



## VISION STATEMENT

*Chaffey College:  
Improving lives through education.*

## MISSION STATEMENT

*Chaffey College improves lives and our communities through education with a steadfast commitment to equity and innovation to empower our diverse students who learn and thrive through excellent career, transfer, and workforce education programs that advance economic and social mobility for all.*

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# Chaffey College Governing Board

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*Vice President*

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*Clerk*

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*Immediate Past President*

**Tamia Newman**  
*CCSG President / Student Trustee*

# PRESIDENT'S WELCOME

Welcome to Chaffey College!

Whether you are pursuing a degree, certificate or planning to transfer to a four-year college, thank you for trusting Chaffey College to help you reach your goals. You will find an abundance of in-person, hybrid and online courses to fit your needs, along with plenty of staff to support you along the way.

This year about 21,500 students are enrolled in nearly 58,000 classes. With our growing number of programs and flexible schedules, our goal is for every student to have an opportunity to achieve their academic and career endeavors.

We have a lot of new and exciting programs either on the horizon or freshly unveiled.

Earlier this year we introduced a new area of the college called Workforce Innovations and Entrepreneurial Development, which will grant more Panthers access to internships, apprenticeships, entrepreneurial support and so much more. We look forward to hearing the success stories from our students thanks to this new area.

As you noticed in the fall, construction projects can be seen throughout our campuses thanks to the support of Measure P funding. We will soon see the finished swimming pool renovation project, which is estimated for completion in the summer. Workers are also making progress on the library and learning commons, the Michael Alexander Campus Center renovation as well as the Chino campus instructional building.

We continue to move toward building new campuses in Ontario and Fontana. We are so glad to have you here to witness these improvements.

There are numerous clubs, events, and opportunities for student engagement this spring. I encourage you to take advantage of these offerings and to make the most of your time here at Chaffey College.

Enjoy your spring semester, Panthers!

Sincerely,

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

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# Spring Term 2024: January 8 - May 16

## Full-Term Classes

Began September 1, 2023 .....	Application period (online with <a href="#">OpenCCC</a> )
October 24.....	Registration notifications
November 6.....	Registration period begins
Day prior to class start date....	Registration period ends
<b>January 8.....</b>	<b>INSTRUCTION BEGINS</b>
January 8 - 22 .....	Late Registration (Add Authorization required)
<b>January 22.....</b>	<b>Deadline to ADD classes</b>
January 22 .....	Refund deadline for full-term classes
January 28 .....	Deadline to DROP full-term classes without a “W” grade
February 9 .....	Deadline to apply for degrees, certificates, and graduation
March 11 - 17 .....	Spring Break - no classes held
April 2 .....	Deadline to DROP full-term classes with a “W” grade
April 16 .....	Faculty Lecture Day - no classes held
April 19 .....	Deadline to ADD full-term open-entry/exit classes
May 10 - 16.....	Final Examinations
<b>May 16.....</b>	<b>INSTRUCTION ENDS</b>
May 16.....	Commencement
May 24.....	Grades available online

## Registration for Short-Term Classes

	<b>Fast Track I</b>	<b>Early 14-Week</b>	<b>14-Week</b>	<b>Fast Track II</b>
Registration (refer to your assigned registration date)				
<b>Instruction begins</b> .....	<b>Jan 8</b>	<b>Jan 8</b>	<b>Jan 29</b>	<b>Mar 18</b>
Late registration (Add Authorization required) .....	Jan 8 - 12	Jan 8 - 12	Jan 29 - Feb 2	Mar 18 - 22
<b>Deadline to ADD classes</b> .....	<b>Jan 12</b>	<b>Jan 12</b>	<b>Feb 2</b>	<b>Mar 22</b>
Deadline to DROP classes without a “W” grade .....	Jan 17	Jan 24	Feb 13	Mar 26
Deadline to DROP classes with a “W” grade.....	Feb 8	Mar 6	Apr 4	Apr 22
<b>Instruction ends</b> .....	<b>Mar 4</b>	<b>Apr 19</b>	<b>May 9</b>	<b>May 9</b>
Grades available online .....	Mar 12	Apr 27	May 17	May 17

### Holidays (college closed)

January 15 .....	Martin Luther King Jr. Day
February 16 .....	Lincoln Day
February 19 .....	Washington Day
March 11 - 17 .....	Spring Break
April 1 .....	César Chávez Day

### Additional Information

- View the complete [Spring 2024 Academic Calendar online](#).
- Classes may have different start and/or end dates, and last day to add deadlines for each session; consult the dates listed under the class sections in this schedule or your online registration receipt in the MyChaffey Portal.
- Payment Information: See pages 12-19 for an easy reference Payment Chart, and refund policy and procedure information.
- Final Examination Information: See page 199.

# ■ Rancho Cucamonga Campus Offices

Many services are offered live and on-demand, online. For the most up-to-date information on campus office in-person and online availability, visit the links below. General information about services provided through the college's offices are found throughout this Schedule.

## Academic and Career Counseling

[www.chaffey.edu/counseling/](http://www.chaffey.edu/counseling/) · [counseling@chaffey.edu](mailto:counseling@chaffey.edu)  
[Counseling Support Staff Lobby](#) · [General Counseling Lobby](#)  
[Book a Counseling Appointment](#) · [Student Support Hub](#)

## Admissions and Records / Cashier's Offices

[www.chaffey.edu/admissions/](http://www.chaffey.edu/admissions/) · [admissions@chaffey.edu](mailto:admissions@chaffey.edu)  
[www.chaffey.edu/cashier/](http://www.chaffey.edu/cashier/) · [cashier.staff@chaffey.edu](mailto:cashier.staff@chaffey.edu)

## CalWORKs

[www.chaffey.edu/studentsupport/calworks/](http://www.chaffey.edu/studentsupport/calworks/) · [calworks@chaffey.edu](mailto:calworks@chaffey.edu)

## Campus Store

<http://books.chaffey.edu/> · [campusstore@chaffey.edu](mailto:campusstore@chaffey.edu)  
Monday - Thursday ..... 7:30am-7:00pm\*  
*\*Hours are subject to change. Visit the website for up-to-date availability.*

## Career Center and Student Employment Office

[www.chaffey.edu/careercenter/](http://www.chaffey.edu/careercenter/) · [careercenter@chaffey.edu](mailto:careercenter@chaffey.edu)

## Center for Culture and Social Justice (CCSJ)

[www.chaffey.edu/spops/ccsj.php](http://www.chaffey.edu/spops/ccsj.php) · [equity.support@chaffey.edu](mailto:equity.support@chaffey.edu)

## Disability Programs & Services (DPS)

[www.chaffey.edu/studentsupport/dps/index.php](http://www.chaffey.edu/studentsupport/dps/index.php) · [dps.staff@chaffey.edu](mailto:dps.staff@chaffey.edu)

## Extended Opportunity Programs & Services (EOPS)

[www.chaffey.edu/studentsupport/eops/index.php](http://www.chaffey.edu/studentsupport/eops/index.php) · [eops@chaffey.edu](mailto:eops@chaffey.edu)

## Financial Aid

[www.chaffey.edu/financialaid/](http://www.chaffey.edu/financialaid/) · [financialaid@chaffey.edu](mailto:financialaid@chaffey.edu)

## Guiding Panthers to Success (GPS)

[www.chaffey.edu/counseling/gps.php](http://www.chaffey.edu/counseling/gps.php) · [counseling@chaffey.edu](mailto:counseling@chaffey.edu)  
[Success Guides Virtual Lobby](#)

## International Student Center

[www.chaffey.edu/studentsupport/international-center/index.php](http://www.chaffey.edu/studentsupport/international-center/index.php) [international@chaffey.edu](mailto:international@chaffey.edu)

## Library

<https://www.chaffey.edu/library/> · [library@chaffey.edu](mailto:library@chaffey.edu)

## Online (Distance) Education Help Desk

[www.chaffey.edu/programsacademics/online-education.php](http://www.chaffey.edu/programsacademics/online-education.php) · [onlineed@chaffey.edu](mailto:onlineed@chaffey.edu)

## Orientation and Placement

[www.chaffey.edu/counseling/placement.php](http://www.chaffey.edu/counseling/placement.php) · [placement.staff@chaffey.edu](mailto:placement.staff@chaffey.edu)

## Student Health Services

<https://www.chaffey.edu/wellness/index.php>

## Student Life

[www.chaffey.edu/studentlife/index.php](http://www.chaffey.edu/studentlife/index.php)

## Student Success Centers

[www.chaffey.edu/studentsupport/success-centers.php](http://www.chaffey.edu/studentsupport/success-centers.php)

## Transfer Center

[www.chaffey.edu/studentsupport/transfer/index.php](http://www.chaffey.edu/studentsupport/transfer/index.php) · [transfer.staff@chaffey.edu](mailto:transfer.staff@chaffey.edu)

## Veteran Resource Center

[www.chaffey.edu/spops/veterans.php](http://www.chaffey.edu/spops/veterans.php) · [vrc.staff@chaffey.edu](mailto:vrc.staff@chaffey.edu)

# ■ Other Campuses

## Chino Campus

[www.chaffey.edu/campuses/chino/index.php](http://www.chaffey.edu/campuses/chino/index.php)

## Fontana Campus

[www.chaffey.edu/campuses/fontana.php](http://www.chaffey.edu/campuses/fontana.php)

## InTech Center

<https://www.intechcenter.org/>

# ■ Food Services

## Panther Bistro Dining Commons

(located on the 1st floor of the MACC building)

## Panther Express *featuring The Coffee Bean & Tea Leaf*

(located by the HS Building off Parking Lot 1)

## Panther Pantry\*

(located in front of the IS Building off Parking Lot R-18)

<https://www.chaffey.edu/spops/panther-care/index.php>

*\*Available in drive-thru format at all three campuses*

## Heritage Farmer's Market\*

(located on the east side of the AD Building)

<https://www.chaffey.edu/spops/panther-care/index.php>

*\*Available on certain Thursdays from 11:00am - 3:00pm*

# Becoming a Panther

## Who is eligible to attend?

- All high school graduates.
- Anyone who has a Certificate of Proficiency or G.E.D.
- High school students who meet specific requirements – see section on High School Dual Enrollment in this schedule for more information.
- International students who meet specific admission requirements – these students must contact the International Student Office or check the program’s webpage for guidance on beginning the application process. See section on International Students in this schedule for more information.

## Who must apply?

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

## Who must submit transcripts?

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

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

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

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

## Students With Limitations

Students with learning, physical, psychological, or other health limitations are encouraged to contact [Disability Programs and Services online](#), at (909) 652-6379, or [dps.staff@chaffey.edu](mailto:dps.staff@chaffey.edu) for assistance.

# Step 1

## Apply for Admission

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

1. Go to [www.chaffey.edu](http://www.chaffey.edu)
2. Click on the “Prospective Students” link at the top of the page.
3. Click on “Apply to Chaffey College.”
4. Create an Account.
5. Complete the Application.

Be sure to click the submit button.

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

The registration letter includes:

- Your Chaffey ID number
  - MyChaffey Portal log-in instructions
  - Links to the Schedule of Classes
  - Additional critical registration information
6. International students must complete a secondary application through the International Student Center. Visit the [International Student Center webpage](#) online, call (909) 652-6195, or email [international@chaffey.edu](mailto:international@chaffey.edu) for more information.

### How to earn a prioritized registration date

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

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

### Super Saturdays

Complete ALL steps to register in **ONE** day

Visit the [Counseling webpage](#) for workshop dates online. All workshops will be online via Zoom. For more information, contact the Counseling Department at [counseling@chaffey.edu](mailto:counseling@chaffey.edu).



### REGISTRATION STATUS

You may check your registration date and the registration steps you have completed through the [MyChaffey Portal](#).

Your registration date will be available approximately two weeks prior to the start of registration.

**MyChaffey**

<http://my.chaffey.edu/>

MyChaffey online services are typically available year-round, 24 hours a day, 7 days a week.

# Step 2

## Apply for Financial Aid

1. Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) using the Chaffey College Federal School Code **001163**. Dreamers, AB 540 and DACA students: complete the CA Dream Act Application online at <https://dream.csac.ca.gov>. First-time, full-time students who are California residents or AB 540 may be eligible to receive the Chaffey College Panther Promise. Panther Promise provides the first two years of **FREE TUITION** to all first-time, full-time (enrolled in 12 units) college students. For eligibility requirements and to apply, visit the [Panther Promise webpage](#).
2. You must have a current Admissions application on file with the Admissions and Records Department. Applications are submitted online. Make sure your correct Social Security Number is listed on the application.
3. Once the Financial Aid Office receives your information from the U.S. Department of Education or the California Student Aid Commission, you will receive an email from the Financial Aid Office indicating if awards are available, or if additional documentation is needed to complete your file. Your Financial Aid status is available via the Financial Aid – Student Self-Service Portal.  
  
To view a list of required documents/Actions and any additional documentation you are required to complete, follow these steps:
  - Log onto the [MyChaffey Portal](#)
  - Click on Financial Aid Self Service link under the Financial Aid menu
  - Review your checklist for required documents and/or My Awards
4. Your Financial Aid will be reviewed for eligibility and you will be notified by email of your award(s). If you are eligible for the California College Promise Grant (CCPG - formerly BOGFW), this will automatically be applied after your FAFSA or Dream Act application is received. Once eligibility has been determined, and you have been awarded a Federal Pell Grant, or any other type of aid, it will be automatically accepted in the award letter. For more information on the CCPG and types of Grants, please refer to the Financial Aid section in this Schedule of Classes.

Do you need assistance with your financial aid application? Attend a financial aid FAFSA/Dream Act application workshop. Workshop times and locations are available [on our website](#).



### FINANCIAL AID OFFICE ASSISTANCE

#### QLess

The Financial Aid Office is available to serve you online through QLess. Complete an online form at one of the links below and receive updates via text and an email with a link to meet a staff member through Zoom online.

#### [Rancho](#) • [Chino](#) • [Fontana](#)

Financial Aid staff are available to assist over Zoom Mondays and Thursdays 7:00am-7:00pm, Tuesdays and Wednesdays 7:30am-4:30pm, and Fridays 7:30am-4:00pm.

To contact Financial Aid after business hours, email [financialaid@chaffey.edu](mailto:financialaid@chaffey.edu) with your name and Chaffey ID.

# Step 3

## Complete College Orientation and Placement

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

New and returning students are required to complete the Chaffey College Orientation after submitting the application. The English and math placement process is combined with Orientation. Once Orientation is completed, students will be immediately directed into placement. The Chaffey College Orientation is available online through the Counseling department.

### How to access online orientation and placement

- Log onto the [MyChaffey Portal](#).
- Click on the “New Student Registration Steps” tab.
- Click on the “New Student Enrollment Process” tab.
- The orientation is listed under Step 3.

[Visit here](#) for a video tutorial on how to complete the New Student Orientation and Placement process online.





# Step 4

## Create an Education Plan

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

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

### To complete an Education Plan

Schedule an appointment through [Cranium Cafe](#)



- Read and agree to the Informed Consent Statement
- Click on the Chaffey Login Portal button
- Enter your Chaffey ID and password
- Schedule an appointment that works best for your availability
- Complete the Intake Form
- Click on “Schedule Appointment”

If you have transcripts from another college, please submit official transcripts to the Admissions and Records Office. A request for transcript evaluation is needed. The form is available [online](#). Once you have received a confirmation email that your transcript evaluation has been completed, schedule an online appointment. Follow the instructions above for how to make an online counseling appointment with Counseling through Cranium Café by following the instructions above. See [Official Evaluation of Credit Completed at Other Schools](#) in this Schedule for more information.

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

For more information, visit the [Counseling Department online](#) or contact [counseling@chaffey.edu](mailto:counseling@chaffey.edu). [Watch this tutorial](#) to learn how to schedule an online counseling appointment.



# Step 5

## 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.

Visit [this link](#) for a variety of video tutorials covering course registration, paying for classes, accessing your Panther email, navigating MyChaffey, counseling services, and more.

### Maximum Unit Load

You may enroll in a maximum of 18 units in fall and spring semesters, and 12 units in the summer session. Counselor signature approval is required to exceed the maximum unit load allowed.

### Multiple Enrollments

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

### Time Conflicts

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



### High School Dual Enrollment

High School students may register online. Submission of a completed Dual Enrollment Agreement is required in order to receive a registration appointment. For more information about enrollment and registration processes, visit the [High School Dual Enrollment](#) webpage online.

# ■ 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.
- If a seat becomes available, you will automatically be registered based on your rank on the wait list, as long as you do not have a restriction or conflict preventing registration.
- You will be contacted through your personal email if you are automatically registered.

## Wait List Restrictions and Disclaimers

You may wait list for only one section of a specific course.

- Time conflicts are not checked systematically for overlapping sections when a student is wait listed.
- Professors have the discretion to approve registration by issuing Add Authorizations to students on the first day of instruction.
- You may not enroll in and wait list in different sections of the same course at the same time. Enrollment in a course will drop you from the wait listed section.
- The wait list will remain active until instruction begins. If you have not been registered from the wait list prior to the first day of instruction, you can contact the instructor to request Add Authorization.

## Add Authorization and Late Registration

Once the semester begins, all students are required to have an Add Authorization for all open and closed classes. The Add Authorization 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:**

- Full-Term ..... January 22
- Fast Track I..... January 12
- Early 14-Week..... January 12
- 14-Week ..... February 2
- Fast Track II..... March 22

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

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

## Add Authorizations for Distance Education (Online) Classes:

To add an online class after registration closes, or after the class start date has passed, email the class instructor promptly. The email should include the following information: your full name, Chaffey ID number, position on waitlist (if applicable), and the name and section number of the course.

Faculty email addresses can be located on the Chaffey College [Employee Directory webpage](#).

Once you have received an Add Authorization from an instructor, be sure to register as soon as possible via the "Self-Service (Registration)" link in the [MyChaffey Portal](#). If you experience issues with registration, review this [video tutorial](#) on registering for classes after a class has started, or contact Admissions and Records.

# Step 6

## Pay Enrollment Fees

All fees are approved by the Governing Board and are subject to change without advance notice. For a current list of all enrollment fees, visit the [Cashier's Office webpage](#).

### Enrollment Fee

CA Resident.....\$46 per unit  
Non-CA Resident U.S. Citizen  
and Non-U.S. Citizen .....\$460 per unit  
(\$414 per unit, plus \$46 per unit enrollment fee,  
with no Capital Outlay charge)

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

### Health Services Fee\*

Non-California College Promise Grant (CCPG) ..... \$21.00  
California College Promise Grant (CCPG)\*\* (A)..... \$10.50  
California College Promise Grant (CCPG)\*\* (B)..... \$21.00  
California College Promise Grant (CCPG)\*\* (C)..... \$21.00  
This fee funds the Student Health Services Program.  
Certain laboratory tests and medications may require  
an additional fee.

**Materials Fee** ..... Variable  
Some 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 (Fall & Spring)

Required on the Chino (College Park location only),  
Fontana, and Rancho Cucamonga campuses. In the event  
that parking fees and permits are not required for the  
term, students will be notified through their Chaffey  
College issued Panther email.

Auto Parking Permit ..... \$55.00  
Auto Parking Permit (CCPG eligible)..... \$30.00  
Motorcycle Parking Permit ..... \$20.00

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

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

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

**Transportation Fee**..... \$8.00/\$9.00

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

\* Pursuant to section 76355 of the Education Code,  
students who can provide documentation of active  
membership in a religious organization that relies  
exclusively on prayer for healing may request to have the  
Health Fee waived. Applications for waiver are available in  
the Student Health Services office.

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

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

For information related to the waiver of enrollment fees,  
contact the Financial Aid Office at [financialaid@chaffey.edu](mailto:financialaid@chaffey.edu) or  
(909) 652-6199.

## Methods of Payment

### 1. Pay Online

Online payments can be made through the [MyChaffey Portal](#). Visa, MasterCard, Discover, and American Express are accepted. Split payments cannot be processed online.

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

### 3. Pay by U.S. Mail

We accept personal checks or money orders payable to Chaffey College. Please write your student ID number in the memo section of your check. Chaffey College is not liable for mail lost or delayed by the postal service. Mail payments to:

Chaffey College  
Cashier's Office  
5885 Haven Avenue  
Rancho Cucamonga, CA 91737



### 4. Bank Wire

Log onto the [MyChaffey Portal](#), click on the "Make a Payment" link under the Shortcuts panel, and select Bank Wire. The exact payment amount must be initiated. Once the bank wire payment is submitted, submit confirmation via email to [cashier.staff@chaffey.edu](mailto:cashier.staff@chaffey.edu) to avoid being dropped from classes.

### 5. Third Party/Sponsor Paid

All vouchers and paperwork must be submitted via email to [cashier.staff@chaffey.edu](mailto:cashier.staff@chaffey.edu) prior to the student's payment deadline.

## Verification of Payment

Once payment is made, we recommend you [print out your receipt](#) for your records.

**NBS Tuition Payment Plan:** <https://mycollegepaymentplan.com/chaffey/>

### 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

### Simple Steps to Enroll in the Payment Plan (*a new payment plan must be set up for each semester*):

- Go to <https://mycollegepaymentplan.com/chaffey/>.
- Select "Enroll Today" located at the top of the screen.

NOTE: All down payments and enrollment fees are processed immediately. NBS scheduled payments are processed on the 5th of each month. You must have a minimum balance of \$100 to enroll in the payment plan.

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

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

If there are any changes made to the student's Chaffey College account including but not limited to adding and/or dropping classes, obtaining the California College Promise Grant (CCPG), or updating residency status, the student must adjust their payment balance by visiting <https://mycollegepaymentplan.com/chaffey/> and selecting "Enroll Today" located at the top of the screen. If the student has any questions regarding their agreement, they may email the Chaffey College Cashier's Office at [cashier.staff@chaffey.edu](mailto:cashier.staff@chaffey.edu).

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

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

## Financial Holds

Students with financial holds for past due fees will not be able to access the following services (title 5, section 59410):

- Grades
- Diplomas
- Registration Privileges
- Chaffey Student ID

## Financial Aid Students

The California College Promise Grant (CCPG) (formerly BOGFW) does not cover all fees for registration. Students who receive the CCPG must pay the remaining fees by the first day of instruction. If payment is not received, a financial hold will be placed on the student's account. For questions regarding your financial aid award, contact the Financial Aid Office [online through Qless](#) 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.

## Refund Policy for Credit Amounts Less Than \$20

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

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

## Automatic Refund Process

Refunds will still be processed automatically for the following:

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

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

## Eligibility Requirement for Refunds

A student is eligible for a refund if classes are dropped by the published refund deadline. Refund deadlines vary and are easily located by logging into the MyChaffey Portal, selecting the Registration widget, and choosing “Info.”

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

## Refund for Parking Permits

To receive a parking refund, the request must be submitted on or before the appropriate refund deadline date. Refund requests may be submitted via the [Parking Permit Refund Request form](#) online.

## Refund for Canceled Classes

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

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

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



## College Services Fee

The College Services Fee is budgeted by the Chaffey College Student Government (CCSG) to provide a range of opportunities, activities, and services to support and engage the students at Chaffey College. CCSG allocates the funds to benefit the students and foster the spirit of excellence and commitment to learning in all areas of the institution. This includes supporting: book grants, scholarships, lectures, cultural events, festivals, field trips, retreats, conferences, student clubs, the class gift and much, much more. Students who wish to be exempt from paying the College Services fee may submit a [Student Opt Out Request form](#) prior to the refund deadline for the applicable term.

## Health Services Fee

Pursuant to section 76355 of the Education Code, students who can provide documentation of active membership in a religious organization that relies exclusively on prayer for healing may request to have the Health Services Fee waived. Applications for waiver are available in the Student Health Services office. CCPG eligible students will be responsible for all or a portion of the Health Services Fee as listed on the [Tuition and Fees webpage](#).

## Student Representation Fee

The \$2 Student Representation fee is used by the Chaffey College Student Government and the Student Senate of California Community Colleges to advocate and lobby for legislative issues that affect and benefit community colleges and community college students both at the state and federal level. Students who wish to be exempt from paying the Student Representation fee may submit a [Student Opt Out Request form](#) prior to the refund deadline for the applicable term.

## Technology Fee

The Chaffey College technology fee directly supports the cost of providing student access to college technology. This fee is optional and will be used, for example, to help ensure student computer labs are equipped with current hardware and software and to provide high-speed wireless access and connectivity to the internet. The technology fee is \$8.00 per semester in the fall and spring and \$5.00 in the summer and will only be used for student-related technology. Students who wish to be exempt from paying the Technology fee may submit a [Student Opt Out Request form](#) prior to the refund deadline for the applicable term.

## Transportation Fee

All students enrolled in credit courses during the spring, summer, and fall semesters are subject to the fee. The transportation fee allows students to ride all of Omnitrans' fixed route bus services at no charge during the semester by using their Student ID card.

High school partnership students and students enrolled in zero-unit classes may opt to pay the transportation fee separately to take advantage of ridership services by submitting a [Transportation Fee Opt-In form](#).

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



# ■ Payment Chart Spring 2024

All payments must be made within 3 calendar days (including holidays and weekends) from the date of registration. Partial payments are not accepted; balance due in full. Failure to pay will result in all classes dropped. Once the term has started, to prevent being blocked from further registration activity we strongly recommend immediate payment upon registration.

<b>If you register for a class on the following date:</b>	<b>Full payment is due by:</b>
Monday, November 6, 2023	Thursday, November 9, 2023
Tuesday, November 7, 2023	Friday, November 10, 2023
Wednesday, November 8, 2023	Saturday, November 11, 2023
Thursday, November 9, 2023	Sunday, November 12, 2023
Friday, November 10, 2023	Monday, November 13, 2023
Saturday, November 11, 2023	Tuesday, November 14, 2023
Sunday, November 12, 2023	Wednesday, November 15, 2023
Monday, November 13, 2023	Thursday, November 16, 2023
Tuesday, November 14, 2023	Friday, November 17, 2023
Wednesday, November 15, 2023	Saturday, November 18, 2023
Thursday, November 16, 2023	Sunday, November 19, 2023
Friday, November 17, 2023	Monday, November 20, 2023
Saturday, November 18, 2023	Tuesday, November 21, 2023
Sunday, November 19, 2023	Wednesday, November 22, 2023
Monday, November 20, 2023	Thursday, November 23, 2023
Tuesday, November 21, 2023	Friday, November 24, 2023
Wednesday, November 22, 2023	Saturday, November 25, 2023
Thursday, November 23, 2023	Sunday, November 26, 2023
Friday, November 24, 2023	Monday, November 27, 2023
Saturday, November 25, 2023	Tuesday, November 28, 2023
Sunday, November 26, 2023	Wednesday, November 29, 2023
Monday, November 27, 2023	Thursday, November 30, 2023
Tuesday, November 28, 2023	Friday, December 1, 2023
Wednesday, November 29, 2023	Saturday, December 2, 2023
Thursday, November 30, 2023	Sunday, December 3, 2023
Friday, December 1, 2023	Monday, December 4, 2023
Saturday, December 2, 2023	Tuesday, December 5, 2023
Sunday, December 3, 2023	Wednesday, December 6, 2023
Monday, December 4, 2023	Thursday, December 7, 2023
Tuesday, December 5, 2023	Friday, December 8, 2023
Wednesday, December 6, 2023	Saturday, December 9, 2023
Thursday, December 7, 2023	Sunday, December 10, 2023
Friday, December 8, 2023	Monday, December 11, 2023
Saturday, December 9, 2023	Tuesday, December 12, 2023
Sunday, December 10, 2023	Wednesday, December 13, 2023
Monday, December 11, 2023	Thursday, December 14, 2023
Tuesday, December 12, 2023	Friday, December 15, 2023
Wednesday, December 13, 2023	Saturday, December 16, 2023
Thursday, December 14, 2023	Sunday, December 17, 2023
Friday, December 15, 2023	Monday, December 18, 2023
Saturday, December 16, 2023	Tuesday, December 19, 2023
Sunday, December 17, 2023	Wednesday, December 20, 2023

Monday, December 18, 2023	Thursday, December 21, 2023
Tuesday, December 19, 2023	Friday, December 22, 2023
Wednesday, December 20, 2023	Saturday, December 23, 2023
Thursday, December 21, 2023	Sunday, December 24, 2023
Friday, December 22, 2023	Monday, December 25, 2023
Saturday, December 23, 2023	Tuesday, December 26, 2023
Sunday, December 24, 2023	Wednesday, December 27, 2023
Monday, December 25, 2023	Thursday, December 28, 2023
Tuesday, December 26, 2023	Friday, December 29, 2023
Wednesday, December 27, 2023	Saturday, December 30, 2023
Thursday, December 28, 2023	Sunday, December 31, 2023
Friday, December 29, 2023	Monday, January 1, 2024
Saturday, December 30, 2023	Tuesday, January 2, 2024
Sunday, December 31, 2023	Wednesday, January 3, 2024
Monday, January 1, 2024	Thursday, January 4, 2024
Tuesday, January 2, 2024	Friday, January 5, 2024
Wednesday, January 3, 2024	Saturday, January 6, 2024
Thursday, January 4, 2024	Sunday, January 7, 2024
Friday, January 5, 2024	Monday, January 8, 2024
Saturday, January 6, 2024	Tuesday, January 9, 2024
Sunday, January 7, 2024	Wednesday, January 10, 2024
Monday, January 8, 2024	Thursday, January 11, 2024
Tuesday, January 9, 2024	Friday, January 12, 2024
Wednesday, January 10, 2024	Saturday, January 13, 2024
Thursday, January 11, 2024	Sunday, January 14, 2024
Friday, January 12, 2024	Monday, January 15, 2024
Saturday, January 13, 2024	Tuesday, January 16, 2024
Sunday, January 14, 2024	Wednesday, January 17, 2024
Monday, January 15, 2024	Thursday, January 18, 2024
Tuesday, January 16, 2024	Friday, January 19, 2024
Wednesday, January 17, 2024	Saturday, January 20, 2024
Thursday, January 18, 2024	Sunday, January 21, 2024
Friday, January 19, 2024	Monday, January 22, 2024
Saturday, January 20, 2024	Tuesday, January 23, 2024
Sunday, January 21, 2024	Wednesday, January 24, 2024
Monday, January 22, 2024	Thursday, January 25, 2024
Tuesday, January 23, 2024	Friday, January 26, 2024
Wednesday, January 24, 2024	Saturday, January 27, 2024
Thursday, January 25, 2024	Sunday, January 28, 2024
Friday, January 26, 2024	Monday, January 29, 2024
Saturday, January 27, 2024	Tuesday, January 30, 2024
Sunday, January 28, 2024	Wednesday, January 31, 2024
Monday, January 29, 2024	Thursday, February 1, 2024
Tuesday, January 30, 2024	Friday, February 2, 2024
Wednesday, January 31, 2024	Saturday, February 3, 2024
Thursday, February 1, 2024	Sunday, February 4, 2024
Friday, February 2, 2024	Monday, February 5, 2024
Saturday, February 3, 2024	Tuesday, February 6, 2024
Sunday, February 4, 2024	Wednesday, February 7, 2024
Monday, February 5, 2024	Thursday, February 8, 2024

Tuesday, February 6, 2024	Friday, February 9, 2024
Wednesday, February 7, 2024	Saturday, February 10, 2024
Thursday, February 8, 2024	Sunday, February 11, 2024
Friday, February 9, 2024	Monday, February 12, 2024
Saturday, February 10, 2024	Tuesday, February 13, 2024
Sunday, February 11, 2024	Wednesday, February 14, 2024
Monday, February 12, 2024	Thursday, February 15, 2024
Tuesday, February 13, 2024	Friday, February 16, 2024
Wednesday, February 14, 2024	Saturday, February 17, 2024
Thursday, February 15, 2024	Sunday, February 18, 2024
Friday, February 16, 2024	Monday, February 19, 2024
Saturday, February 17, 2024	Tuesday, February 20, 2024
Sunday, February 18, 2024	Wednesday, February 21, 2024
Monday, February 19, 2024	Thursday, February 22, 2024
Tuesday, February 20, 2024	Friday, February 23, 2024
Wednesday, February 21, 2024	Saturday, February 24, 2024
Thursday, February 22, 2024	Sunday, February 25, 2024
Friday, February 23, 2024	Monday, February 26, 2024
Saturday, February 24, 2024	Tuesday, February 27, 2024
Sunday, February 25, 2024	Wednesday, February 28, 2024
Monday, February 26, 2024	Thursday, February 29, 2024
Tuesday, February 27, 2024	Friday, March 1, 2024
Wednesday, February 28, 2024	Saturday, March 2, 2024
Thursday, February 29, 2024	Sunday, March 3, 2024
Friday, March 1, 2024	Monday, March 4, 2024
Saturday, March 2, 2024	Tuesday, March 5, 2024
Sunday, March 3, 2024	Wednesday, March 6, 2024
Monday, March 4, 2024	Thursday, March 7, 2024
Tuesday, March 5, 2024	Friday, March 8, 2024
Wednesday, March 6, 2024	Saturday, March 9, 2024
Thursday, March 7, 2024	Sunday, March 10, 2024
Friday, March 8, 2024	Monday, March 11, 2024
Saturday, March 9, 2024	Tuesday, March 12, 2024
Sunday, March 10, 2024	Wednesday, March 13, 2024
Monday, March 11, 2024	Thursday, March 14, 2024
Tuesday, March 12, 2024	Friday, March 15, 2024
Wednesday, March 13, 2024	Saturday, March 16, 2024
Thursday, March 14, 2024 - Sunday, March 17, 2024	Sunday, March 17, 2024

**If you register less than 3 days prior to class starting, payment is due the day before class begins.**

## Methods of Payment

Visa, MasterCard, American Express, Discover, or mail in a check or money order payable to Chaffey College (include Chaffey ID number).

# Step 7

## Attend First Class Meeting

### 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 “Self-Service (Registration)” link in the [MyChaffey Portal](#). Drop deadlines vary for each class and are available on your registration receipt. It is your responsibility to make sure classes are dropped. **Failure to attend a class does not constitute an official drop.**

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



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.

## ■ Obtain Your Textbooks

### The Chaffey College Campus Store

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

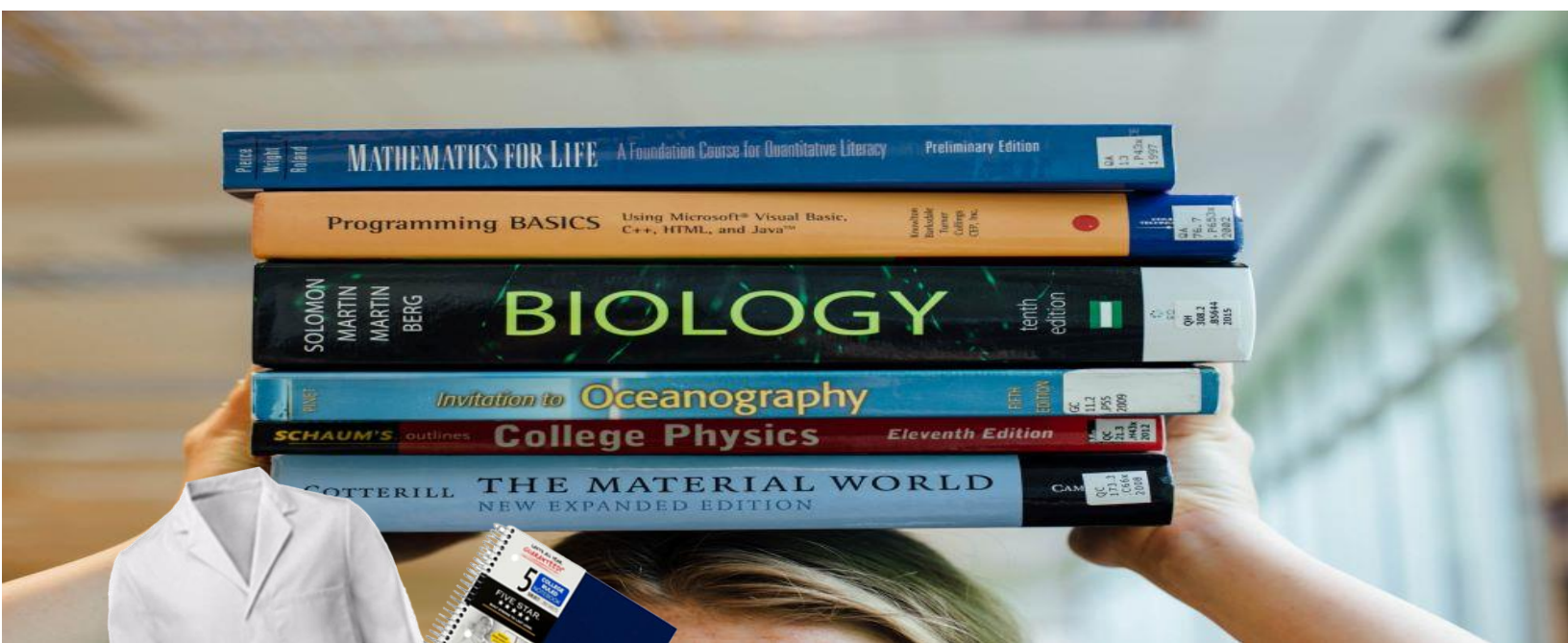
Visit the [Campus Store online](#) for current and extended hours of operation, textbook availability and price comparisons, textbook buyback information, and more.

#### Grants and Scholarships

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

#### Textbook Reserves

Some textbooks are available on reserve for short-term checkout at campus libraries. Check online at the [Library's website](#) or contact one of the Chaffey College Library locations for more information.



**Textbooks • Merchandise • Apparel  
Food, Snacks & Beverages  
Electronics • Supplies**

[books.chaffey.edu](http://books.chaffey.edu)  
[campusstore@chaffey.edu](mailto:campusstore@chaffey.edu)  
(909) 652-6560

# ■ Obtain Your Parking Permit



## Are parking permits required?

Parking permits are required on the Rancho and Fontana Campuses, as well as the Chino Campus located on College Park. Permits are not required at the Chino Education Center on Central Avenue or the Chino Information Technology Center on Seventh Street.

## What hours are parking permits required?

Monday - Friday: 7:00am-11:00pm.  
Saturday: 7:00am-3:00pm.  
Sunday: No permit required.

## How much do parking permits cost?

Fall and Spring: \$30 (CCPG); \$55 (non-CCPG) Summer: \$20

## Frequently Asked Questions

### Where can I purchase a parking permit?

Parking permits may be purchased online via <https://chaffey.thepermitportal.com>.

### How can I get a parking permit refund?

To receive a parking refund, the request must be submitted on or before the appropriate refund deadline date. Refund requests may be submitted via the [Parking Permit Refund Request form](#) online.

### 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 [online](#), or contact Campus Police at (909) 652-6632.



## Student Success Centers

Chaffey's virtual and in-person student Success Centers provide free tutoring, workshops, conversation groups, and focused learning activities. Functioning as an "extension of the classroom," the Success Centers strategically design curriculum for every stage of the learning process.

For hours and more information, visit the [Success Center webpage](#).

### Rancho Success Center

Room BEB-101 • (909) 652-6452

### Fontana Success Center

Room FNFC-122 • (909) 652-7430

### Chino Success Center

Room CHMB-145 • (909) 652-8150

## Supplemental Instruction

Supplemental Instruction (SI) is a series of weekly study sessions facilitated by a trained student leader. Attendance is voluntary and open to anyone enrolled in the selected courses. The study sessions help students improve understanding of course material, develop study strategies, and prepare for tests. For more information, visit the [Supplemental Instruction webpage](#) or call (909) 652-6468.

## Disability Programs and Services

The Disability Programs and Services (DPS) office provides a variety of services to support student success in the classroom. Services vary based on the nature and severity of the disability. For more information, visit [Disability Programs and Services online](#) or call (909) 652-6738. Some example services include:

### Counseling for Students with Disabilities

#### Classroom Services

- Peer note taking
- Sign language interpreters
- Tape recorder loan
- Assistance with test taking

#### Adapted Technology Services

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

#### Mobility Services

- Courtesy trams
- Campus orientation

## Library

The Chaffey College Library has branches at the Chino, Fontana, and Rancho sites. Visit the [Library online](#) or call (909) 652-6800 for current hours.

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

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

# ■ Cómo Empezar en Chaffey College

## ¿Quién es apto para asistir a Chaffey College?

Todos los graduados de la escuela secundaria, cualquier persona que tenga un certificado de aptitud o prueba de desarrollo educativo general (General Educational Development Test, GED), y cualquier persona que tenga al menos 18 años de edad pueden beneficiarse de un curso de estudio en Chaffey College.

## ¿Cómo solicito la admisión?

Complete una solicitud visitando [www.chaffey.edu](http://www.chaffey.edu) y seleccionando el enlace "Prospective Students" (Futuros estudiantes) en la parte superior de la página. Después, seleccione "Apply to Chaffey College" (Aplicar a Chaffey College) para crear una cuenta y comenzar su solicitud. La solicitud es gratuita.

## ¿Cuánto cuestan las clases?

Los costes de matrícula se cobran por unidad. Una clase típica es de 3 o 4 unidades.

- Residentes de California: \$46 por unidad.
- Ciudadanos de EE. UU. y no residentes en California: \$388 por unidad.

También hay una cuota de Servicios Médicos que cuesta \$21 en otoño y primavera, y \$18 en verano. Las cuotas de estacionamiento son de \$55 en otoño y primavera y de \$25 en verano, y son obligatorias en los campus de Chino (solo en College Park), Fontana y Rancho Cucamonga. En caso de que las cuotas y los permisos de estacionamiento no sean requeridos para el período, los estudiantes serán notificados a través de su correo electrónico Panther emitido por Chaffey College. Además, hay costes asociados a la compra de libros y materiales, que varían según la clase. Para obtener una lista actualizada de todas las cuotas de la matrícula, visite la página web de la [Oficina de Caja](#).

## ¿Puedo obtener ayuda para cubrir los costes de las clases y otros gastos?

La oficina de ayuda financiera administra una serie de programas diseñados para ayudar a los estudiantes con recursos limitados a hacer frente a sus gastos educativos, incluida la "Beca Promesa Universitaria de California" (California College Promise Grant, CCPG; antes conocida como BOGFW) que exime de los gastos de matrícula, subsidios, becas y estudio de trabajo federal. Para ser considerado para cualquiera de estos programas, es necesario completar la [Solicitud Gratuita de Ayuda Federal para Estudiantes \(Free Application for Federal Student Aid, FAFSA\)](#), o la [Solicitud Dream Act de California \(California Dream Act Application, CADAA\)](#). Asegúrese de incluir el código institucional de Chaffey, **001163**, en su FAFSA.

## ¿Cómo puedo saber qué ofrece la escuela para planificar mi educación?

Asista a una orientación. La orientación incluye información sobre el colegio y sus programas y servicios, la colocación de medidas múltiples, el plan de educación e información importante sobre políticas y procedimientos. La orientación está disponible en línea a través del [Departamento de Consejería](#), o llamando al (909) 652-6200 para inscribirse en una sesión. Debe completar la orientación y un plan educativo para recibir la mejor fecha de inscripción posible.

## ¿Cómo puedo inscribirme en las clases que quiero?

Puede inscribirse en las clases en la fecha de inscripción asignada o después de ella utilizando la inscripción en línea en <https://my.chaffey.edu/>. También puede inscribirse en persona en cualquiera de los campus de Chaffey College.

## ¿Qué debo hacer después de inscribirme?

1. Pagar las cuotas de matrícula. Al inscribirse, los pagos en línea se pueden hacer a través del portal MyChaffey. También se aceptan pagos en persona o por correo. Los métodos de pago aceptados incluyen tarjeta de crédito (VISA, MasterCard, Discover y American Express), efectivo, cheque o giro postal.
2. Conseguir sus libros de texto. Los libros de texto pueden comprarse o solicitarse a préstamo en las librerías del campus, o a través de la [Tienda del campus en línea](#).
3. Asistir a las clases. Es importante que todos los estudiantes asistan a la primera reunión de clase. Los estudiantes que no asistan pueden perder su plaza en favor de otros estudiantes que sí asistan, aunque estén matriculados en la clase.

## ¿Qué otros servicios están a disposición de los estudiantes?

Hay muchos servicios disponibles para los estudiantes de Chaffey College. Algunos que están disponibles incluyen:

### Asesoramiento académico

Los estudiantes disponen de asesores durante todo el año para ayudarlos a alcanzar sus objetivos académicos. Los asesores pueden diseñar un plan educativo para los estudiantes que los ayude a elegir el programa de estudios y las clases adecuadas para alcanzar sus objetivos. Para hacer una cita con un consejero, visite el [Departamento de consejería en línea](#) o llame al (909) 652-6200.

### Programas y Servicios de Igualdad de Oportunidades (Equal Opportunity Programs and Services, EOPS)

EOPS es un programa financiado por el estado que les ofrece servicios de apoyo a estudiantes económicamente desfavorecidos que no han tenido éxito en la escuela secundaria o en la universidad. Los estudiantes que reúnen los requisitos disfrutan de una serie de servicios, como vales para libros, asesoramiento académico, pases de autobús y matrícula prioritaria. Visite [EOPS en línea](#) o llame al (909) 652-6349 para obtener más información.



## Servicios médicos estudiantiles

Los servicios de salud estudiantiles están diseñados para ayudar a los estudiantes a lograr y mantener una salud física, mental y emocional óptima mediante la prestación de atención médica de calidad a un costo razonable. Cada semestre, la cuota de servicios de salud les permite a todos los estudiantes matriculados en la actualidad tener acceso a un médico, una enfermera con formación avanzada o un consejero matrimonial y familiar sin coste alguno. Todos los estudiantes tienen a su disposición diversos servicios, algunos de los cuales pueden ser de pago. Además de los servicios en persona que se prestan de lunes a viernes en la clínica de salud del campus de Rancho, se ofrece telemedicina médica y de salud mental las 24 horas del día, los 7 días de la semana. Para obtener más información, visite [Servicios médicos estudiantiles en línea](#) o llame al (909) 652-6331.

## ¿Cuáles son mis derechos ante la ley?

AB 540 Exención de Matrícula para No Residentes: un estudiante que califica para la exención de matrícula de no residente no tendrá que pagar la cuota de matrícula de no residente. Hay criterios específicos que deben cumplirse para una exención. Una lista de criterios y documentación requerida junto con una solicitud se puede encontrar en línea a través de la [Página Web de Admisiones](#), o se puede obtener a través de la oficina de Admisiones y Registros.

## Política de Prevención del Acoso Sexual

Es la política del distrito del Colegio Comunitaria de Chaffey proporcionarles a todos los estudiantes y empleados un ambiente educativo, de empleo y de negocios libre de toda forma de acoso, explotación, intimidación o avances sexuales no deseados, solicitudes de favores sexuales y otras conductas o comunicaciones verbales, visuales o físicas de naturaleza sexual como se definen y de otra manera prohibidas por la Ley de Empleo y Vivienda Justa de California, el Código de Educación de California y las normas, los reglamentos, los estatutos y las leyes estatales y federales que prohíben el acoso sexual y las represalias.

El distrito se opone firmemente al acoso sexual y prohíbe expresamente el acoso sexual de sus estudiantes y empleados por parte de profesores, gerentes, personal, estudiantes o miembros del público en general. El colegio tomará cualquier acción apropiada para prevenir, corregir y, cuando sea necesario, disciplinar el comportamiento inapropiado.

El acoso sexual deberá reportarse de inmediato al oficial de cumplimiento del distrito, Susan Hardie, directora ejecutiva, Recursos Humanos y Coordinadora del Título IX, Chaffey College, 5885 Haven Avenue, Rancho Cucamonga, CA 91737, teléfono (909) 652-6531, correo electrónico [susan.hardie@chaffey.edu](mailto:susan.hardie@chaffey.edu) o a cualquier decano, director o gerente para su reporte inmediato al oficial de cumplimiento del distrito, o su designado. Se harán todos los esfuerzos para asegurar que se mantenga la confidencialidad.

## Declaración de Igualdad de Oportunidades/No Discriminación y Prohibición de Acoso

El distrito del Colegio Comunitaria de Chaffey se compromete a proporcionar igualdad de oportunidades educativas y de empleo. El distrito afirma su compromiso con las políticas que incluyen un trato justo y equitativo de los estudiantes y empleados, prohíbe la discriminación en su admisión, el acceso, el tratamiento en los programas, las actividades de la universidad, la solicitud y el tratamiento en el empleo de la universidad sobre la base de raza, religión, color, sexo (incluidos el género, la identidad de género, la expresión de género, el embarazo, y la lactancia materna), orientación sexual, origen nacional, ascendencia, estado civil, edad, afección médica, características genéticas o información, militar y condición de veterano, discapacidad física o mental o la percepción de que una persona tiene una o más de estas características percibidas, o sobre la base de la asociación con una persona o grupo con una o más de estas características reales o percibidas.

De acuerdo con las regulaciones del Título IX, el distrito ofrece igualdad de oportunidades académicas, ocupacionales y extracurriculares sin importar el sexo/género del individuo. La oficial de cumplimiento del Título IX, Susan Hardie, directora ejecutiva de recursos humanos, puede contactarse al (909) 652-6531 o por correo electrónico a [susan.hardie@chaffey.edu](mailto:susan.hardie@chaffey.edu), o en 5885 Haven Avenue, Rancho Cucamonga 91737. El distrito, autorizado bajo la ley federal a matricular estudiantes no inmigrantes y extranjeros, y, de acuerdo con las regulaciones del título 5, afirma que la falta de conocimiento del idioma inglés no será una barrera para la admisión y participación en los programas del distrito.

Las personas que buscan información o resolución de presuntos actos de discriminación ilegal, represalias o acoso se dirigen a ponerse en contacto con el oficial de cumplimiento del distrito, Susan Hardie, directora ejecutiva, recursos humanos y coordinadora del título IX, Chaffey College, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; teléfono (909) 652-6531 o correo electrónico [susan.hardie@chaffey.edu](mailto:susan.hardie@chaffey.edu).

# ■ Additional Information

## ■ Special Student Classifications

### High School Dual Enrollment

High school students may enroll at Chaffey College through Dual Enrollment to pursue advanced scholastic or vocational education [Education Code 48800(a)]. All high school, private, and home-schooled students attending Chaffey for the first time must complete an online application, the Dual Enrollment Agreement, and Waiver of Liability Form (if applicable). Private and home-schooled students must provide official high school transcripts showing their most recent grade level. Continued enrollment in subsequent semesters will only require the Dual Enrollment Agreement and Waiver of Liability, if applicable.

Students who attend a local district high school should submit the electronic Dual Enrollment Form. This form will be automatically routed directly to the high school and returned to Chaffey Admissions and Records once approved. Students eligible to submit the electronic form do not need to submit the additional Waiver of Liability Form. NOTE: If a high school is not listed in the drop-down menu on the form then the student will need to submit a PDF Agreement and Waiver of Liability Form.

Students who attend a private school or are home-schooled must submit the PDF version of the Dual Enrollment Agreement and the Waiver of Liability Form, available online. The student will be responsible for obtaining the required signatures from the principal/designee of the high school to approve the requested course. Home-schooled students must also submit a valid Home School Affidavit from the California Department of Education.

High school students are eligible to enroll in any approved courses except those that are remedial in nature (courses numbered 500-599) or KINACT (PE activity) courses. Students may enroll in KINLEC lecture courses with permission from the high school. Select seniors may be eligible to enroll in KINTM team courses if recruited by a Chaffey coach. An official letter from the coach will be required at time of registration.

Students may take up to 11 units in fall and spring semesters, and 6 units in summer, from the list of approved courses on the Dual Enrollment Agreement for that term.

Enrollment, health, and college service fees are waived for Dual Enrollment students. Other costs (e.g., materials fees, transportation, technology, and student representation fees, books, and parking) must be paid by the student. Students enrolling in 12 or more units in a semester will lose special-admit status and will be responsible for payment of all assessed fees. Students residing out of state will be responsible for payment of all assessed fees, including nonresident and capital outlay fees.

### CTE Career Transitions

High school/ROP students who attend Career Technical Education (CTE) courses articulated with Chaffey College may be able to earn advanced placement or college credit. For additional information contact your counselor or career technician or email [act.staff@chaffey.edu](mailto:act.staff@chaffey.edu).

For more information about Dual Enrollment, visit the [Dual Enrollment webpage](#). For information on placement, orientation, and counseling, visit the [Counseling Department webpage](#).

### Puente Project

An outgrowth of the Puente Project founded in 1981 at Chabot College in Hayward, the Puente Project is designed to provide individual assistance to students interested in transferring to four-year colleges and universities. Puente students are provided with intensive English instruction, focused personal counseling, introductory tours of UC and Cal State campuses, and helpful personal mentoring. Every element is an essential part of the Puente experience.

Prospective students must be eligible for English 1A at the time of application, and must write an essay describing their academic and career goals, and how participation in Puente would assist their success. Applications and essays are evaluated by the Puente program faculty, who select 30 students each year for participation in the program.

More information and application forms are available in the Counseling Department and online at the [Puente Project webpage](#).

### Veterans

#### Active Duty Service Members Prior to Enrollment

You are required to speak with your Educational Services Officer (ESO) or counselor within your military service prior to enrolling at our institution. The ESO and related staff can assist in providing information and options regarding furthering your education. After meeting with your ESO or related counselor, Chaffey College is happy to further discuss educational pathways, enrollment options, and related information.

#### VA Education Benefits

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

Veterans are welcome to visit our Veterans Resource Center at the Rancho Cucamonga campus in AD-125.

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

Status	Fall & Spring	Summer
Full-time	12 or more units	Unit Requirements
Three-fourth time	9-11.5 units	Contact the
One-half time	6-8.5 units	Veterans Resource
Less than half-time	Less than 6 units	Center

Before the semester begins, students are allowed 3 calendar days (including weekends and holidays) from the date of registration to submit full payment. If payment is not received within the 3 calendar days, students will be dropped for non-payment. For payment deadlines, please refer to the Payment Chart in this Schedule of Classes.

**Students with veteran benefits including active duty or dependent eligible for VA Chapter Benefits 31 and 33 will have their fees deferred while being certified by the VA and the Veteran Services office and no late fees shall be incurred.**

The veteran, active duty or dependent eligible for chapter benefits 31 and 33 will need to provide a Certificate of Eligibility, a Statement of Benefits, or VA Authorization Notification form either before or during the first semester of benefits. Please see [38 USC 3679\(e\)](#) for complete details.

Veterans and active duty service members are eligible for priority registration. Students requesting priority registration must submit a DD214 Member-4 copy showing type of discharge or an active military ID as proof of service. Students are not required to use Veterans Education benefits to receive priority registration. You may submit your military documentation to the Veterans Resource Center at the Rancho Cucamonga campus or the Admissions and Records Office at the Chino and Fontana campuses. For more information, please visit the [Veteran Services webpage](#).

## Academic Matters

### Auditing Courses

Auditing may be permitted on a space available basis, solely at the discretion of the instructor. Once audit enrollment is completed, no student will be permitted to change his/her enrollment to receive credit. Conversely, a student is not permitted to change his/her enrollment from credit to audit. No course credit or grade is received for an audited class, nor does the college maintain any attendance or transcript records. Priority in class enrollment shall be given to students desiring to take the course for credit; therefore, enrollment for audit purposes will not be permitted until the class has met at least once. The instructor's approval is required to audit a class. If a student is enrolled only in the class(es) being audited, that

student can obtain a photo ID card and will have access to labs and Success Centers at all locations, but will not have access to the library book check-outs or online library resources. High school students are not eligible to audit courses. The cost to audit a course is \$15.00 per unit. For additional information, contact Admissions and Records at (909) 652-6600 or [admissions@chaffey.edu](mailto:admissions@chaffey.edu).

### Change of Address/Phone Number

It is the student's responsibility to maintain a current email address, physical address, and telephone number(s) in the [MyChaffey Portal](#). Changes can be made online in the portal via the Address Change link or in person in the Admissions and Records Office at any Chaffey campus. For additional information, please contact the Admissions and Records Office at (909) 652-6600 or [admissions@chaffey.edu](mailto:admissions@chaffey.edu).

### Credit by Examination

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

### Enrollment Verification Requests

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

A student may request enrollment verification from the Admissions and Records Office at any Chaffey campus location. Enrollment verifications are processed while the student waits.

Requests that require completion of additional forms may take up to 24 hours to process. Requests made in Chino and Fontana will require additional processing time. Please check with the Chino and Fontana Admissions & Records Office before making your request. Students may request up to two enrollment verifications at no charge. Subsequent verifications are \$5.00 each.

### Grading

#### Letter Grading: Plus and Minus Symbols

Effective Fall Semester 2002, plus and minus symbols have the following point values attached:

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

## Pass/No Pass Grading

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

## Petitions for Grade Changes

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

## Access to Grades

Students may access grade information for the term just completed by visiting the [MyChaffey Portal](#). Please allow 10 business days after the last day of instruction for processing.

## Degrees and Certificates

The deadline to apply for fall degrees and certificates is November 17.

To participate in the May 2024 commencement ceremony, you must receive your degree or certificate in summer 2023, fall 2023, or spring 2024.

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

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

## Non-Traditional Credit

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

## Transcripts

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

To order a transcript, visit [Chaffey's Parchment order form](#) online.

## Unofficial Transcripts

For a printout of unofficial transcripts, go to the [MyChaffey Portal](#), click the "Self-Service (Registration)" link under the Shortcuts panel, then click the menu icon to the left of the Chaffey College logo, then click on Academics and select Unofficial Transcript from the drop-down menu.

## Unit Evaluation

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

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

## Official Evaluation of Credit Completed at Other Schools

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

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

## Transcript Evaluation Services for Foreign Transcripts

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

- Academic and Professional International Evaluations, Inc. (APIE)
- Academic Credentials Evaluation Institute (ACEI)
- American Education Research Corporation (AERC)
- Educational Credential Evaluators, Inc.
- Educational Records Evaluation Service (ERES)
- International Education Research Foundation, Inc. (IERF)
- SpanTran: The Evaluation Company
- World Education Services, Inc. (WES)

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

## Limitations on Enrollment

### Prerequisites and Enforcement

When a course has a prerequisite, it means that a student must possess a certain body of knowledge to be successful in the course. The preexisting knowledge may be a skill, an ability, a placement preparation score, or successful completion of a course. Completion of a prerequisite course requires a grade of C or better, CR (credit) or P (pass). A grade of "C-" is not acceptable for completion of a prerequisite/corequisite course.

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

Chaffey's registration process allows for automated prerequisite/corequisite checking. Students attempting to enroll in the computer-checked courses will be blocked from registration if they do not meet the specified prerequisites. Students are responsible for meeting prerequisites as stated in the schedule of classes and college catalog. See a counselor for assistance in determining eligibility for a specific class.

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

Students who are enrolled in the prerequisite course at Chaffey at the time of their registration will be permitted to enroll in the subsequent course. Students who do not pass the prerequisite course with at least a grade of C or do not complete the prerequisite course will be dropped prior to the start of classes by the Admissions & Records Office.

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

### Prerequisite/Corequisite Challenge:

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

1. A prerequisite for a course necessary for graduation, transfer, or a certificate is not offered and the unavailability of that prerequisite poses a hardship.
2. The prerequisite has not been validated.
3. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
4. The prerequisite is discriminatory or being applied in a discriminatory manner.

The student must provide appropriate documentation when filing a challenge. Documentation may include, but is not limited to, high school or college transcripts, additional test results, work experience, or writing sample. Prior enrollment in the course does not exempt a student from the current prerequisite of that course. Students challenging a prerequisite must submit a Prerequisite/Corequisite Challenge form. The form must be filed in the Counseling Department up to one week prior to the beginning of each term.

### Prerequisite/Corequisite Challenge Process:

1. Meet with a counselor in the Counseling Department to assess whether you will benefit from the challenge process. The Counseling Department designee will enter the prerequisite/corequisite course within 48 hours. This will allow you to register in the course.
2. Complete the Prerequisite/Corequisite Challenge form linked below and attach documentation to establish your right to challenge this prerequisite/ corequisite request. Examples of documentation include official high school and/or college transcripts, international transcripts, certificates, test scores, etc. All official transcripts must be on file with Admissions and Records.
  - a) Identify the course in which you wish to register and the prerequisite/corequisite you wish to challenge.
  - b) If you are attempting to use high school coursework to meet a course prerequisite, submit your high school transcript to Admissions and Records in order to verify the coursework completed.
3. Register during the registration period. (Refer to class schedule for the last day to add.)
4. The Counseling Department staff will submit the Prerequisite/Corequisite Challenge form with documentation to the referral area (school/department indicated on the form).
5. The department coordinator will resolve the challenge within five (5) business days.
6. For approved challenge decisions, you will be notified by email and you will be allowed to remain in the class.
7. For denied challenge decisions, you will be notified by both phone and mail, the Counseling Department designee will remove the prerequisite/corequisite course entered on your record, the Admissions Office will drop you from the class, and the Cashier's Office will process your refund.
8. If you wish to appeal the denied decision, you may do so by contacting the Dean in the school/department for the prerequisite you have challenged.

The [Prerequisite/Corequisite Challenge form](#) is available online. Additional information is available through the [Counseling Department webpage](#). Questions should be directed to the Counseling Department at [counseling@chaffey.edu](mailto:counseling@chaffey.edu) or by joining the [Counseling Staff Support Lobby online](#).

### Corequisites

When a course has a corequisite, it means that a student is required to take a course at the same time as another course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course. Students wishing to challenge a corequisite should follow the same procedure for challenging a prerequisite.

### Limitation on Enrollment

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

### Advisory

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

## Student Rights, Responsibilities and Exemptions

Student support services at Chaffey College are intended to assist students in establishing appropriate educational goals and to provide support services to help them achieve these goals. Students are provided placement in English and math courses, orientation, counseling, an education plan, and follow-up services. New students should complete the placement process and orientation prior to registering for classes.

### Students Rights and Responsibilities

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

Matriculation requirements also include certain student responsibilities. Upon admission to the college, students must express a broad educational goal and provide transcripts from previous college work. They must complete the placement process and orientation prior to registering for classes and must develop a comprehensive Student Education Plan (SEP) with a counselor within their first six months at Chaffey. Students are responsible for attending class, completing their assignments and coursework, and maintaining progress toward their educational goal.

### Exemptions and Refusal

Students may be exempt from matriculation services if they:

- Have earned an associate degree or higher (diploma or transcripts required), or
- Have completed certain coursework at another college (transcripts required), or

- Will enroll in one course only, with no intention of earning a degree at Chaffey, or
- Will enroll in performance/activity courses only.

Students have the right to refuse matriculation services and choose not to participate in the placement process, orientation, and/or counseling. A student wishing to be exempt from these services based on one of the above criteria or wishing to decline participation must contact the Counseling Department to complete the necessary documentation. Students concurrently enrolled in high school and participating in High School Dual Enrollment are not eligible for exemptions and cannot refuse matriculation services. Students refusing services and concurrently enrolled high school students are not eligible for priority registration.

### Photo ID Cards

All enrolled students are eligible for a Chaffey College photo ID card. Photo ID cards are required for use of labs, library, and other services. Students must be currently enrolled and have paid all outstanding fees in order to receive a Photo ID or reprint. Photo IDs are issued while you wait in the Admissions and Records Offices at the Rancho, Chino, or Fontana campuses.

Photo IDs may now be requested online through the Student ID form on the MyChaffey Portal. Students may upload a personal photo to the order form and request the ID card be picked up or sent by U.S. mail.

### Photo ID Re-Print Policy

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

In person

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

Online

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

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

### Proxy Transactions and Identification Requirements

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

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

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

### Release of Information

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

### Registration Date Assignment

Registration priority will be assigned in the following order:

1. Students who have completed orientation, the placement process, and an education plan, and are enrolled in and receiving services from an eligible priority group as defined by Education Code 66025 and title 5, section 58108.
2. Students who have completed orientation, the placement process, and an education plan. Continuing and returning students must also be in good academic standing.
3. Students who fail to meet one or more eligibility requirements.
4. Students who have completed more than 100 units.
5. High school students.

### Course Repetition

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

### Course Repetition in a Non-Repeatable Course

1. Students who received a satisfactory grade ("A", "B", "C", "CR", or "P") may not normally repeat the course. Exceptions exist for significant lapse of time, extenuating circumstances, and legally-mandated training requirements as a condition of continued paid or volunteer employment (see exceptions below for details). Such exceptions require a petition, available from the Admissions and Records Office.
2. Students who have received an incomplete grade ("I") may not repeat the course. Required coursework must be completed within one year, or the "I" grade will default to an alternate grade indicated by the instructor (usually substandard).

3. Students who have received an In-Progress grade ("IP") must repeat the course by enrolling in it in the subsequent term (excluding summer). Coursework must be completed in that semester or the "IP" grade will default to an alternate grade indicated by the instructor (usually substandard). "IP" grades are issued for open-entry classes that extend past the end of the term or team-sports that have seasons that overlap semesters. The IP grade issued in the first semester will remain on the student's transcript and the course grade will be recorded in the subsequent term.
4. Students who have received an unsatisfactory grade ("D", "F", "FW", "NC", or "NP") or have withdrawn from the course ("W") may repeat the course once. If unsuccessful in the second attempt, the student must file a petition to be considered for a third attempt at the course. Petitions are available in the Admissions and Records Office. The academic dean over the subject area being petitioned evaluates and approves/denies each petition on a case-by-case basis. The Admissions and Records Office reserves the right to deny a petition that does not meet the standards set by title 5 of the California Code of regulations.
5. Students who have withdrawn for verified military service - military withdrawal ("MW"), or petitioned for an excused withdrawal ("EW"), may repeat courses from which they have withdrawn. The MW and EW grades do not affect GPA, nor do they count toward the permitted number of repetitions. The college's course repetition policy concerning military withdrawal may be different from that of the Veterans Administration. Students receiving Veterans' educational benefits should check with the Veterans Certifying Official in the Veteran's Resource Center before repeating any course.

### Course Repetition in a Repeatable Course

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

1. All attempts at a repeatable course count in the limitation on repeats, including any that result in an unsatisfactory grade ("D", "F", "FW", "NC" and "NP") or a withdrawal annotation ("W") on the student's permanent record.
2. When a repeatable course is taken and a substandard grade ("D", "F", "FW", "NC", and "NP") is earned, a student may elect to have the satisfactory grade earned in the first subsequent repeat of the course alleviate the substandard grade. Forms for this election are available in the Admissions and Records Office.

### Exceptions to Repetition Restrictions:

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

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

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

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

### Residency Determination

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

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

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

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

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



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

**Reclassification of 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 or [admissions@chaffey.edu](mailto:admissions@chaffey.edu).

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

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

Requirement 1: Attendance at California schools.

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

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

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

Requirement 2: Completion of a course of study.

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

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

Requirement 3: Registration.

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

Requirement 4: Affidavit of student without lawful immigration status.

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

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

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

The exemption applies to the following:

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

## Student Services

### Academic and Career Counseling

Throughout the year, Counselors are available in person and online to assist students in developing an education plan that outlines the courses and services necessary to achieve their goals. Students may meet with a counselor by chat, drop-in, or appointment via the online [Counseling webpage](#). Students who plan to transfer to a four-year college or university are strongly encouraged to consult with a counselor on a regular basis regarding requirements for general education, major preparation, and grade and unit requirements. In addition, students should also connect with the Transfer Center as early as possible for important dates and deadlines.

### Course Evaluation of External Transcripts

Students who have completed course work at other institutions and wish to obtain a degree or certificate from Chaffey College or transfer to a CSU or UC must request an official evaluation of their transcript(s) by completing the Request for Course Evaluation of External Transcripts available via the Counseling Department webpage and the MyChaffey Portal. Requests can be submitted by email to [transcript.evaluator@chaffey.edu](mailto:transcript.evaluator@chaffey.edu).

### Student Planning

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

### Athletics

Chaffey Community College participates in the following sports:

Men: Football, Basketball, Swimming, Baseball, Cross Country, Soccer, and Water Polo

Women: Volleyball, Basketball, Swimming, Softball, Cross Country, Soccer, and Water Polo

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

### CalWORKs Programs for Parents

CalWORKs (California Work Opportunity Responsibility to Kids) Program for Parents is a program that supports students who receive public assistance (cash aid) while attending Chaffey College. Program staff are here to help students succeed in their educational and career goals through services such as: developing a comprehensive educational plan, priority

registration, CalWORKs Work Study and job placement, work readiness support, personal and professional development workshops, assistance with completing county documentation related to their education, advocacy for their continued education and success, referrals for additional academic support, and many more services. The office for the CalWORKs Program for Parents is located in the Administration building, Room 190. For more information visit the CalWORKs webpage or call (909) 652-6045.

### Career Center and Student Employment Office

Chaffey College is committed to expanding opportunities to help students and alumni reach their career goals. A new program area, Workforce Innovations and Entrepreneurial Development, is being developed to further this effort. Part of this new area will include the Career Center. During this transition, students seeking career counseling can reach our counselors and schedule appointments through the following options:

In person:

- Visit the Counseling Lobby in the SSA Building on the Rancho Cucamonga Campus.

Online:

- [Online Career Counseling services](#).
- Workshops and other Career Center activities will be held virtually until further notice. These activities will be announced on the [Career Center webpage](#).

The [Student Employment Office](#) manages Chaffey's 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 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.

## Center for Culture and Social Justice (CCSJ)

The Center for Culture and Social Justice (CCSJ) is a culturally conscious safe-haven dedicated to cultivating socially responsive leaders. Unwaveringly committed to fostering solidarity and amplifying the student voice, the CCSJ will evolve with the needs of our student population, always seeking empower, inspire, and encircle the Panther community. You can find our upcoming programs and events on the [Center for Culture and Social Justice webpage](#).

## Disability Programs and Services (DPS)

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

DPS is located in Campus Center East (CCE), Room 100 on the Rancho Campus. Limited services are available at both the Chino and Fontana Campuses. For more information, please call (909) 652-6379 or visit the [DPS webpage](#).

## EOPS, CARE, & NextUp

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

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

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

The EOPS, CARE & NextUp programs are located on the Rancho Campus in MACC-205. Services also available at Chino and Fontana on select days. For more information about these programs, visit the [EOPS webpage](#), email [eops@chaffey.edu](mailto:eops@chaffey.edu), or call (909) 652-6349.

## Financial Aid

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

## How and When to Apply

Students must apply or reapply every year for financial aid by completing the Free Application for Federal Student Aid (FAFSA) which is available online at [www.fafsa.gov](http://www.fafsa.gov).

Students who are not eligible for the FAFSA application and meet the AB 540 residency requirements may complete the [California Dream Act Application \(CADAA\)](#) online.

Students can apply for financial aid as early as **October 1** for the new academic year. The ideal time to apply is between **October 1** and **March 2** to ensure your application is processed in a timely manner in preparation for summer, fall, and spring terms. The priority deadline to apply is **March 2**; however, you can still apply after this date. Filing after the priority deadline may make students ineligible for certain types of aid. If you are planning on attending Chaffey College, you will need to indicate Chaffey College's school code of **001163** on your FAFSA.

When submitting the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA) for the 2023-2024 Award Year, which includes summer 2023, fall 2023, and spring 2024, students (and parents, if dependent) are able to use prior-prior year income data (2021 tax year).

The 2024-2025 application is available beginning October 1, 2023. Complete the 2024-2025 FAFSA/Dream application by March 2, 2024, to meet the California state grant application deadline. Students (and parents, if dependent) will be able to use prior-prior year income data (2022 tax year).

When completing the FAFSA, use your FSA ID to electronically sign the online FAFSA. Dependent students will have a parent apply for their own FSA ID number. Parents will need to sign the FAFSA until the student is 24 years of age or no longer considered a dependent student. Students that complete a Dream Act application can apply for a PIN number to sign the application through the Dream Act Application website.

## Fee Waivers

There are several ways for students to reduce their college fees. Visit the college's [Types of Financial Aid webpage](#) for more information.

## California College Promise Grant (CCPG) (Formerly BOGFW)

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

## New California College Promise Grant (Formerly BOGFW) Policy

Under the new State regulations, once you have qualified for the CCPG, it is important to ensure that you meet the academic and progress standards to avoid losing the fee waiver. Students must:

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

Students will lose eligibility for the CCPG if they are on academic probation for two consecutive primary terms (fall and spring semesters are primary terms). Loss of eligibility will become effective at the first registration opportunity after such determination is made. Students with extenuating circumstances will have the opportunity to appeal the loss of the CCPG.

Students will lose eligibility for the California Promise Grant if they are on academic probation for two consecutive primary terms (fall and spring semesters are primary terms). Loss of eligibility will become effective at the first registration opportunity after such determination is made.

Students with extenuating circumstances will have the opportunity to appeal the loss of the California Promise Grant (Formerly BOGFW).

## Federal Pell Grants

Federal Pell Grants are need-based and awarded to every undergraduate student who qualifies. In most cases, these grants DO NOT need to be paid back. These grants may be used for tuition, fees, books, transportation, and living expenses. Initial awards are estimated based on the results of the FAFSA. Estimates will change if any criteria used to determine your eligibility, such as major, degree status, satisfactory academic progress, income or family information changes. Actual payment will not be

determined until your file is completed and enrollment status is verified. The amount of the Pell Grant disbursed is based on your Expected Family Contribution and enrollment status. You may even receive a Pell Grant if you attend school less than half-time provided you are otherwise eligible.

Students are only eligible to receive a Pell Grant for 6 years (12 fulltime semesters). This includes all semesters the Pell Grant has been received during a student's educational lifetime. Students can view their current Pell Grant usage online at the [U.S. Department of Education's Federal Student Aid website](#) using the FSA ID to access grant history.

## Federal Supplemental Educational Opportunity Grant (FSEOG)

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

## Federal Work Study (FWS)

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

## Cal Grants

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

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

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

## Panther Promise

Chaffey College's Panther Promise provides the first two years of **FREE** tuition to all first-time full-time (enrolled in 12 units) college students. For eligibility requirements and to apply visit the [Panther Promise webpage](#).

## 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 the [Chafee Grant website](#).

## Student Success Completion Grant (SSCG)

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

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

## Student with Dependent Children Grant

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

## Scholarships

Scholarships are usually, but not always, based on a combination of need and merit. Some scholarships are based on your major, community service, educational goals, or other criteria. It is free money that does not need to be paid back. Scholarship applications are available at the [Chaffey College Foundation Office](#) and through the [Office of Student Life](#).

## Important Facts

In the event that a financial aid applicant at Chaffey College enrolls in coursework and then completely withdraws from all coursework may be subject to repayment of Federal

Financial Aid funds. In this case, a student will be billed for the amount of aid that must be repaid, and holds will be placed on your record until the overpayment is resolved. If you have a reduction in units after receiving a disbursement, you may enter into an over award status which will result in financial assistance funds having to be repaid.

## Foundation

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

## GPS (Guiding Panthers To Success) Centers

The GPS Centers support student planning and achievement by providing new and returning students with registration assistance, development of an Educational Plan, unit load planning, navigation, and utilization of [MyChaffey Portal](#), progress checks, campus resources, and many other services. The Centers are staffed by Counseling faculty and Success Guides. Virtual walk-in services are available Monday-Friday and can be accessed online through the [Counseling Support Staff Lobby](#).

## Independent Scholars Program

Independent Scholars Program is a Counseling support program aimed at providing unique and personalized educational services to current and former Foster Youth (this includes Chaffey College students who are currently in Foster Care as well as those who are emancipated Foster Youth and who are 24 years of age or younger). Program participants are eligible to receive priority registration, assistance in purchasing books and supplies, individual counseling support, mentoring, referrals to community and campus resources, and much more. Students may visit the [Independent Scholars webpage](#) or email [isolar@chaffey.edu](mailto:isolar@chaffey.edu) for further information.

## International Student Center

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

The International Student Center staff warmly welcomes high school, transfer and new international students from all over the globe. For office hours and more information visit the [International Student Center webpage](#), email [international@chaffey.edu](mailto:international@chaffey.edu), or call (909) 652-6195.

## Library

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

## Placement

[California Assembly Bill \(AB\) 705](#) gives students the opportunity to enroll directly in transfer-level math and English courses. We are confident that our students can succeed in these courses, and additional support is provided to assist with completion through our [Success Centers](#).

The placement process is a free, computerized placement tool that uses multiple measures, such as high school performance information, to place a student in math and English courses. Effective January 11, 2021, the English and math placement process will be combined with the New Student Orientation and students will be immediately directed into placement once they complete orientation. Students who completed orientation prior to January 11, 2021, who wish to complete placement [may visit here](#). Language prerequisite challenge exams are administered after the student has met with a counselor to determine if the student will benefit from the challenge process. For guidance in choosing an ESL course, students should visit a counselor or the [ESL webpage](#) for information about each level. Further information about the placement process can be found on the [Placement webpage](#).

## Student Life

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

The Office of Student Life is located in Campus Center East (CCE-124) on the Rancho Campus. The office publishes the annual student handbook in the fall term and oversees student elections. The office supports student government

and all other student organizations and oversees a student lounge. Students interested in getting involved on campus are invited to visit the office or study and relax between classes in the lounge.

## Chaffey College Student Government (CCSG)

Chaffey College Student Government is the college student government. CCSG is supported by students and is for the benefit of students. The College Services Fee of \$8.00 per semester (\$5.00 for summer session) funds CCSG sponsored programs and activities, including scholarships (please check your Chaffey College issued Panther email for information; scholarships are awarded in the spring term), annual book grants, lectures, cultural events, service projects for students and community, giveaways, the textbook rental program that is administered in the Chaffey College Campus Store, and more. The College Services Fee is an optional fee endorsed by CCSG annually and is approved by the college Governing Board. Individuals who wish to learn more about the College Services Fee, including its benefits to students and service to the community may contact CCSG for more information. Students who wish to be exempt from paying the College Services Fee may contact the Cashier's Office at [cashier.staff@chaffey.edu](mailto:cashier.staff@chaffey.edu) on or before the appropriate refund deadline for the current term. If you would like more information about CCSG, visit the [Student Government webpage](#).

## Student Health Services

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

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

## Transfer Center

The Transfer Center provides information and resources to help students continue their education after Chaffey College. The center maintains a library of college catalogs and reference materials, provides access to the internet and specialized software programs for college research and applications, hosts college representatives for individual appointments with students, sponsors transfer-related

workshops, and schedules campus visits and college fairs. All services are free and available to any Chaffey student. The Transfer Center welcomes the opportunity to assist students considering transfer to four-year colleges. The center is located in SSA-120 on the Rancho Campus. For more information and office hours, visit the [Transfer Center webpage](#).

## Umoja

Umoja is a community and critical resource dedicated to enhancing the cultural and educational experiences of African American and other students. Participants have the opportunity to enroll in Umoja Learning Community courses, in addition to receiving a variety of tools and resources that will assist them in navigating the Chaffey College campus and completing their goals. Through Leadership development, mentoring, counseling, and Umoja Practices, students are connected to strategies and activities that promote achievement, self-esteem and cultural understanding. The Umoja Program promotes student success for all students through a curriculum that is responsive to the legacy of the African and African American diasporas. The Umoja Program promotes student success for all students through a curriculum that is responsive to the legacy of the African and African American diasporas. For more information visit the [Umoja webpage](#) or email [brent.mclaren@chaffey.edu](mailto:brent.mclaren@chaffey.edu).

## College Policies

### Academic Freedom

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

### Academic Integrity (Cheating)

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

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

The entire policy is written in the Student Handbook and available at the Office of Student Life or [online](#).

### Americans with Disabilities Act of 1990

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

### Behavior Code

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

### Commitment To Student Equity

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

## Compliance

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

## Computer Use and Internet Access

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

## Disciplinary and Grievance Appeal Procedures

Procedures for grievance appeal hearings are written in the Student Handbook and available at the Office of Student Life or [online](#).

## Institutional Learning Outcomes

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

### Communication

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

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

### Critical Thinking and Information Competency

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

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

## Personal, Academic, and Career Development

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

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

## Community/Global Awareness and Responsibility

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

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

## Open Courses

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

## Probation

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

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

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

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



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

### Dismissal

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

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

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

If the grade point average of a student who is receiving Veterans educational benefits remains below the graduation requirement of 2.0 for more than three consecutive terms, the student will not be certified for VA educational benefits until his/her academic status is restored to good standing.

### Reinstatement

A student who has been dismissed may apply for readmission after one semester following the date of dismissal. Contact the Opening Doors to Excellence (ODE) office for more assistance at [openingdoors.staff@chaffey.edu](mailto:openingdoors.staff@chaffey.edu). A student may appeal a dismissal or apply for readmission by filing a petition for readmission. This petition will be reviewed by a scholastic standards committee.

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

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

### Rights And Privacy (FERPA)

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

- The right to inspect and review the student's education records within 15 days after the date Chaffey College receives a written request for access.
- The right to request amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- The right to direct the college to withhold release of directory information to persons not employed by or an agent of the Chaffey College District. Directory Information **may** include, but is not limited to: student's name, address, phone number, dates of attendance, major field of study, awards and degrees received, most recent institutions attended, participation in official college activities and sports, weight and height (for members of athletic teams), and part-time and/or full-time enrollment status. Directory information **does not** include your Social Security Number.

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

### Section 504 - Rehabilitation Act

In accordance with Section 504 of the Rehabilitation Act, Chaffey College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in programs and services offered by the College "solely by reason of the handicap." Jacob Peck serves as the 504/508/ADA Coordinator and may provide information and answer questions regarding access for students with disabilities. Send correspondence to Chaffey College, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; by phone at (909) 652-6126 or by email to [jacob.peck@chaffey.edu](mailto:jacob.peck@chaffey.edu).

### Section 504/508 Complaint Procedure

If a student has a complaint under the provisions of Section 504 of the Rehabilitation Act, the complaining party should first discuss the complaint with the individual(s) involved or with the Chaffey College 504/508 and/or the ADA Coordinator. The 504/508/ADA Coordinator will contact all parties concerned, if appropriate, and attempt to reach resolution. Contact: (909) 652-6379, or [dps.staff@chaffey.edu](mailto: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, Executive Director, Human Resources, at (909) 652-6531, or email [susan.hardie@chaffey.edu](mailto:susan.hardie@chaffey.edu).

### Sexual Harassment

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

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

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

### **Smoking**

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

### **Statement of Equal Opportunity/Non-Discrimination and Prohibition of Harassment**

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

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

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

### **Student Right-To-Know**

In accordance with the Code of Federal Regulations, Title 34, Part 668, Sections 668.41 through 668.46 (the "Student Right to Know" Act), institutions participating in any Title IV, HEA program shall make available to current and prospective students and high school counselors the completion and transfer-out rates of first-time, full-time, degree seeking students who entered the institution on or after July 1, 1996. This information is posted in all Student Service Offices, and is currently available online at the [Student Right-To-Know Disclosure website](#).

# Phone Directory

Phone numbers are subject to change. All phone numbers are area code 909.

## Rancho Cucamonga Campus:

Main	652-6000
Academic and Career Counseling	652-6200
Admissions and Records	652-6600
CalWORKs	652-6045
Campus Store (Bookstore)	652-6560
Career Transitions	652-6831
Cashier	652-6600
Extended Opportunity Programs & Services	652-6349/6358
Financial Aid	652-6199
Foundation	652-6545
GPS Center	652-6466
Library	652-6800
Orientation/Placement Info	652-6466
Puente Project	652-7433
Student Health Services	652-6331
Success Center	652-6452
Umoja	652-6215

## Chino Campus:

Main	652-8000
Academic and Career Counseling	652-8120
Administration	652-8010
Admissions and Records	652-8001
CalWORKs	652-6045
Campus Store (Bookstore)	652-8170
Cashier	652-8001
Community Center	652-8200
Extended Opportunity Programs & Services	652-6349/6358
Financial Aid	652-8140
GPS Center	652-8120
Library/Cybrary	652-8115
Orientation/Placement Info	652-8120
Student Health Services	652-8190
Success Center	652-8150

## Fontana Campus:

Main	652-7400
Academic and Career Counseling	652-7460
Admissions & Records	652-7401
CalWORKs	652-6045
Campus Store (Bookstore)	652-6560
Cashier	652-7401
Extended Opportunity Programs & Services	652-6349/6358
Financial Aid	652-7444
GPS Center	652-7460
Library/Cybrary	652-7450
Orientation/Placement Info	652-7460
Success Center	652-7430

## Departments:

Adult Education	652-6497
Articulation	652-6218
Athletics	652-6290
Breeze, The (Student Newspaper)	652-6934
Campus Police (non-emergency)	652-6632
(Emergency 24 hour dispatch)	652-6911

Career Transitions	652-6831
Community Education	652-6041
CTE Counselors	652-6519
Disability Programs & Services	652-6379/6380
TDD/TTY Service	466-2829
Discipline	652-6510
Distance Education	652-6975
Foundation Office	652-6545
Health Services	652-6331
High School Partnerships	652-6103/6154
Honors Program	652-6263
InTech Center	652-8488
International Student Center	652-6195
Lost and Found	652-6632
Museum of Contemporary Art, Wignall	652-6492
Opening Doors	652-6201
Orientation/Placement Info	652-6200
Panther Care	652-6596
Probation and Dismissal	652-6201
Scholarship Information	652-6545
Student Employment Office	652-6511
Student Government / CCSG	652-6590
Student Life	652-6590
Supplemental Instruction (SI)	652-6468
Theatre Box Office	652-6067
Transfer Center	652-6233
Veteran Services	652-6235

## Subject Areas and ACCs:

Accounting & Financial Services	652-6830
Administration of Justice	652-6830
American Sign Language	652-6902
Anthropology	652-6253
Arabic	652-6902
Art	652-6066
Art History	652-6066
Arts, Communication, and Design	652-6066/6902
Astronomy	652-6404
Automotive Technology	652-6830
Aviation Maintenance Technology	652-6865
Biology	652-6404
Broadcasting	652-6066
Business: Legal Studies	652-6830
Business: Logistics Management	652-6830
Business: Management	652-6830
Business: Marketing	652-6830
Business: Technology	652-6830
Business, Technology, and Hospitality	652-6830
Chemistry	652-6404
Child Development & Education	652-6253
Chinese	652-6902
Cinema	652-6066
CISCO	652-6830
Communication Studies	652-6902
Computed Tomography	652-6671
Computer Information Systems	652-6830
Computer Science	652-6830
Cooperative Education	652-6852
Correctional Science	652-6830

Criminal Justice	652-6830
Culinary Arts	652-8010
Dental Assisting	652-6671
Dance	652-6066
Disability Programs & Services	652-6379/6380
Drafting	652-6403
Earth Science	652-6404
Economics	652-6253
Education	652-6253
Emergency Medical Technician	652-6830
Engineering/Engineering Technology	652-6403
English	652-6902
English as a Second Language	652-6902
Fashion (Design & Merchandising)	652-8010
Fire Technology	652-6830
French	652-6902
Geography	652-6404
Geology	652-6404
Gerontology	652-6671
Guidance	652-6202
Health and Wellness	652-6671
Heating, Ventilation, AC (HVAC)	652-7657
History	652-6253
Homeland National Security	652-6830
Hospitality Management	652-8010
Humanities	652-6253
Industrial Electrical Technology	652-7657
Industrial Maintenance Mechanic	652-7657
InTech Center	652-8488
Interior Design	652-8010
Journalism	652-6902
Kinesiology	652-6290
Manufacturing, Industrial Design, and Transportation	652-6830
Mathematics	652-6403
Mechatronics	652-7657/7661
Music	652-6066
Nursing Assistant	652-6671
Nursing (ADN)	652-6671
Nursing (VN, ACT)	652-6671
Nutrition & Food	652-6290
Philosophy	652-6253
Photography	652-6066
Physical Science	652-6404
Physics	652-6403
Political Science	652-6253
Psychology	652-6253
Public Health	652-6671
Public Service, Culture, and Society	652-6253
Radiologic Technology	652-6671
Real Estate	652-6830
Science, Technology, Engineering, and Mathematics	652-6402
Social Science	652-6253
Sociology	652-6253
Spanish	652-6902
Statistics	652-6403
Theatre Arts	652-6066
Workforce Training and Development	652-8488

# Hybrid & Online Distance Education

Canvas is the course management system used by faculty at Chaffey College for the delivery of both hybrid and online classes.



canvas

## BE TECH READY

- Frequent and extended access to either a desktop or laptop computer, or a tablet that is equipped to support varied usage of software is ideal.
- Reliable and extended access to the internet is necessary to complete course work.
- The latest versions of Google Chrome, Mozilla Firefox, and Safari are all compatible with Canvas.

## GET FAMILIAR WITH CANVAS

- Students have access to the Student Support Hub, where they can connect with Student Support Services, and access a Canvas self-paced course. This course contains tutorials and instructions to help prepare students on how to use Canvas at Chaffey College. Visit the course at the link below.

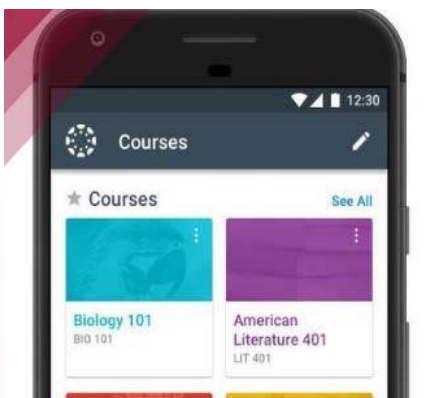
[STUDENT SUPPORT HUB](#)

## ACCESS YOUR HYBRID OR ONLINE COURSE

- Students enrolled in a hybrid or online class will be granted immediate access to Canvas.
- Students will have access to their class(es) in Canvas on the first day of instruction.

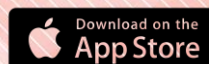
Online education offers a flexible learning environment with on-demand embedded support.

[Learn More Here](#)



## DOWNLOAD THE CANVAS STUDENT APP!

The Canvas Student App allows students to access their courses and groups using a mobile device. Students can submit assignments, participate in discussions, view grades and course materials. The app also provides access to course calendars, To Do items, notifications, and Conversations messages. You can download the app from the Apple App Store or Google Play Store. Search for **Canvas Student**.



# Honors Program

## Spring 2024

### What are the benefits to joining the Honors Program?

- Challenging curriculum and small classes
- Priority access to designated Honors courses
- Preferred registration
- Participation in local, state, and national research conferences
- Access to university libraries and invitations to special events
- Transcript annotation indicating honors credit and grade
- Increased probability of transfer (twice the average) coupled with Honors transfer agreements with designated universities guaranteeing priority consideration/acceptance

### Honors Program Office

Dr. Julie Song, Honors Director  
Helen Leung, Honors Counselor  
Dotty Nevarez, Administrative Assistant II

**Phone:** (909) 652-6263 / 6478

**Email:** [Honors.Program@chaffey.edu](mailto:Honors.Program@chaffey.edu)

**Hours:** M-TH: 7:30am-2:00pm  
F: 10:00am-1:00pm



### Who may enroll in an Honors course?

- A student who is a member of the Chaffey College Honors Program
- or, a student who has obtained special permission from the Director of the Honors Program, the Dean of Public Service, Culture, and Society, or the instructor of the course.

Download the Honors Program application from the [Honors Program webpage](#) or pick up a copy in the Honors Office or the Counseling Center. Contact us with questions at [Honors.Program@chaffey.edu](mailto:Honors.Program@chaffey.edu).

### There are 2 ways to achieve Honors credit for a course.

1. Take an Honors course section

CAMPUS	COURSE	SECTION	START - END DATE	FACULTY	HOURS	DAYS	LOCATION
ONLINE	ANTHRO-3	31588	1/8/24 - 5/16/24	A. Tripp	Online hours		Canvas 
ONLINE	ESC-1	31371	1/8/24 - 4/19/24	J. Lee	Online hours		Canvas 
ONLINE	ENGL-1B	32911	1/8/24 - 5/16/24	A. Mark	Online hours		Canvas
ONLINE	ENGL-1B	22502	1/8/24 - 5/16/24	C. Cotton	Online hours		Canvas
RANCHO	ENGL-1B	32889	1/8/24 - 5/16/24	A. Martinez	9:30AM - 10:45AM	MW	LA-100
RANCHO	ENGL-1B	32836	1/8/24 - 5/16/24	STAFF	11:00AM - 12:15PM	MW	LA-100
RANCHO	ENGL-1B	32903	1/8/24 - 5/16/24	STAFF	8:00AM - 9:15PM	TTH	LA-106
ONLINE	ENGL-75B	34349	1/8/24 - 5/16/24	S.Connelly	Online hours		Canvas
RANCHO	HIST-18	34177	1/8/24 - 5/16/24	O.Dphrepaulezz	11:00AM - 12:15PM	TTH	SS-102
RANCHO	PHIL-72	34199	1/8/24 - 5/16/24	R.Falcioni	11:00AM - 12:15PM	M	SS-104
ONLINE		34199			and Online hours		Canvas
ONLINE	SOC-14	21981	1/8/24 - 5/16/24	J. Song	Online hours		Canvas

2. Do an Honors Program Contract after meeting with the counselor and mapping out your plan. All transfer-level courses may earn Honors credit through an Honors contract, contingent upon agreement by the individual instructor. Students must be accepted into the Honors Program to be eligible for Honors contracts.