Welcome to Chaffey College! We are pleased that you have selected Chaffey College as your college. Our institution offers endless opportunities and programs, including over 180 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 12 years, 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.

Chaffey College is so committed to helping students succeed that the graduating classes from 2012 – 2016 have been the largest in Chaffey College history, and we are working hard to continue this success. If you are enrolling this academic year, we wish you congratulations on becoming one of the scholars who will benefit from the instruction and support that Chaffey College provides. A post-secondary education is the key to a better future.

Again, welcome to our new students and welcome back to those who are continuing their education. I look forward to seeing you around Chaffey College.

Henry D. Shannon, Ph.D.
Superintendent/President
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Fall 2016 Schedule of Classes
Beginning February 1 Application period (online with OpenCCC)
June 27 Registration notification
July 11-August 12 Registration period

August 15 INSTRUCTION BEGINS
August 15-22 Late registration: Add code required through the deadline to add classes
August 22 Deadline to ADD full-term classes
September 5 College closed for Labor Day Holiday
September 6 Deadline to DROP full-term classes without a grade of “W”
October 28 Deadline to DROP full-term classes with a grade of “W”

November 11 College closed for Veterans Day Holiday
November 16 Deadline to ADD open-entry/open-exit classes
November 24-27 College closed for Thanksgiving Holiday
December 2 Deadline to apply for credit by exam, degrees, and certificates

December 10-16 Final examinations
December 16 INSTRUCTION ENDS
December 23-January 2 Winter Recess - College Closed
January 4 Grades available online

REGISTRATION FOR FAST TRACK CLASSES
Refer to the Fast Track section for the complete list of offerings.

Track 1 Classes (8/15/16-10/05/16)
July 11-August 12 Registration (refer to your assigned registration date)
August 15-19 Late Registration: ADD CODES required throughout the late registration period
August 19 Deadline to ADD Track 1 Classes
August 19 Deadline to DROP Track 1 Classes without a “W” grade
September 15 Deadline to DROP Track 1 Classes with a “W” grade

Track 2 Classes (10/17/16-12/08/16)
September 26-October 14 Registration
October 17-21 Late Registration: ADD CODES required throughout the late registration period
October 21 Deadline to ADD Track 2 classes
October 21 Deadline to DROP Track 2 Classes without a “W” grade
November 17 Deadline to DROP Track 2 Classes with a “W” grade

The deadline for refunds varies for Fast Track classes. Check your Registration Receipt or Class Schedule on MyChaffeyVIEW for this information. Refer to pages 15-16 for the refund policy and procedures.

* The last day to add varies for some classes; consult the dates listed under each section in this schedule or your online registration receipt in MyChaffeyView.
Refer to page 14 for the Drop Process for Non-Payment Policy and page 17 for the easy reference payment chart.
Refer to pages 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).
ADMISSIONS AND RECORDS / CASHIER’S OFFICES
Monday and Thursday ........................................... 7:30am-7:00pm
Tuesday and Wednesday .................................... 7:30am-4:30pm
Friday ........................................................... 7:30am-2:00pm

Extended Hours
August 15-22
Monday-Thursday ........................................... 7:30am-7:00pm
Friday ........................................................... 7:30am-4:30pm
Saturday 8/13 & 8/20 ....................................... 8:00am-2:00pm
Sunday 8/21 ..................................................... 10:00am-2:00pm

ASSESSMENT CENTER
Monday and Thursday ........................................... 7:30am-7:00pm
Tuesday and Wednesday .................................... 7:30am-4:30pm
Friday ........................................................... 7:30am-2:00pm
Appointments required. Call 909/652-6200 or go to www.chaffey.edu/counseling/assessment to schedule.

BOOKSTORE
(books sold for online and Rancho Campus classes only)
Monday – Thursday ........................................... 7:30am-7:00pm
Friday ........................................................ 7:30am-3:30pm

CAREER CENTER AND STUDENT EMPLOYMENT OFFICE
Monday – Wednesday ....................................... 8:00am-4:30pm
Thursday ..................................................... 8:00am-6:30pm
Friday ........................................................ 8:00am-2:00pm

COUNSELING DEPARTMENT
Monday and Thursday ........................................... 7:30am-7:00pm
Tuesday and Wednesday .................................... 7:30am-4:30pm
Friday ........................................................... 7:30am-2:00pm
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-2:00pm

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)
Monday and Thursday ........................................... 8:00am-7:00pm
Tuesday and Wednesday .................................... 8:00am-4:30pm
Friday ........................................................... 8:00am-2:00pm

FINANCIAL AID
Monday and Thursday ........................................... 7:30am-7:00pm
Tuesday and Wednesday .................................... 7:30am-4:30pm
Friday ........................................................... 7:30am-2:00pm

Extended Hours
August 15-22
Monday-Thursday ........................................... 7:30am-7:00pm
Friday ........................................................... 7:30am-4:30pm
Saturday 8/13 & 8/20 ....................................... 8:00am-2:00pm
Sunday 8/21 ..................................................... 10:00am-2:00pm

FOOD SERVICES
Panther Bistro (located on the 1st floor of the MACC Building)
Monday – Thursday ........................................... 7:30am-4:30pm
Friday ........................................................ 8:30am-11:00am
(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 ........................................................ 7:30am-3:00pm
Saturday ...................................................... 8:30am-1:30pm

Starbucks Panther Café
(located on the 1st floor of the MACC Building)
Monday – Thursday ........................................... 7:00am-7:00pm
Friday ........................................................ 8:00am-11:00am
Saturday ...................................................... 8:30am-1:30pm

GUIDING PANTHERS TO SUCCESS (GPS)
VSS-111 (located on the 1st floor of the VSS building)
Monday and Thursday ........................................... 8:00am-7:00pm
Friday ........................................................ 8:00am-2:00pm

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

LIBRARY
Monday – Thursday ........................................... 8:00am-7:00pm
Friday ........................................................ 10:00am-3:00pm
Check the library website at www.chaffey.edu/library or call (909) 652-6800 for current hours.

STUDENT ACTIVITIES
Monday – Thursday ........................................... 7:30am-5:00pm
Friday ........................................................ 8:00am-2:00pm

STUDENT HEALTH SERVICES
Monday – Thursday ........................................... 8:00am-4:00pm
Friday ........................................................ 8:00am-2:00pm

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-2:00pm

See the Chino campus section and the Fontana campus section for the business hours for those sites.
WHO MUST APPLY?

- New students  
  (those who have never attended Chaffey College)

- Returning students  
  (those who have not attended for one or more regular semesters)

WHO MUST SUBMIT TRANSCRIPTS?
Official college transcripts from schools 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.
STEPS TO ENROLL

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 the Chaffey College website at 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

REGISTRATION STATUS

You may check your registration date and the Registration Steps you have completed through the MyChaffey portal at https://my.chaffey.edu. Once, you have entered the portal, click on the MyChaffeyView link in the launchpad.
Fall 2016 Schedule of Classes
Chaffey College
RANCHO CUCAMONGA
STEPS TO ENROLL

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.

2. You must have a current Admissions application on file with 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.

4. Your Financial Aid will be reviewed for eligibility and you will be notified by e-mail of your awards! If you are eligible for a Board of Governor’s Fee Waiver, this will be automatically accepted in the award letter. For more information on the B.O.G Fee Waiver and Types of Grants, please refer to the Financial Aid section in the Schedule of Classes.

IF YOU NEED FURTHER ASSISTANCE PLEASE CONTACT THE FINANCIAL AID OFFICE

STEPS TO ENROLL

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

2. To download your required forms, click on the “Financial Aid Forms” link. Submit required documents and any additional documentation to the Financial Aid office to complete your file as soon as possible. Only submit the required documents listed on your checklist.

3. Log onto MyChaffeyVIEW via the MyChaffey portal. Click on Financial Aid Self Service to view a list of required documents/Actions and any additional documentation that you are required to complete. Follow these steps:

   • Review your checklist
   • Click on Financial Aid Self Service
   • Log onto MyChaffeyVIEW via the MyChaffey portal


Please contact the Financial Aid Office at:

Rancho Cucamonga Campus
(909) 652-6199

Chino Campus
(909) 652-8140

Fontana Campus
(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 educational 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, Chino, and Fontana campuses.

To schedule an appointment for the Chaffey College Orientation, visit the orientation information page on the Counseling Department website at http://www.chaffey.edu/counseling/orientation.shtml or visit the MyChaffey portal.

**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.”
TO SCHEDULE THE ASSESSMENT TEST

Rancho Cucamonga Campus
(Student Services/Administration Building)
(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 http://www.chaffey.edu/counseling/assessment.shtml

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 4
COMPLETE THE ASSESSMENT TEST

Assessment is a placement test that assists students in determining the appropriate English and Math course to begin with. The test focuses on the following areas:

- English and Reading
- ESL
- Mathematics

Assessment preparation workshops are available to better prepare students for their assessment test. Students can sign up for an Accuplacer Prep Workshop through the Counseling Department’s webpage at http://www.chaffey.edu/counseling/assessment.shtml or use Accuplacer’s 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 EAP 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 Educational 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.
STEP 5
CREATE AN EDUCATIONAL PLAN WITH A COUNSELOR

The next step in the registration process is very important; it includes creating a Student Educational Plan (SEP). This plan guides you through your academic journey at Chaffey College. It assists you in taking the appropriate classes to meet your educational goal.

To develop a Student Educational Plan you must meet with a Chaffey College counselor or attend an Education Plan group workshop. Together you will discuss your academic goals and the courses needed to achieve your goal.

TO SCHEDULE AN EDUCATIONAL PLAN

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, do not schedule a group educational plan workshop. Please submit official transcripts to the Admissions and Records Department and contact the Counseling Department.

Students are required to complete a Student Education Plan in order to receive the best possible registration date. Please complete Steps 1, 2, and 3 before scheduling an appointment with a counselor. Planning early will help you be more successful at Chaffey College.

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 Educational Planning form and submit to the Counseling Department. The Exemption to Orientation, Assessment, and Educational 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.
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 Partnership 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.

Online Registration
a. Go to 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.

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:
Fall 2016
Full Term Classes August 22
Track 1 Fast Track Classes August 19
Track 2 Fast Track Classes October 21

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

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 http://www.chaffey.edu/onlineed/index.shtml
Pay your fees on time to lock in your registration. See payment chart on page 17 for fall payment 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
- CA Resident ...............................................$46 per unit
- Non-CA Resident U.S. Citizen and Non-U.S. Citizen ............................................................$269 per unit
($211 per unit, plus $12 Capital Outlay charge, plus $46 per unit enrollment fee)

Health Services Fee
- Health Services Fee ..............................................$17.00
- BOG Waiver (A) ..................................................$8.50
- BOG Waiver (B) ................................................$17.00
- BOG Waiver (C) ................................................$17.00

College Services Fee (optional) ............................$5.00

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 Rancho, Chino (College Park location only) and Fontana 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 ..............................................$7.00/7.50
(Omnitrans bus privileges are extended through Summer for students enrolled in the previous Spring term.)

1 All fees are approved by the Governing Board and are subject to change without advance notice. This is not a complete list of fees.

2 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.

3 For more information on the College Service fee please contact the Office of Student Activities.

4 For more information on the Technology fee, please see page 16.

5 For more information on the Transportation fee, please see page 16.

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 downpayments 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 Fall Payment Chart on page 17 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)

PAST DUE FEES
Beginning the first day of instruction, fees are due in full at time of registration. If payment is not received on the same day, the student’s account will be blocked with a financial hold. Students may pay online or in person during regular business hours. See the schedule of classes for specific business hours by campus location.
FINANCIAL HOLDS
Students with financial holds for past due fees will NOT be able to access the following services (Title 5 section 59410):
• Grades
• Transcripts
• Diplomas
• Registration Privileges

Financial Aid Students
The BOG Waiver does not cover all fees for registration. Students who receive the BOG Waiver must pay the remaining fees by the first day of instruction. If payment is not received, a financial hold will be placed on the student’s account. For questions regarding your financial aid award, contact the Financial Aid Office at (909) 652-6199 during business hours.

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

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

Unofficial Withdrawal from Classes
A student will be charged fees for classes he/she is enrolled in, even if the student does not attend any class meetings. It is the student’s responsibility to ensure all classes are dropped by the refund deadline to avoid being charged. IT IS NOT THE INSTRUCTOR’S RESPONSIBILITY TO DROP STUDENTS WHO DO NOT ATTEND.

REFUND POLICY FOR CREDIT AMOUNTS LESS THAN $20
Refunds for credit amounts less than $20 are not automatic and a request for said refund 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 received 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. If a student paid with cash or check, a refund check will be mailed to the student’s address on record. To ensure prompt delivery, the student must verify correct address information in the MyChaffey portal. If payment was made with a debit/credit card, the refund will be credited back to the card.

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.

A student must officially drop or withdraw from a class before ten percent (10%) of the class length has passed. The following fees are subject to refund if classes are dropped before the deadline: enrollment, health, materials, college service, transportation, and non-resident tuition.
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.

The refund deadline for Fall 2016 full-term classes is Sunday, August 28, 2016.

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. However, for Summer 2016, the BOG Waiver must be processed and posted to the student’s account by the last day of the term. For information related to waiver of enrollment fees, contact the Financial Aid Office at (909) 652-6199.

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 FEE FOR BOGW
(BOARD OF GOVERNOR’S FEE WAIVER)
ELIGIBLE STUDENTS
Board of Governor’s Fee Waiver (BOGW) eligible students will be responsible for all or a portion of the Student Health fees. Please refer to the payment chart below.

STUDENT HEALTH FEE-BOGW-A
Students will pay $8.50 per term for Fall and Spring and $7.00 for Summer.

STUDENT HEALTH FEE-BOGW-B
Students will pay $17.00 per term for Fall and Spring and $14.00 for Summer.

STUDENT HEALTH FEE-BOGW-C
Students will pay $17.00 per term for Fall and Spring and $14.00 for Summer.

TECHNOLOGY FEE:
Chaffey College has implemented a technology fee to help support the cost of providing student access to college technology. This fee is optional and will be used, for example, to help ensure 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 $7.50 for students registered in six (6) or more units and $7.00 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. Additionally, students enrolled in the Spring semester are eligible for bus services during the subsequent Summer term at no additional cost. New or returning students who begin classes in Summer must wait until the Fall semester to receive the benefit.
## PAYMENT CHART

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

<table>
<thead>
<tr>
<th>IF YOU REGISTER FOR A CLASS ON THE FOLLOWING DATE:</th>
<th>FULL PAYMENT IS DUE BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, July 11, 2016</td>
<td>Thursday, July 21, 2016</td>
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<tr>
<td>Tuesday, July 12, 2016</td>
<td>Friday, July 22, 2016</td>
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<tr>
<td>Wednesday, July 13, 2016</td>
<td>Saturday, July 23, 2016</td>
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<tr>
<td><strong>Thursday, July 14, 2016</strong></td>
<td><strong>Sunday, July 24, 2016</strong></td>
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<tr>
<td>Friday, July 15, 2016</td>
<td>Monday, July 25, 2016</td>
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<td>Saturday, July 16, 2016</td>
<td>Tuesday, July 26, 2016</td>
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<tr>
<td>Sunday, July 17, 2016</td>
<td>Wednesday, July 27, 2016</td>
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<tr>
<td>Monday, July 18, 2016</td>
<td>Thursday, July 28, 2016</td>
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<td>Tuesday, July 19, 2016</td>
<td>Friday, July 29, 2016</td>
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<tr>
<td>Wednesday, July 20, 2016</td>
<td>Saturday, July 30, 2016</td>
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<tr>
<td>Thursday, July 21, 2016</td>
<td><strong>Sunday, July 31, 2016</strong></td>
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<tr>
<td>Friday, July 22, 2016</td>
<td>Monday, August 1, 2016</td>
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<tr>
<td>Saturday, July 23, 2016</td>
<td>Tuesday, August 2, 2016</td>
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<td>Sunday, July 24, 2016</td>
<td>Wednesday, August 3, 2016</td>
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<td>Monday, July 25, 2016</td>
<td>Thursday, August 4, 2016</td>
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<td>Tuesday, July 26, 2016</td>
<td>Friday, August 5, 2016</td>
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<td>Wednesday, July 27, 2016</td>
<td>Saturday, August 6, 2016</td>
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<td><strong>Thursday, July 28, 2016</strong></td>
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<td>Friday, July 29, 2016</td>
<td>Monday, August 8, 2016</td>
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<td>Saturday, July 30, 2016</td>
<td>Tuesday, August 9, 2016</td>
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<td>Sunday, July 31, 2016</td>
<td>Wednesday, August 10, 2016</td>
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<tr>
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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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</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; balance is due in full.**

**ACCEPTED 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 AUGUST 15, 2016:** 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. 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.
MORE IMPORTANT STEPS

OBTAIN YOUR TEXTBOOKS

Where to purchase or rent textbooks:

• Online at http://books.chaffey.edu. (Free in-store pickup at all three campus locations.)

• In person at the Rancho Campus Bookstore for classes held online and at the Rancho Campus

• In person at the Chino Campus Store for classes held at all Chino locations, Chino Valley Adult School, and Ontario High School

• In person at the Fontana Campus Store for classes held at the Fontana Campus

The Chaffey College Bookstore offers textbook rentals, e-books, used books, and price comparison. See an associate or visit http://books.chaffey.edu for details.

Fall web sales open on July 18, 2016, at http://books.chaffey.edu and in-store sales on August 8, 2016.
OBTAIN YOUR PARKING PERMIT

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.
Visit the Student Success Centers
Chaffey College has created Student Success Centers which offer free tutoring, workshops, learning groups and activities, and computer access to assist students in their academic development and success. 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. Locations and usual hours for the Success Centers are:

**LANGUAGE SUCCESS CENTER, BEB-101**

ESL & Modern Languages: (909) 652-6907
Greg Creel, Instructional Specialist

**MATH SUCCESS CENTER, MATH-121**
Garrett Kenehan, Instructional Specialist
Monday-Thursday 8:00am-8:00pm
Friday 10:00am-4:00pm
Saturday and Sunday 10:00am-3:00pm

**MULTIDISCIPLINARY SUCCESS CENTER, Library**
Rose Ann Osmanian, Instructional Specialist
Monday-Thursday 8:00am-8:00pm
Friday 10:00am-4:00pm
Saturday and Sunday 10:00am-3:00pm

**CHINO AND FONTANA CAMPUS SUCCESS CENTERS:**

**CHINO MULTIDISCIPLINARY SUCCESS CENTER, CHMB-145**
Tom Vitzelio, Instructional Specialist
Monday-Thursday 8:00am-8:00pm
Friday 10:00am-4:00pm
Saturday and Sunday 10:00am-3:00pm

**FONTANA MULTIDISCIPLINARY SUCCESS CENTER, FNFC-122**
Mary Jane Ross, Instructional Specialist
Monday-Thursday 8:00am-8:00pm
Friday 10:00am-4:00pm
Saturday and Sunday 10:00am-3:00pm

All Success Center hours are subject to change

**ALSO VISIT…**

**Career Center and Student Employment Office**
The Career Center is located in MACC-203. Visit www.chaffey.edu/careercenter to access online resources. The Career Center offers career assessments, career counseling, and a large variety of career workshops. It also houses the Student Employment Office and the Cooperative Education Program. The Student Employment Office maintains an online job board of on- and off-campus jobs and schedules employer information sessions. For questions regarding career center services or student employment, call (909) 652-6511.

**GPS Center (Guiding Panthers to Success)**
The GPS center supports student planning and achievement by providing assistance with registration, orientation, evaluation of progress on goal (Degree Audit), and workshops on educational planning and college success. The center is staffed by counseling faculty and Success Guides. Walk-in services are available Monday – Friday. GPS Center locations:
- Rancho Campus VSS-111
- Chino Campus CHMB-240
- Fontana Campus FNFC-121

**Student Activities**
The Office of Student Activities is located in Campus Center East on the Rancho campus. Information on Student Government (ASCC) and clubs can be obtained from this office. There is a lounge available to students.

**Student Health Services**
The Health Fee charged to students 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. There are two Health Clinics available – one on the Rancho Campus in MACC-202 and one at the Chino Campus, CHMB-105. For more information, call the Rancho clinic at (909) 652-6331 or the Chino clinic at (909) 652-8190.

**Transfer Center**
The Transfer Center provides information and resources to help students continue their education after Chaffey College. The Center 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 College student. The Transfer Center is located on the Rancho Campus in SSA-120. Transfer services are also available at the Chino and Fontana campuses on a limited basis. Call (909) 652-6233 for more information.

Call (909) 652-6233 for more information. Available services include, but are not limited to, academic guidance, college planning, and career planning. The Career Center can be contacted at (909) 652-6511.
ALL BOOKSTORES ARE CLOSED
SEPTEMBER 5, NOVEMBER 11, 24 AND 25

RANCHO
CUCAMONGA
909/652-6560

RANCHO CUCAMONGA REGULAR HOURS
Books sold for Rancho and Online classes only
Monday-Thursday 7:30am-7:00pm
Friday 7:30am-4:00pm
Monday-Thursday 8/15-8/18, 8/22-8/25 7:30am-8:00pm
Friday 8/19, 8/26 7:30am-4:00pm

CHINO
909/652-8170
featuring Coffee Bean & Tea Leaf

CHINO REGULAR HOURS
Books sold only for classes held at Chino Campus locations, Chino Valley Adult School, and Ontario High School. See the Bookstore website (http://books.chaffey.edu) for current hours of operation, and for information about textbook rentals, reservations, ISBN's, book prices and Chaffey merchandise.

FONTANA
909/652-7410
featuring Coffee Bean & Tea Leaf

FONTANA REGULAR HOURS
Books sold only for classes held at the Fontana Campus. See the Bookstore website (http://books.chaffey.edu) for current hours of operation, and for information about textbook rentals, reservations, ISBN's, book prices, and Chaffey merchandise.

THE BOOKSTORE HAS:
• The best place to buy your books in store or online @ http://books.chaffey.edu
(Price comparison, rentals, e-books, new books, used books, etc.)
• Panther Spirit Headquarters
(Clothing and gear, graduation items, gifts, supplies, electronics)
• Snacks, food, beverages

THE BOOKSTORE OFFERS NEW, USED, RENTAL, AND DIGITAL TEXTBOOKS

SUPPLIES ARE LIMITED. SEE BOOKSTORE WEBSITE FOR DETAILS. http://books.chaffey.edu

Selected rentals sponsored by the Associated Students of Chaffey College and funded by the Chaffey College Service Fee.

SHOP EARLY

FALL TEXT BOOKS GO ON SALE ONLINE JULY 18, 2016 AND IN STORE AUGUST 8, 2016.

Bookstore proceeds stay with the college and benefit Chaffey students.

Fall 2016 Schedule of Classes
¿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 18 años de edad puede beneficiarse con un curso de estudios en Chaffey College.

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

¿Cuánto cuestan las clases?
Los costos de la matrícula se cobran por unidad. Una clase típica es de 3 ó 4 unidades.
- Residentes de California - $46 por unidad
- Ciudadanos de los Estados Unidos que no residen en California o personas que no sean ciudadanos de los Estados Unidos - $269 por unidad.

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

¿Puedo obtener ayuda para cubrir los costos por las clases y otros costos?
Hay un número de programas que asisten al estudiante de recursos limitados incluyendo el programa BOGW que obvia los costos de inscripción, donativos, Trabajo-Estudio Federal, becas, y préstamos. Para ser tomado en cuenta en cada uno 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/fafsa. Asegúrese de incluir el código institucional de Chaffey, 001163, confirmar la exactitud de su número de seguro social y asegurarse que esté de acuerdo al tipo de clase que usted tomó.

¿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 facsímil, o por correo. El tipo de pago aceptado incluye tarjetas de crédito (VISA, MasterCard, American Express, and Discover), en efectivo, cheque, o giro money order.
2. 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) 652-6675.

¿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 estará exento del pago de la matrícula de no residente y pagará la cuota de inscripción de residente de $46 por unidad. Hay criterios específicos para la exención y una lista de documentos que deben acompañar la petición. Tanto la solicitud como información acerca de los criterios específicos y la documentación requerida se encuentran en [www.chaffey.edu/admissions/ab540.shtml](http://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.

**DECLARACIÓN DE IGUALDAD DE OPORTUNIDADES, NO-Discriminación y Prohibición de Acoso**

El distrito escolar del colegio comunitario Chaffey está afirmativamente comprometido a proporcionar igualdad de oportunidades educativas y laborales. Este compromiso se encuentra en nuestras políticas educativas, en políticas y prácticas de personal y en el trato de empleados, estudiantes y público en general. El Distrito y toda persona que represente al Distrito deberá proporcionar igualdad de oportunidades de empleo y oportunidades educativas independientemente de raza, color, nacionalidad, ascendencia, religión, credo, sexo, edad (más de 40), discapacidad física (incluyendo el VIH y el SIDA) o discapacidad mental, estado civil, condición médica (incluyendo el cáncer y características genéticas), orientación sexual, o rango militar como veteranos de la época de Vietnam, o la percepción de que una persona tenga una o más de las características anteriores.

De conformidad con los Reglamentos del Título IX, el distrito ofrece igualdad de oportunidades académicas, profesionales y extracurriculares independientemente de sexo/ género de la persona. El Coordinador del Título IX, Dr. Eric Bishop, puede ser contactado al teléfono (909) 652-6502, correo electrónico eric.bishop@chaffey.edu o en la siguiente dirección: 5885 Haven Avenue, Rancho Cucamonga, CA 91737. El distrito, autorizado bajo la ley federal para inscribir a estudiantes extranjeros e inmigrantes y, de conformidad con los reglamentos del título 5, afirma que la falta de conocimientos del idioma Inglés no será un obstáculo para la admisión y participación en los programas de este distrito escolar.

Las personas en busca de información y/o respuestas a presuntos actos de discriminación ilícita, represalias o acoso deben ponerse en contacto con nuestra oficial encargada de supervisar la implementación de estas regulaciones, Susan Hardie, 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.
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 Educational 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. A new application is required only when you have stopped attending for at least one term.

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. 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, if needed.

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.

For more information contact your high school Assistant Principal or call High School Partnerships at (909) 652-6510.

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 Laura Myers at Chaffey College at (909) 652-6829.

INTERNATIONAL STUDENTS
An international student is defined as a student who has entered the United States temporarily and solely for the purpose of study and has a permanent residence in another country that he or she has no intention of abandoning. Prospective international students must contact the International Student Office or check the website at www.chaffey.edu/international for guidance on beginning the application process. Individuals on a B1/B2 Visitor’s Visa may not enroll in classes at Chaffey College, however, prospective students holding any type of Visa may obtain information from the International Student Center or the Admissions and Records Office at (909) 652-6195.

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 specific needs of international students attending Chaffey College.
The International Student Center is located on the Rancho Campus in CCE-123. See page 4 for their hours. For appointments and information regarding the program, call (909) 652-6195 or email our staff at intlstudents@chaffey.edu. The international student brochure and application materials are available in the International Student Center and on our website at www.chaffey.edu/international.

**Transcript Evaluation Services for Foreign Students**

Chaffey College accepts the following Transcript Evaluation Services for foreign students:

- 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.

**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. Puente Project contact is Lindsay LaValle at (909) 652-6200 or Deanna Hernandez at deanna.hernandez@chaffey.edu

**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/subject being audited, the 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 Office 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 the Admissions and Records Office at any Chaffey campus. For additional information, please contact 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
- A 4.0 points
- A- 3.7 points
- B+ 3.3 points
- B 3.0 points
- B- 2.7 points
- C+ 2.3 points
- C 2.0 points
- D+ 1.3 points
- D 1.0 points
- D- 0.7 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:

- Summer 2016: July 9, 2016
- Fall 2016: December 2, 2016
- Spring 2017: March 31, 2017

To participate in the May 2017 commencement, you must have received your degree or certificate in Summer 2016, Fall 2016, or Spring 2017.

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

Degree candidates must have completed 60 degree-applicable semester units with a minimum 2.0 degree applicable cumulative grade point average (GPA), and must have met 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 MyChaffeyVIEW from the Launchpad and choosing “Official Transcript Request” from the Students menu. 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 drop-down 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 our portal at https://my.chaffey.edu, click on 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 submitted to Chaffey College; a request form is not required. The only students who require an immediate unit evaluation are veterans and those who are applying to the ADN or 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 course work 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 evaluation has been completed.

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 is discriminatory or being applied in a discriminatory manner.
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.
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 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.

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 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 who have previously chosen to refuse matriculation services may reconsider and participate at any time.

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

Matriculation 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 educational plan, and follow-up services. New students must complete assessment and orientation prior to registering for classes.

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

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

Matriculation 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 educational plan, and follow-up services. New students must complete assessment and orientation prior to registering for classes.

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

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Exemptions and Refusal
Students may be exempt from matriculation services if they:

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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 educational plan, and are enrolled in and receiving services from an eligible priority group as defined by Education Code 66025 and Title 5 58108.
2. Continuing, returning, and new students who are enrolled in less than 9 units and have completed orientation, assessment, and an educational plan; continuing students must also be in good academic standing.
3. Continuing, returning, and new students who are enrolled in less than 9 units and have completed orientation, assessment, and an educational plan; continuing students must also be in good academic standing.
4. *Students who fail to meet one or more eligibility requirements.
5. 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). If the instructor does not provide an alternate grade, the “I” grade will automatically default to an “F”.
3. 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 or subsequent attempt at the course. Petitions are obtained from 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.
4. 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 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. Any person who has lived in California for less than two (2) years must clearly demonstrate the following:

- Intent to make California his/her 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 classes begin; (b) a person who is neither a citizen nor permanent resident of the United States.

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

Reclassification of 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.

ABS40 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 non-resident alien may be eligible for state financial aid. Contact the Financial Aid Office for more information at (909) 652-6199.

STUDENT SERVICES

AMAN/AWOMAN

“Connect to Succeed” is the philosophy of the AMAN/AWOMAN 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, contact Donna Colondres at (909) 652-6226.

ATHLETICS

Chaffey Community College participates in the following sports:

Men: Football, Basketball, Swimming, Baseball, Water Polo, Cross Country, and Soccer
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 Room -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 Educational 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) 652-6049 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-2:00pm. 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,
The Student Employment Office manages the Chaffey Connect online career services portal and offers a variety of employer services to local organizations including job announcements and on-campus recruiting opportunities. This office also serves as the personnel office for all on-campus student positions and provides assistance with hiring paperwork, employment verifications, and trainings. All new student employees must complete their personnel documents and submit them to this office prior to their first day of work. The Student Employment Office is located within the Career Center, in MACC-203, and can be contacted during normal business hours at (909) 652-6511.

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

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

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

Chaffey Connect – Online Career Services Portal
The Chaffey Connect system is an online career services portal that provides access to 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/childctr. Parents may apply for Child Development Center services prior to college registration.

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 Toddlers. 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 educational 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 USC may 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 educational 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.
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 14. It provides additional support services beyond those which are available through EOPS.

EOPS/CARE program is 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
Most students are eligible for some type of aid, so apply, even if you think you don’t qualify. You may be eligible for free tuition and other types of aid.

Financial Aid programs are awarded to students based on financial need and do not require repayment if you successfully complete your courses. These programs include grants (Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), Cal Grant, etc.), fee waivers (BOGW), Federal Work Study and scholarships. Awards may come from one or more of any combination of grants, scholarships, or federal work study. Refer to the information below for more details on each type of aid available. Eligibility for Financial Aid is determined by completing the FAFSA (Free Application for Federal Student Aid) online at https://fafsa.ed.gov. Be sure to include Chaffey College’s school code 001163.

Students must apply for financial aid each year. The priority application deadline is January 1st through March 2nd for the following academic year; however, applications are available throughout the year. Be aware that some awards are offered on a first-come, first-serve basis.

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
The new policy, which takes effect in fall of 2016, is a key component of the Board of Governors’ Student Success Initiative. Under the new regulations, students will lose eligibility for the Board of Governors Fee Waiver (BOGW) if they are on academic probation for two consecutive primary terms (fall and spring semesters are primary terms). Loss of eligibility will become effective at the first registration opportunity after such determination is made. Foster youth are exempt from this change and will not lose the BOGW eligibility based on academic probation. Students with extenuating circumstances will have the opportunity to appeal the loss of the BOGW waiver.

Federal Pell Grants
Federal Pell Grants range from $588 to $5,775 (subject to change). Federal Pell Grants are need-based and awarded to every undergraduate student who qualifies. In most cases, these grants DO NOT need to be paid back. These grants may be used for tuition, fees, books, transportation, and living expenses. Initial awards are estimated based on the results of the FAFSA. Estimates will change if any criteria used to determine your eligibility, such as major, degree status, satisfactory academic progress, income or family information changes. Actual payment will not be determined until your file is completed and enrollment status is verified. The amount of the Pell Grant disbursed is based on your Expected Family Contribution and enrollment status. You may even receive a Pell Grant if you attend school less than half-time provided you are otherwise eligible.

Students are only eligible to receive a Pell Grant for 6 years (12 full-time semesters). This includes all semesters the Pell Grant has been received during a student’s educational lifetime. Students can view their current Pell Grant usage online at www.nslds.ed.gov using the FAFSA PIN to access grant history.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Supplemental Educational Opportunity Grant is a need-based federal grant available to undergraduate students with the highest need. Priority is given to Pell Grant recipients with a zero Expected Family Contribution (EFC) who meet the priority filing deadline (March 2nd). Funding for this program is limited with a maximum amount of $700 for the academic year.

Federal Work Study (FWS)
(Up to $4,000)
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. All positions require that students maintain half-time enrollment and a minimum 2.0 Cumulative GPA 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 assists low-income students attending community colleges with living expenses and books. The award is $1,656 for the year and may be used for books, living expenses, and transportation.

Cal Grant C assists students with tuition and training costs for technical, occupational, vocational, or career training programs. The award includes up to $547 for books, tools, and equipment. Funding is available for up to two years, depending upon the length of the program. To qualify, you must enroll in an occupational, technical, or vocational program that is at least four months long at a California Community College. To find out more information visit www.csac.ca.gov

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

Full Time Student Success Grant (FTSSG)

The Full Time Student Success Grant (FTSSG) is a new financial aid program funded through the California Budget Act, 2015. Effective Fall 2015, all California Community College full time students who received a Cal Grant B will be awarded the FTSSG. The maximum award amount is $600 ($300 per term).

Scholarships

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

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.

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. The GPS Center is located in VSS-111 on the Rancho Campus, CHMB-240 on the Chino Campus, and FNFC-121 on the Fontana Campus.

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.

Students may contact Dalia Chavez at (909) 652-7460 for further information, location, hours of operation, and appointments.

LIBRARY

The Chaffey Library has branches at Chino, Fontana, and the Rancho sites. 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 for check-out of items, including reserve materials. Please consult our website or contact us for more information regarding our services and resources.

STUDENT ACTIVITIES

The Office of Student Activities, located in Campus Center East on the Rancho Campus, provides services to accommodate Chaffey College’s diverse student population. The office publishes the annual student handbook in the Fall term, organizes the Spring Commencement ceremony, oversees student elections, and maintains a Chaffey College partnership with United Way. The office supervises student government and all other student organizations, and oversees a student lounge. Students interested in campus activities are invited to visit the office to sit in the lounge, relax between classes, or bring in a study group.

Associated Students of Chaffey College (ASCC)

Associated Students of Chaffey College (ASCC) is the campus student government. ASCC 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 ASCC-sponsored programs and activities, including scholarships (applications are available in the Office of Student Activities; scholarships are awarded in the Spring term), annual book grants, lectures, cultural events, a food pantry for Chaffey students, service projects for students and community, giveaways (i.e. the student supply packet), the textbook rental program that is administered in the Chaffey College Bookstore and more. The College Service Fee is an optional fee endorsed by the Associated Students 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
to schedule an appointment. Students can call (909) 652-6224 or (909) 652-6239 or email assessment.staff@chaffey.edu to schedule an appointment.

ASSessment Center
The Assessment Center is open on the Rancho, Chino, and Fontana campuses to students who need to take a make-up exam or who wish to take a language pre-requisite challenge exam. 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. See pages 28 for additional information on the prerequisite challenge process. The Rancho Assessment Center is located in the Student Services Administration Building, Counseling Department, Assessment Room SSA-128. Students can call (909) 652-6224 or (909) 652-6239 or email assessment.staff@chaffey.edu to schedule an appointment.

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 an appointment. The Student Health Services clinic on the Chino Campus is located at the CHMB-105. Call (909) 652-8190 for an appointment.

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 staff welcomes the opportunity to assist students considering transfer to four-year colleges. The center is located in SSA-120 on the Rancho Campus. Office hours are on page 4. More information can be obtained by calling (909) 652-6233 or visiting the Transfer Center on the Chaffey’s website www.chaffey.edu/transfer.

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 available in the Student Handbook in the Student Activities office or online 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 William Miller, Director, Disability Programs and Services, at (909) 652-6393 or TDD/TTY (909) 466-2829, 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 the Susan Hardie, Interim Director, Human Resources, Safety and Risk Management, at (909) 652-6531, email 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 available in the Student Handbook in the Student Activities Office or online 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 demonstrate effective communication and comprehension skills. Examples will include, but are not limited to the following:
• Comprehend, analyze, and respond appropriately to oral, written, and visual information.
• Effectively communicate/express information through speaking, writing, visual, and other appropriate modes of communication/expressions.

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.
• Analyze, compose, and assess the validity of an argument.
• Compute and analyze multiple representations of quantitative information, including graphical, formulaic, numerical, verbal, and visual.
• Compare, contrast and analyze scientific concepts and scientific observation.
• Select, analyze and evaluate the accuracy, credibility, relevance and reasonableness of information and its sources.

Community/Global Awareness and Responsibility
Students will demonstrate knowledge of significant social, cultural, environmental and aesthetic perspectives. Examples will include, but are not limited to the following:
• Identify the social and ethical responsibilities of the individual in society.
• 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 personal, educational, and career goals; work independently and in group settings; identify lifestyle choices that promote self-reliance, financial literacy and physical, mental and social health. Examples will include, but are not limited to the following:
• Demonstrate professional and ethical responsibilities of the individual.
• Identify personal, academic, psychological, and social needs, determine resources and access appropriate services.
• Develop, implement, and evaluate progress towards achieving personal goals, academic goals, career goals, and career resilience.

DISCIPLINARY AND GRIEVANCE APPEAL PROCEDURES
Procedures for grievance appeal hearings are found in the Student Handbook. Copies of the Student Handbook are available in the Student Activities Office.

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 until his/her academic status is restored to good standing.

Reinstatement
A student who has been dismissed may apply for readmission after one semester following the date of dismissal. A student may appeal a dismissal or apply for readmission by filing a petition for readmission. This petition will be reviewed by a scholastic standards committee. Petitions are available in the Counseling Department.

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

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

RIGHTS AND PRIVACY POLICY (FERPA)
Under the Family Education Rights and Privacy Act (FERPA), upon enrollment you may direct the college to withhold release of directory information to persons not employed by the Chaffey College District. Directory information includes your name, address, phone number, dates of birth, dates of attendance, major of study, award/degrees received, and most recent institution previously attended. Directory information does not include your Social Security Number.

Currently directory information is only shared with officials and employees of the Chaffey College District, or a person elected to the Board of Trustees, who have a legitimate educational need to inspect the record, to a student government officer conducting student elections, and to other educational entities conducting research to assess the academic progress of students and help students reach their educational goals. Directory information is never shared with non-educational entities (i.e., “telemarketers”).

New and returning students must specifically request non-release of their directory information. Students who wish to change a previous designation should request a Student Update form from the Admissions and Records Office. This form is available on the Chaffey College website at www.chaffey.edu in the Admissions and Records link, under Forms.

SECTION 504 – REHABILITATION ACT
In accordance with Section 504 of the Rehabilitation Act, Chaffey College abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the College “solely by reason of the handicap.” Amy Nevarez and William Miller serve as 504/508/ADA Coordinators and may provide information and answer questions regarding access for students with disabilities. They may be reached at Chaffey College, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; telephone Amy Nevarez at (909) 652-6020, email amy.nevarez@chaffey.edu, or William Miller at (909) 652-6390, email william.miller@chaffey.edu.

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

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

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

Sexual harassment shall be immediately reported to the District’s Compliance Officer, Susan Hardie, Director, Human Resources, Chaffey College, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; telephone (909) 652-6531, email susan.hardie@chaffey.edu or to any dean, director, or manager for immediate reporting to the District’s Compliance Officer, or designee. Every effort will be made to ensure that confidentiality is maintained.

SMOKING 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, Interim Vice President of Student Services, may be contacted at (909) 652-6502 email eric.bishop@chaffey.edu, or 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, email susan.hardie@chaffey.edu.

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

Main ............................................ 652-8000
Admissions and Records ...................... 652-8001
Aman/Awoman .................................. 652-6200
Assessment/Orientation Appointments ....... 652-6224
Bookstore ..................................... 652-6560
CalWORKS .................................... 652-6049
Cashier ........................................ 652-6600
Child Development Center .................. 652-6875
Counseling .................................... 652-6200
Extended Opportunity Programs and Services/Foster Youth ..................................... 652-6349
Financial Aid .................................. 652-6199
GPS .............................................. 652-6466
Language Success Center ..................... 652-6907
ESL & Modern Languages .................... 652-6907
Reading and Writing ......................... 652-6820
Mathematics Success Center .................. 652-6452
Multidisciplinary Success Center .......... 652-6932
Puente Project ................................ 652-6200
Writing Center ................................ 652-6820

FONTANA CAMPUS NUMBERS:

Main ............................................ 652-7400
Admissions and Records/Cashier .............. 652-7400
Assessment/Orientation Appointments ........ 652-7460
Bookstore ..................................... 652-6560
CalWORKS .................................... 652-7485
Counseling .................................... 652-7460
Extended Opportunity Programs and Services .................................. 652-7413
Financial Aid .................................. 652-7417
GPS .............................................. 652-7460
Multidisciplinary Center ..................... 652-7408

DEPARTMENTS:

Breeze, The (Student Newspaper) ............. 652-6934
Campus Police (Business Office) .............. 652-6632
(24 Hour Police Dispatch) ..................... 652-6911
Career Center .................................. 652-6511
Career Transitions .............................. 652-6831
Community Education ......................... 652-6041
Disability Programs and Services .......... 652-6379/6380
TDI/TTY Service ................................ 466-2829
Distance Education ......................... 652-6975
Health Services ................................. 652-6331
Honors Program ................................ 652-6263
International Student Center ................. 652-6195
Learning Development Center ................ 652-7675
Library ........................................ 652-6800
Lost and Found ................................ 652-6634
Museum Gallery ................................ 652-6490
Opening Doors .................................. 652-6201
Planetarium .................................... 652-6408
Probation and Dismissal ....................... 652-6201
Student Activities .............................. 652-6590
Student Employment Office .................... 652-6511
Student Government ........................... 652-6594
Theatre Box Office ............................. 652-6067
Transfer Center ................................ 652-6233
Veterans Services .............................. 652-6611
### Subject Area/School Numbers:

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<td>Visual and Performing Arts, School of</td>
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### 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 and are often graded on a pass/no pass basis. They are not part of any certificate or Associate Degree and do not transfer to four-year colleges and 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 certificate, Associate Degree, or transfer program pattern.

### Course Title

**HIST-17 United States History Through 1877**

- **Course Title:** United States History Through 1877
- **Units:** 3.00

**Prerequisite:** Eligibility for ENGL-1A as determined by the Chaffey assessment process, or satisfactory completion of ENGL-450, ENGL-475, ESL-450, ESL-475, or READ-550.

Survey of United States history from its colonial foundations through Reconstruction. Satisfies the CSU requirement in American history.

**Materials Fee:** $3.00

**Grading:** Letter grade only

**Transfer:** CSU; UC

<table>
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<tr>
<th>Course Number</th>
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<tr>
<td>79244</td>
<td>K. Brindell</td>
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<td>79240</td>
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<td>08/19/14-10/07/14</td>
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<td>SS-102</td>
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**For Online Information in Vietnamese, Arabic, Chinese, Spanish or Tagalog**

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

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إذا رغبت في الاطلاع على معلومات التسجيل باللغة العربية، نرجو قراءة المعلومات على هذا الموقع الإلكتروني.

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Kung gusto mo ng impormasyon tungkol sa pagpaparehistro sa Tagalog, pakibasa ang impormasyon sa Website na ito.

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