENROLL**

**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**
Students may enroll in a maximum of 18 units in Fall and Spring semesters, and 7 units in Summer session. Counselor signature approval is required for students requesting to exceed the maximum unit load allowed.

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

**Time Conflicts**
Students are not permitted to enroll in sections that have time conflicts with other sections, or courses that meet at the same time.

**High School Students Must Register in Person**
High school students participating in the High School Dual Enrollment Program must register in person in the Admissions and Records Office. During the first week of the semester, all open and closed classes require instructor consent in the form of an Add Code. Add Codes must be brought to the Admissions and Records Office for processing. Fees are due at the time of registration.

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**Online Registration**

a. Go to [https://my.chaffey.edu](https://my.chaffey.edu) and log in
b. Click on the MyChaffeyVIEW link from the Launchpad
c. Click on the picture labeled “Students”
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 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 when a student is wait listed for overlapping sections.

- 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 add students with Add Codes 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.

- Email notification is sent to all eligible wait listed students to their Chaffey email account. We are not responsible for emails that are sent to outside accounts and not received.

Add Codes/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:

- **Spring 2018**
  - Full Term Classes: January 22
  - Fast Track 1 Classes: January 16
  - Second Start Classes: February 5
  - Fast Track 2 Classes: March 26

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 or wait listed if available.

Add Codes for Distance Education (Online) Classes: To find out how to contact an online instructor for an Add Code, please visit [www.chaffey.edu/onlineed](http://www.chaffey.edu/onlineed).


**STEPS TO ENROLL**

**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 www.chaffey.edu/cashier/fees.shtml.

PAY YOUR FEES ON TIME TO LOCK IN YOUR REGISTRATION.

SEE PAYMENT CHART FOR DEADLINE INFORMATION.

**METHODS OF PAYMENT**

1. **Pay Online**
   
   Online payments can be made through the MyChaffey portal. Visa, MasterCard, Discover, and American Express are accepted. Computers are available in the Admissions and Records Office at any of our three campus locations for online payments. Split payments cannot be processed online.

2. **Pay Using NBS Tuition Payment Plan:**
   
   See additional details below.

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. Payments must be received, not postmarked, within 10 calendar days from registration. If you enroll less than 10 days prior to the start of the term your payment will be due no later than the day before the first day of instruction. 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

4. **Pay In Person:**
   
   Payment is accepted at any one of our three campus locations. We accept cash, personal check (no temporary), Cashier’s Check, Money Order, Credit card or Chaffey College Foundation Cards and Checks. All checks must be payable to Chaffey College.

**Enrollment Fee**

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA Resident</td>
<td>$46 per unit</td>
</tr>
<tr>
<td>Non-CA Resident U.S. Citizen</td>
<td>$291 per unit</td>
</tr>
<tr>
<td>and Non-U.S. Citizen</td>
<td>($234 per unit, plus $11 Capital Outlay charge, plus $46 per unit enrollment fee)</td>
</tr>
</tbody>
</table>

**Health Services Fee**

- Non-BOG Waiver: $17.00
- BOG Waiver (A): $8.50
- BOG Waiver (B): $17.00
- BOG Waiver (C): $17.00

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-BOG Waiver: $50.00
- BOG Waiver: $30.00

Required on the Chino (College Park location only), Fontana, and Rancho Cucamonga campuses.

**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.

For information related to the waiver of enrollment fees, contact the Financial Aid Office at (909) 652-6199.
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 Now.” 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 BOGW, or updating residency status, the student may 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.

DROP PROCESS FOR NON-PAYMENT
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. Partial payments are not accepted.

During the last 10 days of registration, all fees are due prior to the start of the term. If payment is not submitted, all classes will be dropped. Refer to the Payment Chart for specific payment deadline dates. If the payment deadline date falls on a Sunday, it is highly recommended that payment is made before Sunday, as this day is reserved for scheduled system maintenance. The payment may not go through and will result in classes being dropped. Once classes are dropped, the action cannot be reversed.

Groups Exempt from the Drop Process for Non-Payment:
The following groups will NOT be dropped for non-payment:
- BOG Waiver recipients who have the waiver applied to the student account at the time of registration
- BOG Waiver recipients who have the waiver applied before the 10-day drop deadline
- Students enrolled in the FACTS Deferred Payment Plan
- Third-party billing (sponsor-paid students)
- International students (with or without sponsor)
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
- BOG Waiver 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.

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.

IT IS NOT THE INSTRUCTOR’S RESPONSIBILITY TO DROP STUDENTS WHO STOP ATTENDING CLASSES.
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, 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 BOG Waiver Account
Re-Bill/Reimbursement
Students who paid for classes prior to receiving a BOG Waiver will receive a refund once the BOG Waiver is processed. The BOG Waiver 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 (909) 652-6199. For questions regarding refunds, please contact the Cashier’s Office at cashier.staff@chaffey.edu.

COLLEGE SERVICES FEE
The College Services Fee is budgeted by the Chaffey College Student Government (CCSG) to provide a range of opportunities, activities, and services to support and engage the students at Chaffey College. CCSG allocates the funds to benefit the students and foster the spirit of excellence and commitment to learning in all areas of the institution. This includes supporting: book grants, scholarships, lectures, cultural events, festivals, field trips, retreats, conferences, student clubs, the class gift and much, much more.

Do you need access to a computer?
Computer stations are available in the Admission and Records Office at any of our three campus locations.

HEALTH SERVICES FEE
Pursuant to section 76355 of the Education Code, students who can provide documentation of active membership in a religious organization that relies exclusively on prayer for healing may request to have the Health Services Fee waived. Applications for waiver are available in the Student Health Services office. Board of Governor’s Fee Waiver (BOGW) eligible students will be responsible for all or a portion of the Health Services Fee as listed on the payment chart at www.chaffey.edu/cashier/fees.shtml.

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 choose not to support this fee must contact the Cashier’s Office at cashier.staff@chaffey.edu on or before the refund deadline for the applicable term.

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 will now require enrollment in summer classes.

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.
See important message below regarding payment deadlines that fall on a Sunday.

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<tr>
<th>IF YOU REGISTER FOR A CLASS ON THE FOLLOWING DATE:</th>
<th>FULL PAYMENT IS DUE BY:</th>
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## Spring 2018

### Payment Chart

See important message below regarding payment deadlines that fall on a Sunday.

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<td>Tuesday, December 26, 2017</td>
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<td>Wednesday, December 27, 2017</td>
<td>Saturday, January 06, 2018</td>
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During the last 10 days of registration all fees are due prior to the start of the term.

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<thead>
<tr>
<th>Date</th>
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<td>Thursday, December 28, 2017</td>
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</table>

If your payment date falls on a Sunday, we highly recommend that you pay BEFORE Sunday, as this day is reserved for scheduled system maintenance. Payment may not go through, resulting in your classes being dropped. Once classes are dropped, the action cannot be reversed. **Partial payments are not accepted; payment balance due in full.**

**METHODS OF PAYMENT:** Visa, MasterCard, American Express, Discover, Check or Money Order payable to Chaffey College (include Chaffey ID number)

**ONCE THE TERM STARTS ON JANUARY 8, 2018,** payment is due at the time of Registration. If payment is not received, a financial hold will be placed on your account.
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

http://books.chaffey.edu

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.

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:

- In person at the Rancho Cucamonga Campus Store for classes held online and at the Rancho Campus.
- In person at the Chino Campus Store for classes held at all Chino Campus locations, including Chino Valley Adult School and Ontario High School.
- In person at the Fontana Campus Store for classes held at the Fontana Campus, including Fontana High School.
- Online at http://books.chaffey.edu for direct shipping and free in-store pickup at all three campuses.

CONTACT NUMBERS
Rancho Campus Store
(909) 652-6560
Chino Campus Store
(909) 652-8170
Fontana Campus Store
(909) 652-7410

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 the library website at www.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 7 business 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 www.chaffey.edu/parking, or contact Campus Police at (909) 652-6632.
STUDENT SUCCESS CENTERS
The Chaffey College Success Centers offer free tutoring, workshops, learning groups and activities, and computer access to assist students in their academic development and success. Functioning as an “extension of the classroom”, the Success Centers strategically design curriculum for every state of the learning process: knowledge-building, application, analysis, and evaluation. A Chaffey photo ID card is required for all Success Center services.

Students who access one or more Success Centers experience a 73% likelihood of course success. Students who do not access Success Centers experience a 57% likelihood of course success.

Multidisciplinary Centers are located at all Chaffey sites and are set up to serve students in all subject disciplines. The Rancho campus also houses discipline specific centers designed to help students with particular subject area courses and skills. For more information, contact a Success Center or visit http://libguides.chaffey.edu/successcenters.

Operating hours for Success Centers (subject to change):
Monday-Thursday 8:00am - 8:00pm
Friday 10:00am - 4:00pm
Saturday and Sunday 10:00am - 3:00pm

Rancho Cucamonga Campus Success Centers
Language Success Center, BEB-101
ESL & Modern Languages: (909) 652-6907
Greg Creel, Instructional Specialist
English (Reading and Writing): (909) 652-6820
Rose Ann Osmanian, Instructional Specialist
Math Success Center, MATH-121 (909) 652-6452
Garrett Kenahan, Instructional Specialist
Multidisciplinary Success Center, Library (909) 652-6932
Chino and Fontana Campus Success Centers
Chino Success Center, CHMB-145 (909) 652-8150
Kenneth Lindleaf, Instructional Specialist
Fontana Success Center, FNFC-122 (909) 652-7408
Maryjane Ross, Instructional Specialist

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. Some example services include:

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
• Electric wheelchair loans

For more information, visit www.chaffey.edu/dps or call (909) 652-6738.

LIBRARY
The Chaffey Library has branches at the Chino, Fontana, and Rancho sites. Check www.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) 652-6498.

Megan Keebler, Instructional Specialist
¿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 menos de 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 o 4 unidades.

- Residentes de California - $46 por unidad
- Ciudadanos de los Estados Unidos que no residan 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 Chaffey Center, ubicado 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 BOGW que obvia los costos de inscripción, donativos, Trabajo-Estudios, becas, y préstamos. Para ser tomado en cuenta para cualquiera de estos programas, se necesita completar la Solicitud para Asistencia Financiera Estudiantil, o FAFSA. Para obtener la solicitud ingrese a www.fafsa.ed.gov o a www.chaffey.edu/finaid.

Asegúrese de incluir el código institucional de Chaffey, 001163, confirmando la exactitud de su número de seguro social y asegurándose 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 www.chaffey.edu/counseling 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 www.chaffey.edu/chaffeyview. 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 facsímile, o por correo. El tipo de pago aceptado incluye tarjetas de crédito (VISA, MasterCard, American Express, and Discover), efectivo, cheques, o giro money order.
2. Obtenga sus 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 darlo de 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 actualmente inscriptos a 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 está 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 www.chaffey.edu/admissions/ab540.shtml 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, 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.
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 have completed the 10th grade and have a minimum cumulative GPA of 2.5. Students participating in the Dual Enrollment Program at Chaffey College must complete all requirements within the deadline dates specified in the registration packet. All high school students are required to register in person with a special add card and can do so at any Chaffey College campus. High school students may register on or after their assigned registration date and may register for up to eight (8.0) units. High school students may only register for classes that have been recommended by the high school on the High School Certification form. 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. All high school students participating in the Dual Enrollment Program must attend the first day of class.

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, the High School Certification, Parental Advisory and Waiver of Liability forms the first semester of attendance. The high school student must also complete assessment and orientation and must attend a High School Student Education Plan Workshop which is arranged through the Chaffey College Counseling Department. 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 that the student must access to download the High School Registration Packet. 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 an official high school transcript in a sealed envelope, the High School Certification, Parental Advisory and Waiver of Liability forms each semester of attendance.

In-District High School Students: High school students who reside in or attend a high school within the Chaffey College District are eligible to have certain fees waived, up to 11 units. Enrollment, health, and college service fees are waived for in-district students. 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.

Out-of-District High School Students: High school students who reside and attend a high school outside of the Chaffey College District must pay all fees. Out-of-District high school students classified as non-residents of California (for tuition purposes) and/or the United States must also pay out-of-state tuition fees.

Home-Schooled Students: Home-schooled students must complete all requirements mentioned above, including obtaining a signature of a school affiliate on the High School Certification form. Homeschooled students who are not able to obtain a school affiliate signature must achieve a placement recommendation in English 475 or higher or Math 410 or higher on the Chaffey College assessment test. If the preceding scores are not achieved, the student must wait until the following semester to request a retake of the assessment test. A copy of the home school affidavit must be provided to the Admissions and Records Office.

For more information contact your high school Assistant Principal or call High School Partnerships at (909) 652-6103.

High School Appeals Process
The appeals process is for high school students who do not meet the minimum admissions criteria, but have a strong potential for academic success in the college setting. For information regarding the appeals process and deadlines, please go to www.chaffey.edu/admissions and click on “High School Students”, then select “How to Appeal.” The appeals process is available for high school students only (must be currently enrolled in 9th grade or higher). The Appeals Committee does not consider appeals after the deadline to submit has passed. Students who appeal and are approved to register for 12 or more units must pay enrollment fees for ALL classes for that term.

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 call (909) 652-6829.

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 475 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 Rancho Campus. Contact the Puente Project at (909) 652-6200.
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. Assessment testing is required. For more information on veterans’ benefits, please contact the Veterans Resource Center at (909) 652-6611. Veterans interested in using the new 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):

<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>

ACADEMIC MATTERS

AUDITING COURSES
Auditing is 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 after the deadline to drop with a “W” grade. 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 they will not have access to the library book check-outs or online library resources. The cost to audit a course is $15.00 per unit. For additional information, contact Admissions and Records at (909) 652-6600.

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. For additional information, please contact the Admissions and Records Office at (909) 652-6600.

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 our website 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. Requests made at the Rancho campus 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:

- A+ 4.0 points  C+ 2.3 points
- A  4.0 points  C  2.0 points
- A- 3.7 points  D+ 1.3 points
- B+ 3.3 points  D  1.0 points
- B  3.0 points  D- 0.7 points
- B- 2.7 points  F  0 points

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.

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, 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
You 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 degrees and certificates is as follows:

<table>
<thead>
<tr>
<th>Fall 2017</th>
<th>Winter 2018</th>
</tr>
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<tbody>
<tr>
<td>December 1, 2017</td>
<td>March 30, 2018</td>
</tr>
</tbody>
</table>

To participate in the May 2018 commencement ceremony, you must receive your degree or certificate in Summer 2017, Fall 2017, or Spring 2018.

Applications are available in the Counseling Department or online at www.chaffey.edu/counseling. Completed applications are accepted by mail, fax to (909) 652-6228, or in person at the Counseling Department on the Rancho Cucamonga campus.

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

Official Transcript Requests:
There are three ways you can order official transcripts from Chaffey College:

- Hard Copy
- eTranscripts
- Electronic PDF (additional charges apply)

Cost: $5 per transcript (first two transcripts are free - Hard Copy only)

Processing Time:
- One (1) Business Day for Hard Copy or eTranscripts
- Within minutes for Electronic PDF (additional charges apply)

Payment Options: Visa, MasterCard, Discovery, American Express

Hard Copy transcripts can be ordered through the MyChaffey portal by selecting “Order Transcripts” from the Self-Service Quicklinks. You may then choose to have your transcripts mailed or picked up at one of our three campuses (please allow an additional two (2) business days for pickup at Chino or Fontana).

eTranscripts can be ordered by following the steps above and selecting the “Mail Transcript(s)” option. You will then be given the choice to send your transcripts electronically to participating schools. To send your transcripts electronically, select the "Electronic Transcript" option and choose the receiving school from the dropdown menu. (Schools not listed are not currently receiving transcripts through the eTranscripts program.)

Electronic PDF transcripts are available through the National Student Clearinghouse and may be ordered by clicking the link on our website. This option sends your transcripts within minutes to the receiving school’s email account. The school will receive a secure link and a randomly generated password to retrieve your transcripts (additional charges apply).

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. A unit evaluation will be completed for all official transcripts received for enrolled students. 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 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.

If you need an unofficial review of course credit or a prerequisite validation, visit the Counseling Department. You must submit your official transcripts to the Admissions and Records Office at least two business days prior to your counseling appointment. Please refer to the paragraph below for additional information.

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. Schedule an appointment with a counselor after the unit evaluation has been completed.

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

- Academic and Professional International Evaluations, Inc.
- Academic Credentials Evaluation Institute
- American Education Research Corporation (AERC)
- Educational Credential Evaluators, Inc.
- Educational Records Evaluation Service
- Institute for International Credentials Evaluation at CSU Fresno
- International Education Research Foundation, Inc. (IERF)
- World Education Services, Inc. (WES)

Note: Credits from an evaluation service are counted as earned credits only. Grade point averages from foreign institutions are not included on the Chaffey academic transcript. For specific information, contact the Admissions and Records Office.

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.

Assessment results from other colleges may not be used to meet prerequisites; new students must arrange to take Chaffey’s assessment testing prior to registration. The Request for Prerequisite/Corequisite Validation forms are accepted at the Chino and Fontana campuses but are faxed or mailed to the Rancho campus to process. Some requests may require up to 7 business days to process but are usually processed within 24 hours. If approved, the student will be allowed to register during their registration period. 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. Complete the Prerequisite/Corequisite Challenge form 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.
   c) If you are attempting to challenge a math course, you must submit a copy of your assessment test results, along with your challenge form.
2. Meet with a counselor in the Counseling Department to assess whether you will benefit from the challenge process.
   a) The counselor will sign the form.
   b) The Counseling Department designee will enter the prerequisite/corequisite course within 24 hours. This will allow you to register in the course.
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 three five (5) business days.
6. For approved challenge decisions, you will be notified by mail 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.

More information, including the Prerequisite Challenge form, is available through the Counseling Department and the Chaffey College website. Questions should be directed to the Counseling Department at (909) 652-6200.

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.

COUNSELING AND SSSP

Matriculation services at Chaffey College are intended to assist students in establishing appropriate educational goals and to provide support services to help them achieve these goals. Students are provided assessment in basic skills, orientation, counseling, an education plan, and follow-up services. New students must complete assessment and orientation prior to registering for classes.

Assessment of Foundational Skills

Assessment testing is required for placement into English, ESL, and mathematics. Placement levels are based on a combination of test scores and other educational background information. Accommodations are available for individuals with disabilities. Chaffey uses multiple measures to place students into foundational skills courses.

Students Rights and Responsibilities

Students are entitled to certain rights under matriculation procedures. These rights include: retaining the assessment test; being informed of any district investigations of complaints challenging matriculation regulations; being provided alternative services according to language or disability needs; and filing a complaint of unlawful discrimination if they feel the assessment, orientation, counseling or any other matriculation procedure is being applied in a discriminatory manner.

Matriculation requirements also include certain student responsibilities. Upon admission to the college, students must express a broad educational goal and provide transcripts from previous college work. They must complete assessment and orientation prior to 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 assessment, orientation, and/or counseling. A student wishing to be exempt from these services based on one of the above criteria or wishing to decline participation must contact the Counseling Department to complete the necessary documentation. Students concurrently enrolled in high school and participating in 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 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 at the Rancho, Chino, or Fontana Campus.

Photo ID Services Information

Photo ID services are available on all campuses in the Admissions and Records Office during business hours.

To obtain a Chaffey photo ID card, the student will need to present an alternate photo ID for verification, be currently enrolled in classes, and be financially cleared by the college. The following forms of photo identification are accepted:

- Driver’s License/State ID Card
- Military ID/Passport
- Current High School ID
- Other valid government-issued photo ID (subject to approval)

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

Photo ID Re-Print Policy

Re-prints are provided 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.

- Complete a Photo ID Card Re-Print Request form, available in the Admissions and Records Office at any Chaffey campus.
- Show proof of government-issued photo ID.
- Clear ALL financial obligations to the college prior to submission of Re-Print Request form.

Photo ID Services During Peak Periods

Photo ID services may be limited during peak registration periods, open registration and the first week of instruction. To avoid delays, please request your photo ID prior to the start of the term. Students must be currently registered and financially cleared for the current term to receive a photo ID or re-print.

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.
REGISTRATION DATE ASSIGNMENT
Registration priority will be assigned in the following order:
1. Students who have completed orientation, assessment, and an education plan, and are enrolled in and receiving services from an eligible priority group as defined by Education Code 66025 and Title 5, Section 58108.
2. Students who have completed orientation, assessment, 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.

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 passed the end of the term or team-sports that have seasons that overlap semesters.
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.
5. Students who have withdrawn for verified military service ("MW") may repeat course(s) from which they have withdrawn. The "MW" grade does not affect GPA, nor does it count toward the permitted number of repetitions. The college's course repetition policy 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 contact the Admissions and Records Office. (Residency regulations also apply to high school students.)

Resident: 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.

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Reclassification of Residency: 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.

AB540 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:

1. High school attendance in California for three or more years.
2. Graduation from a California high school or attainment of the equivalent thereof (GED or high school proficiency test) completed in the state of California.
3. In the case of a person without lawful immigration status, the filing of an affidavit (available in the Admissions and Records Office) stating that the student has 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.

The student must file an exemption request with the college along with a signed affidavit that indicates the student has met all applicable conditions described above. The student must also provide official high school transcripts. The exemption request and affidavit can be obtained from the Admissions and Records Office. Student information obtained in this process is strictly confidential unless disclosure is required by law.

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. A nonresident alien may be eligible for state financial aid. Contact the Financial Aid Office for more information at (909) 652-6199.

STUDENT SERVICES

AMAN/AWOMAN - Umoja

“Connect to Succeed” is the philosophy of the AMAN/AWOMAN - Umoja Project. This project is a culturally responsive approach to reaching students 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 from a wide variety of backgrounds are connected to strategies and activities that promote achievement and self-esteem and self-efficacy. Although the program is specifically designed to assist African-American students, all students are welcome to join. For more information call (909) 652-6226.

ASSESSMENT CENTER

The Assessment Center is open on the Rancho, Chino, and Fontana campuses to students who need to take the assessment test, a make-up exam, or a language pre-requisite challenge exam. The Assessment Test is a free, computerized placement tool (called Accuplacer) used to determine each student's proficiency level in mathematics and English composition. Make up exams are administered at the direction of the instructor of the course. 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. The Rancho Assessment Center is located in the Vocational and Student Support building, room VSS-105. To make an appointment, visit www.chaffey.edu/counseling/assessment, call (909) 652-6200, or e-mail assessment.staff@chaffey.edu.

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

CalWORKs (California Work Opportunity Responsibility to Kids) is a program that supports students who receive public assistance (cash aid) while attending Chaffey College. We are here to help you succeed in your educational and career goals through services such as developing an Individualized Education Plan, Career Counseling, CalWORKs Work Study/Job Placement, Priority Registration, Child Care, assistance with completing county documentation related to your education, advocacy for your continued education and success, tutoring, and many more services. We have three locations to serve you in Fontana, Rancho Cucamonga, and Chino. Please call (909) 652-6045 to make an appointment with a CalWORKs counselor.

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, alumni, and members of the community in formulating their career goals. The Career Center also provides workshops on a variety of career-related topics (viewable at www.chaffey.edu/careercenter/calendar). For more information, contact the Career Center at (909) 652-6511 or visit www.chaffey.edu/careercenter.

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 during 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 dozens of on- and off-campus job postings, employer profiles, a resume and cover letter builder, a career exploration tool, a digital career resource library, and an online career event calendar! Students may register and access the system at www.chaffey.edu/chaffeyconnect.

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 www.chaffey.edu/childdev. Parents may apply for Child Development Center services prior to college registration.

During the Spring session of 2018, the Child Development Center will be open for child care services Monday through Thursday 7:00am–6:00pm and Friday 7:00am-5:00pm for State Preschool, and Monday through Thursday 7:00am–5:00pm and Friday 7:00am-3:00pm for the Toddler program. Please contact the Child Development Center at (909) 652-6875 for further information.

COUNSELING DEPARTMENT
Throughout the year, counselors are available to assist students in developing an education plan that outlines the courses and services necessary to achieve their goals. During peak registration times, students may also see a counselor for walk in assistance with quick questions. Students who plan to transfer to a four-year college or university are strongly encouraged to consult with a Chaffey College counselor on a regular basis regarding requirements for general education, major preparation, and grade and unit requirements.

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 in person to the Counseling Department, by e-mail to transcript.evaluator@chaffey.edu or by fax to (909) 652-6477. For additional information please contact the Counseling Department at (909) 652-6200.

Student Planning:
Student Planning is a new 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 the NEW 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. Login to the MyChaffey portal to access your education plan by visiting www.chaffey.edu, click on MyChaffey.

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 14 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 our website at www.chaffey.edu/dps.

EOPS and CARE
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. It provides additional support services beyond those which are available through EOPS.
The EOPS and CARE programs are located on the Rancho campus in MACC-205. For more information about EOPS or CARE, visit www.chaffey.edu/eops or call (909) 652-6349. Follow us on Twitter and/or like us on 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 (CADAA) 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 (CADAA) for the 2017-2018 Award Year, students (and parents, if dependent) are able to use prior-prior year income data (2015 tax year).

The 2018-2019 application is available beginning October 1, 2017. Complete the 2018-2019 FAFSA/Dream application by March 2, 2018, to meet the California state grant application deadline. Students (and parents, if dependent) will be able to use prior-prior year income data (2016 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. Dream Applicants can apply for a PIN number to sign the application through the Dream Application website.

**BOG Fee Waiver**

The Board of Governors Fee Waiver (BOGW) program is available for qualified California residents. The BOGW waives mandatory enrollment cost per unit (.5 to maximum unit load) and a portion of the parking fee. BOGW eligible students will be responsible for all or a portion of the Student Health fees. Fee waivers do not apply to class material fees or the College Services fee. Students are responsible for making sure all fees have been paid. This is financial aid that does not have to be repaid. The BOGW is valid for the entire academic year beginning with summer and ending with the following spring semester. To apply, complete the FAFSA online. The Financial Aid Office will receive the results of the FAFSA and award the waiver automatically to eligible students. Awards may be viewed on MyChaffeyView via the MyChaffey Portal. If you are not a California resident, you may be eligible to apply for a tuition exemption through the AB 540 Non-Resident Fee Waiver. See Admissions and Records for additional information or view our consumer guide online.

Students who qualify for the AB 540 Non Resident Tuition Exemption may be eligible for Cal Grant and BOGW online at https://dream.csac.ca.gov. Please visit the Financial Aid Office for more information regarding the Dream Act Application or visit the Dream Act website at www.csac.ca.gov/dream_act.asp.

**New Board of Governor’s Fee Waiver Policy**

Under the new State regulations, once you have qualified for the BOGW, 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 Board of Governors Fee Waiver (BOGW) if they are on academic probation for more than two consecutive semesters. 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 BOG waiver.

**Federal Pell Grants**

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

Students are only eligible to receive a Pell Grant for 6 years (12 full-time semesters). This includes all semesters the Pell Grant has been received during a student’s educational lifetime. Students can view their current Pell Grant usage online at www.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 2nd).

**Federal Work Study (FWS)**

Federal Work Study is a need-based federally funded part-time employment program, which allows eligible students to earn money to help pay for educational expenses. Students may work up to 20 hours per week and earn a monthly paycheck. Federal Work Study awards are determined by financial need and are available to students enrolled in six (6) units or more per semester. FWS job listings are posted in the Student Employment Office for eligible FWS students and are filled on a first-come, first-serve basis.
Cal Grants
Cal Grants are state funds awarded in addition to the Federal Pell Grant. Cal Grant recipients are selected by the California Student Aid Commission (CSAC). To apply for the Cal Grant program, you must 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.

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

Community College Completion Grant (CCCG)
The Community College Completion Grant is a new financial aid program awarded to all California community college full time students who received a Cal Grant B or Cal Grant C. The maximum award amount is $1,500 annually. The purpose of this new grant is to support student persistence, retention, and success for Cal Grant B and Cal Grant C students. Completion Grant Requirements:
- You are receiving a Cal Grant B or C
- You are enrolled in 15 units
- You will need to create a comprehensive Educational Plan

Full Time Student Success Grant (FTSSG)
The Full time Student Success Grant is a new financial aid program awarded to all California community college full time students who received a Cal Grant B or Cal Grant C. The maximum award amount is $1,000 ($500 per term). The purpose of this new grant is to support student persistence, retention, and success for Cal Grant B and Cal Grant C students.

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 www.chaffey.edu/scholarships) 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 www.chaffey.edu/scholarships or call (909) 652-6545.

GPS (GUIDING PANTHERS TO SUCCESS) CENTER
The GPS Center supports student planning and achievement by providing assistance with registration orientation, evaluation of progress on goal, and workshops on education planning and college success. The center is staffed by counseling faculty and Success Guides. Walk-in services are available Monday-Friday.

Rancho GPS Center VSS-111 (909) 652-6466
Chino GPS Center CHMB-240 (909) 652-8120
Fontana GPS Center FNFC-121 (909) 652-7460

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 call (909) 652-6279 or e-mail ischolar@chaffey.edu for further information.

INTERNATIONAL STUDENT CENTER
An international student (F1 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 Thursday 8:00am-4:30pm. For more information, call (909) 652-6195, e-mail intlstudents@chaffey.edu or visit our website at www.chaffey.edu/international.

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. Check the library website at www.chaffey.edu/library or call (909) 652-6800 for current hours.

Chaffey 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.

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 on the Rancho Campus. The office publishes the annual student handbook in the fall term, organizes the Spring Commencement ceremony 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 you can just sit in the lounge and relax between classes or bring in a study group.

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 service 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 service 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 service 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 service fee, please 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 Office of Student Life in Campus Center East (north of the campus store) 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) 652-6190 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 www.chaffey.edu/transfer 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 www.chaffey.edu/student_handbook.

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. Anyone needing information about services for students with disabilities should contact Disability Programs and Services at (909) 652-6393, TDD/TTY (909) 466-2829, 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, 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 www.chaffey.edu/student_handbook.

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.

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 www.chaffey.edu/student_handbook.

POLICY FOR 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 and is also available on our website at www.chaffey.edu/intnetpol.html.
POLICY ON 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.

If a student has been dismissed the following spring semester.

If earned cumulative grade point average of less than 2.00.

If the student earns a cumulative grade point average below 2.00 in all units attempted in each of three consecutive semesters, excluding summer session.

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If a student has been dismissed the following spring semester.
SMOKING POLICY
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 POLICY
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 coordinator, Dr. Eric Bishop, Vice President of Student Services, may be contacted at (909) 652-6502 or email to eric.bishop@chaffey.edu, or 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, 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, fulltime, degree seeking students who entered the institution on or after July 1, 1996. This information is posted in all Chaffey College Student Service Offices, and is currently available at http://srtk.cccco.edu/index.asp.
PHONE DIRECTORY

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
AMAN / AWOMAN – Umcoa ...... 652-6200
Assessment/Orientation Appts ...... 652-8200
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
Language Success Center
ESL and Modern Languages ........ 652-6907
English ...................................... 652-6820
Library ....................................... 652-6820
Mathematics Success Center ....... 652-6452
Multidisciplinary Success Center ... 652-6932
Puente Project .............................. 652-6200
Student Health Services ............. 652-6331

CHINO CAMPUS NUMBERS:
Main .............................................. 652-8000
Administration .......................... 652-8010
Admissions and Records .............. 652-8001
Assessment/Orientation Appts ...... 652-8120
CalWORKs ................................... 652-6045
Campus Store ............................... 652-8170
Cashier ....................................... 652-8001
Chino Success Center ................ 652-8150
Community Center ..................... 652-8200
Contract Ed/Customized Training ... 652-7641
Counseling .................................. 652-8120
Extended Opportunity Programs & Services ........................................... 652-8122
Financial Aid .............................. 652-8140
GPS Center ................................ 652-8120
Library/Cybrary ........................... 652-8115

FONTANA CAMPUS NUMBERS:
Main .............................................. 652-7400
Admissions & Records .............. 652-7460
Assessment/Orientation Appts ...... 652-7460
CalWORKs ................................... 652-6045
Campus Store ............................... 652-6560
Cashier ....................................... 652-7400
Counseling .................................. 652-7460
Extended Opportunity Programs & Services ........................................... 652-7413
Financial Aid .............................. 652-7417
Fontana Success Center ............. 652-7408
GPS Center ................................ 652-7460
Library/Cybrary ........................... 652-7450

DEPARTMENTS
Adult Education ......................... 652-6103/6154
Articulation ............................... 652-6920
Athletics ..................................... 652-6390
Breeze, The (Student Newspaper) ... 652-6934
Campus Police (non-emergency) .. 652-6632
(Emergency 24 hour dispatch) ..... 652-6911
Career Center ............................ 652-6511
Career Transitions ...................... 652-6831
Community Education ................ 652-6041
Disability Programs & Services ... 652-6379/6380
TDD/TTY Service ......................... 646-2829
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
International Student Center ...... 652-6195
Lost and Found ........................... 652-6634
Museum, Wignall Museum of Contemporary Art .............................. 652-6490
Opening Doors ............................ 652-6201
Probation and Dismissal ............. 652-6201
Scholarship Information .............. 652-6545/6589
Student Employment Office ........ 652-6511
Student Government / CCGS ...... 652-6594
Student Life ............................... 652-6589
Supplemental Instruction (SI) ...... 652-6468
Theatre Box Office ...................... 652-6067
Transfer Center ........................... 652-6233
Veteran Services ......................... 652-6611

SUBJECT AREA/SCHOOL NUMBERS:
Accounting & Financial Services .... 652-6830
Administration of Justice .......... 652-6253
Aeronautics (see Aviation Maintenance Tech) ........................ 652-6830
American Sign Language .......... 652-6902
Anthropology ............................ 652-6253
Arabic ....................................... 652-6902
Art ............................................ 652-6066
Art History ................................ 652-6066
Astronomy ................................ 652-6404
Automotive Technology .............. 652-6830
Aviation Maintenance Technology .. 652-6865
Biography ................................ 652-6404
Broadcasting .............................. 652-6066
Business ................................... 652-6830
Business: Logistics Management .... 652-6830
Business: Management .......... 652-6830
Business: Marketing ................. 652-6830
Business and Applied Technology, School of ........................................... 652-6830
Chemistry ................................ 652-6404
Child Development & Education ... 652-6253
Chinese ................................... 652-6902
Cinematography ......................... 652-6066
CISCO ..................................... 652-6830
Communication Studies .............. 652-6902
Computer Information Systems .... 652-6830
Computer Science ....................... 652-6830
Cooperative Education .............. 652-6097
Correctional Science ................... 652-6253
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 .............................. 652-6675
Guidance .................................. 652-6202
Health Sciences, School of ........ 652-6695
History .................................... 652-6253
Hospitality Management .......... 652-8010
Humanities ............................... 652-6253
Industrial Electrical Technology .... 652-6830
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
Music ....................................... 652-6066
Nursing Assistant ...................... 652-6675
Nursing (ADN) ........................... 652-6671
Nursing (VN, ACT) ...................... 652-8215
Nutrition & Food ......................... 652-6290
Pharmacy Technician .................. 652-6675
Philosophy ................................ 652-6253
Photography ............................. 652-6066
Physical Science ......................... 652-6404
Physics ..................................... 652-6403
Political Science ......................... 652-6253
Psychology ............................... 652-6253
Radiologic Technology .............. 652-7606
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

Spring 2018 Schedule of Classes 39
HOW TO READ THE SCHEDULE OF CLASSES

Transferable courses are numbered 1-99. Courses transferable to the California State University are marked Transfer: CSU. Courses also transferable to the University of California are marked Transfer: CSU; UC. A series of courses (i.e., physical education activities) may have a restricted number of units transferable, and are marked Transfer: CSU; UC credit limitations.

Courses designated Not Degree Applicable are numbered 500-599, are often graded on a pass/no pass basis, are not part of any certificates or degrees, and do not transfer to four-year colleges or universities. Courses designated Non Credit are numbered 600-699, have no unit value, are either not graded or are pass/no-pass grading, and are not part of any certificates, degrees, or transfer program patterns.

REGISTRATION INFORMATION IN ARABIC, CHINESE, SPANISH, TAGALOG, AND VIETNAMESE:

If you need information about registration, please read the information on these websites:

- [www.chaffey.edu/registration_steps/arabic.pdf](http://www.chaffey.edu/registration_steps/arabic.pdf)
- [www.chaffey.edu/registration_steps/chinese.pdf](http://www.chaffey.edu/registration_steps/chinese.pdf)
- [www.chaffey.edu/registration_steps/spanish.pdf](http://www.chaffey.edu/registration_steps/spanish.pdf)
- [www.chaffey.edu/registration_steps/tagalog.pdf](http://www.chaffey.edu/registration_steps/tagalog.pdf)
- [www.chaffey.edu/registration_steps/vietnamese.pdf](http://www.chaffey.edu/registration_steps/vietnamese.pdf)

If you need 中文 注册信息，请阅读此站点的信息

Si desea obtener información sobre inscripciones en español, la encontrarás en esta página web

Nếu bạn muốn có thông tin đăng ký bằng tiếng Việt, hãy đọc trên trang web.

春天2018学期课程表

Chaffey College