

SPRING 2011

NEW STUDENT

REGISTRATION PACKET

(Not for high school students)

Welcome Letter

Registration Information

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Welcome to Chaffey College

Frequently Asked Questions:

Do I have to take the placement test to register for classes? If you plan to register for classes in Math, English, or Reading, you will need to take the assessment test to clear [pre-requisites](#).

How do I register for my classes? You will be registering for classes online via My ChaffeyVIEW. There is a [Tutorial](#) available for login assistance.

If I register for classes before school starts, how much time do I have to pay my fees? We have a [10-Day Drop for Non-Payment policy](#). For payment deadlines see the [Spring 2011 Payment Chart](#).

If I register for classes on the first day of class, do I still have 10 days to pay? Once the semester begins, you must pay fees at the time of registration. If payment is not received, a [financial hold](#) will be placed on your student record.

What is an Add Code and how do I know if I need one? An [Add Code](#) is the same as an instructor's signature. If you plan to register for a class that is closed, or one that requires "Instructor Consent", you will need to ask the instructor for an Add Code. You will then register for the class on My ChaffeyVIEW using Add Code Registration.

How do I get my books? After you register for classes, you can order your [books online](#) or buy them at the Chaffey College Bookstore located on the [Rancho Campus](#).

Will I get a ticket if I don't have my parking permit on the first day of school? During the first two weeks of the semester, [parking](#) permits are not enforced. However, you can only park in designated stalls for students. If you park in specially designated stalls (i.e. staff, visitors, disabled, etc.) your vehicle will be ticketed. You may park in metered stalls at any time, but you must pay the meter.

I registered and paid for my classes and then dropped by the refund deadline. When can I expect to receive my refund? The [refund](#) process begins after the last day to add full-term classes. You should receive your refund within 45 business days. If you paid with cash/check, you will receive a check by mail. If you paid by credit card, you will receive a credit on your statement.

I registered for a class but don't plan to continue going. Will the instructor drop me? If you stop going to class, you must [drop](#) the class. It is not the instructor's responsibility to drop you.

If I register but don't pay for a class and then stop going, will I still be charged for the class? Yes. In order not be charged for a class, you must drop it by the [refund deadline](#). If you drop it after the refund deadline, the fees will remain on your account and a [financial hold](#) will be placed on your student record. In addition, if past due fees remain unpaid your name will be submitted for payment intercept via the Franchise Tax Board.

REGISTRATION INFORMATION

Registration Access

- Register on or after your assigned date.
- Your registration date can be verified on My ChaffeyVIEW.
- If you have a registration restriction, view your restriction on the Student Menu and then contact the appropriate department by calling the phone number listed.

Maximum Unit Load

- Before the term starts, you may enroll in up to 18.0 units, based on class availability.
 - To exceed 18.0 units, you must have written permission from the Counseling Department.
 - Counselor permission is obtained by having the Counselor sign an add card.
- Once the term starts, you may enroll in an unlimited number of units.

Multiple Enrollments

- You may only enroll in one section of a given course, within the same term.

Time Conflicts

- You are not permitted to enroll in classes that meet at the same time or that have overlapping class schedules.

Waitlisting

- Spring 2011 wait lists begins on Monday, January 10, 2011, and ends on Friday, January 14, 2011.
 - When wait listing, the system will not check for time-conflicts, pre-requisite, or co-requisite requirements.
- Special courses that begin wait listing as soon as the class is full are: **Biology 20, 22, 23/23L, & 424/424L.**
- If you have successfully waitlisted a section, you must go to class the first day to request an Add Code from the instructor.
 - For online classes go to www.chaffey.edu/onlineed/index.html to contact the instructor for an Add Code.
- If the instructor gives you an Add Code, you must register with it on My ChaffeyVIEW and pay your fees.

Repeat Petition (In-person registration required)

Effective Spring 2010, W grades are counted as substandard grades toward repeat attempts for a given class. If you are a returning student and must submit a repeat petition, download the petition on My ChaffeyVIEW. You must also print your unofficial transcript and attach it to the petition, along with your statement explaining your request for an exception. Contact the Dean's office for further instructions. A listing of Schools, Deans and Office locations is available on My ChaffeyVIEW.

If your repeat petition is approved by the School Dean of the class in question, you must register for the class in person in the Admissions Office in Rancho, Chino, or Fontana. If you have an Add Code from an instructor, please bring it along with your approved repeat petition to the Admissions Office for processing.

CHAFFEY COLLEGE

In order to log into My ChaffeyVIEW, you will need to have your ID Number, User ID, and Password.

Your User ID is a combination of your Chaffey ID Number and the initials of your first and last name in lowercase.

What if I don't know my User ID? You can retrieve your User ID on My ChaffeyVIEW by clicking the [Login and Password Help](#) link.

Click on the link to look it up and then enter your last name and social security number and submit.

Write down your User ID and click **OK** to return to the login page.

What if I don't know my password? If you have never logged into My ChaffeyVIEW, your initial password is your **6-digit birth date (i.e. 070892)**. Once you enter this initial password it is going to expire and you will need to create a new one.

If you forgot your password then you will need to use the **Re-set Function** to create a new one. The new password must be 6-9 characters and include at least one letter and one number.

When you create your new password there will be box to enter your **"old" password**. Your "old" password is your 6-digit birth date. (This will always be your "old" password whenever you must create a new password on My ChaffeyVIEW.)

When you have logged into the system, you will see your name in the left hand side of the screen. Click the blue **"Students"** icon to access the *Student Menu Options*.

(10/07/10)



What is "My ChaffeyView" User ID?

Your ID is the first initial of your first and last name (lower case) + your 7 digit student/employee ID number.
If you do NOT know your ID, you can [look it up here](#).

* = Required

Last Name*

SSN

Reset my password

In order to reset your password to its default setting (your birth date in mmddyy format), click on [Reset My Password](#)

* = Required

User ID*

Last 4 digits of Social Security Number*

Date of Birth (i.e. 01/09/75)*



PAYMENT OF ENROLLMENT FEES

Online Payments

- Pay your fees online via My ChaffeyVIEW with Visa or MasterCard.
- To verify the Web server **security certificate**, click on the padlock symbol at the top of the screen.
- Write down your confirmation number after payment is submitted.

In person Payments

- Cash, check, or money order made out to Chaffey College.
- Student computers are available for credit card payments, via My ChaffeyVIEW.

By Mail

- Send check or money order made out to Chaffey College for total balance due.
- Include Chaffey ID number on check or money order.
- Payment by mail must be **received** in the Cashier's Office by your payment deadline.
- The Cashier's Office is not responsible for delayed or lost payments submitted by mail.

FACTS Deferred Payment Plan (Minimum registration balance of \$100 required)

- FACTS Payment Methods
 - Automatic bank payment (ACH)
 - Credit card/debit card
 - Processed on the 5th of each month
- Cost to Participate
 - \$20 enrollment fee per semester (ACH & credit card)
 - \$2 enrollment fee for an immediate full payment
- Enroll in the Payment Plan
 - Go to www.chaffey.edu/cashier/facts.shtml
 - Click on the link at the bottom of the page

10-DAY DROP PROCESS FOR NON-PAYMENT

Frequently Asked Questions:

If I register for classes between November 22, 2010 and January 5, 2011, by when must I pay my fees? You will have 10 days, including weekends and holidays, to pay your balance due. (See Payment Chart) If payment is not received you will be dropped. Partial payments are not accepted.

Are there any students who may be exempt for the 10-Day Drop Process for Non-Payment? Yes, the following special groups will not be dropped for non-payment:

- Students who receive the BOG Waiver, either before registering or during the 10-Day Process.
- Those enrolled in the FACTS Deferred Payment Plan.
- Students with third-party billing arrangements.
- International Students, with or without sponsorship.

If I register for classes between January 5, 2011 and January 14, 2011, by when must I pay my fees? You will have until Friday, January 14, 2011 to pay your balance due. If payment is not received you will be dropped. Partial payments are not accepted. ***Note:*** *Students in special groups described above are exempt from being dropped for non-payment.*

Will my Financial Aid BOG Waiver cover all of my fees? The BOG Waiver does **not** cover all fees for registration. You must pay the remaining balance by January 14. If payment is not received, a financial hold will be placed on your student account. Your account will remain restricted until payment is received.

If I register for classes when school starts on January 18, or anytime after that, by when must I pay my fees? Once the term starts, fees are due at the time of registration. If payment is not received, a financial hold will be placed on your account. Your account will remain restricted until payment is received.

WAITLIST INFORMATION

Frequently Asked Questions:

What is the waitlist feature? Once a class has reached its capacity, the status of the class will change from "Open" to "Closed". By joining a waitlist, you are letting the instructor know that you are interested in adding the class.

How does waitlisting work? One week before the term starts, the waitlist function is made available to students for classes that have filled to capacity. Each waitlist allows up to 20 students.

- While registering on My ChaffeyVIEW, you may place yourself on a waitlist for a class that is closed, provided the waitlist has not reached capacity.
- To "add" the class you must be given an Add Code from the instructor. The "add" is not official until you have registered for the class on My ChaffeyVIEW.
- To register with the Add Code, select the option "Add Code Registration" on My ChaffeyVIEW.

What else should I know about waitlisting?

- You may waitlist for only **one** (1) section of a specific course.
- Each waitlist allows up to 20 students.
- Waitlist for the following classes open **immediately** once the class is closed: *Biology 20, 22, 23/23L & 424/424L*.
- Enrollment is not guaranteed.
- It is your responsibility to make sure you don't have any time-conflicts or overlapping class schedules. The waitlist feature does not take this into consideration when you choose this option.
- If the class has any pre-requisite or requirements, you must make sure to clear them in the Counseling Department before attempting to add the class with Add Code. The waitlist feature does not check for completion of pre-requisite requirements.
- Instructors have the discretion to add students once enrollment for the class is officially closed.
- If you are given an Add Code by the instructor, you must register online by the last day to add the class section. See the Schedule of Classes for add deadlines, or contact the Admissions and Records Office.

ADD CODES

Frequently Asked Questions:

What is an Add Code?

- An Add Code is equivalent to an instructor's signature, which grants a student permission to add a class section.

When is an Add Code required for registration?

- To register for any class marked "*Instructor Consent Required*".
- When a class is closed/full.
- On or after the first day of instruction for any open class.
- To change from **waitlisted** to **registered** status.
 - If an instructor writes your name on the class roster you are not officially registered until you process the Add in the system.
 - Payment is due at the time of registration.

For how long is the Add Code valid?

- An Add Code is good until the **last day to add** the class section.
- The last day to add date can be found in the Schedule of Classes.
- If you have trouble locating the last day to add the class section, contact the Admissions Office for assistance.
- It is your responsibility to use the Add Code before it expires.

How do I get an Add Code?

- Go to the first day of class and request an Add Code from the instructor.

How do I get an Add Code for an Online Class?

- For online classes, go to <http://www.chaffey.edu/onlineed/index.html> to make contact with the instructor.
- The contact link will take you to a form that will be submitted to contact the instructor.
- The links are only available for two weeks.
- They are made available after 12:00 noon on the Monday before the class starts, and remain available until the end of the first week of the class.
 - Example: Start date of the class is 1/18/11. The contact link will be available after 12:00 noon on 1/10/11 and will remain available through 1/21/11, or until the instructor has received enough requests to fill the class.

Once I have an Add Code, how do I use it?

- Log on to My ChaffeyVIEW, go to the Student Menu and click on the option "*Add Code Registration*".
- You must enter the 5-digit class section number, the 4-digit add code, and the term.
- Pay the fees due.
- Print out your registration receipt.

DROP POLICY

Full Term Classes Only

To receive a refund of fees (or to reverse charges for a class, if you haven't paid)

- Drop your full-term class by January 31, 2011
- If you drop after Jan 31, you will still be responsible for the fees, **even if you don't attend the class**

To avoid a "W" Grade on your transcript

- Drop your full-term class by February 11, 2011
- A drop after Feb 11 will result in a "W" grade and the **entry is permanent**

Last day to drop for the semester (resulting in a "W" grade)

- Drop your full-term class by April 22, 2011
- After April 22, you can no longer drop the class and the instructor is required to issue you a final grade at the end of the semester
- To **avoid a substandard grade** that affects your GPA, drop by April 22

How to drop a class

- Log into My ChaffeyVIEW and select the drop function on the Student Menu

If you have a restriction on your account

- You must contact the Admissions Office for temporary access
- If you cannot contact the Admissions Office, you must come in person to drop by the drop deadline

SHORT-TERM AND LATE START CLASSES

To receive a refund of fees (or to reverse charges for a class, if you haven't paid)

- Drop your class by the **refund deadline** indicated on your registration receipt
- If you drop after the deadline date, you will still be responsible for the fees, **even if you don't attend the class**

To avoid a "W" Grade

- Drop your class before by the **drop deadline** indicated on your registration receipt
- A drop after the deadline date will result in a "W" grade and the **entry is permanent**

Last day to drop for the semester (resulting in a "W" grade)

- Drop your class by the **drop with a "W" deadline** date indicated on your registration receipt
- After the deadline date passes, you can no longer drop the class and the instructor is required to issue you a final grade at the end of the class
- To **avoid a substandard grade** that affects your GPA, drop by the deadline date

How to drop a class

- Log into My ChaffeyVIEW and select the drop function on the Student Menu

If you have a restriction on your account

- You must contact the Admissions Office for temporary access
- If you cannot contact the Admissions Office, you must come in person to drop by the drop deadline

PHOTO ID SERVICES

Photo ID cards are required for use of labs, library, and other services. To avoid standing in long lines once instruction begins, students are encouraged to get their photo ID card as soon as they register and pay for classes.

Photo ID cards are issued in the Admissions and Records Office at Rancho, Chino and Fontana. Photo session is **single-take only**. Services may be limited the week before the first day of instruction and during the first week of school.

Students may request a photo ID at the Rancho campus during the following hours:

- Monday and Thursday, 8:00 a.m. to 6:45 p.m.
- Tuesday and Wednesday, 8:00 a.m. to 4:15 p.m.
- Friday, 8:00 a.m. to 1:45 p.m.

For hours of service at the Chino or Fontana campus, please refer to the schedule of classes.

HOW TO OBTAIN A PHOTO ID CARD

A student will need to provide one of the following forms of identification when requesting a photo ID card:

- Card with a photo: Driver's License, State ID, High School ID, or Military ID
- Passport
- Other valid ID (subject to approval)

PHOTO ID RE-PRINTS POLICY

- Photo ID re-prints are available on Thursday, **at no charge to student**.
- There is an \$8.00 fee for **RUSH** requests. RUSH requests are available during regular photo ID service hours on Monday, Tuesday, Wednesday, and Friday.
- To request a re-print, the student must provide a second photo ID (i.e. Driver's License, Passport, State ID Card, etc.) for verification purposes. **NO EXCEPTIONS!**

REFUND POLICY

Eligibility Requirements for a Refund

- Drop class section **before** 10% of the class length has passed.
- Open Entry/Open Exit Class Sections
 - These classes can be added past the refund deadline date.
 - Once 10% of the class length has passed, a refund is no longer available, even if you drop the class.
- When processed on time, the following fees are subject to refund: enrollment, health, materials, college service, and non-resident tuition. (T5, 58508)

Parking Permit Refund

- To receive a refund for your parking permit, you must return it to the Admissions Office by the appropriate refund deadline date.

Refund Deadline for Full-term Classes

- Refer to the calendar in the Schedule of Classes, page 1

Refund Deadline for Short-term and/or Late Start Classes

- Dates vary. View your registration receipt, available on My ChaffeyVIEW, for specific dates.
- If you are unable to locate the refund deadline, contact us at admissions@chaffey.edu.

NEW POLICY EFFECTIVE SPRING 2011 - Refund for amounts Less than \$20

- Submit a request for refund to cashier.staff@chaffey.edu and include:
 - Your full name
 - Chaffey ID Number
 - Amount of the refund as shown on your registration receipt. (It will appear as a negative amount)
- All refund requests for amounts less than \$20 must be received by the Cashier's Office by the end of the semester.

Automatic Refunds for Amounts \$20 or More

- Refund process begins **after** the last day to add full-term classes.
- Allow 45 business days to receive refund.
- If fees paid by cash, check, or money, you will receive a refund check by mail. (Verify your address is current on My ChaffeyVIEW.)
- Fees paid by credit card will be credited back to the card used. (For canceled cards, notify us at cashier.staff@chaffey.edu).

Canceled Classes (Any amount)

- Refunds are processed automatically during the term, regardless of the amount. (See Automatic Refunds)
- Allow 45 business days to receive refund.

BOG Waiver Reimbursements (Any amount)

- Refunds are processed automatically during the term, regardless of the amount. (See Automatic Refunds)
- BOG Waiver must be posted to your account by **then end of the term** to initiate a refund.
- Allow 45 business days to receive refund.

ADDITIONAL FORMS

College Academic Calendar

Spring 2011 Payment Chart

Emergency Contact/Internet Usage Form

(Required for students under the age of 18 years ONLY)

Waiver of Liability Form

(Required for students under the age of 18 years ONLY)

Pre-requisite/Co-requisite Validation Form

(See the Counseling Department for details)



Fall Semester 2010

89 service days

Class Schedule Available on the website	April 16
Application Period	
CCCApply (online)	April 19 – August 13 (CCCApply reopens September 8 through the last day to add for late start classes)
Registration Notification for Continuing Students	June 24
Registration Period	
Priority Registration	July 6
Continuing Students	July 7 – 19
New & Returning Students	July 20 – August 13
Payment Deadline	
(for specific details, refer to the <i>Schedule of Classes</i> regarding the new Rolling Deregistration Process and Payment Table)	10 calendar days from the date of registration, including weekends and holidays
Waitlists	August 9 – 13
Convocation	August 11
Institutional Flex Days. No classes held	August 12, 13
INSTRUCTION BEGINS	August 16
Late Registration	August 16 – 27
ADD CODES required throughout the late registration period	
Refund Deadline for Full-Term Classes**	August 27
Deadline to ADD full-term classes*	August 29
Labor Day Holiday	September 6
Census Date for full-term classes	September 7
Deadline to DROP full-term classes without a "W" grade**	September 10
Veterans Day Holiday	November 12
Deadline to DROP full-term classes**	November 19
Deadline to apply for credit by exam, graduation, certificates	November 19
Deadline to ADD open-entry/exit classes	November 19
Thanksgiving Holiday	November 25 – 28
FINAL EXAMINATIONS	December 11 – 17
INSTRUCTION ENDS	December 17
Winter Recess, College Closed	December 23 – January 2
Grades available online	January 5
Transcript requests accepted	After January 5

Spring Semester 2011

87 service days

Class Schedule Available on the website	November 15
Application Period	
CCCApply (online)	October 25 – January 14 (CCCApply reopens February 8 through the last day to add for late start classes)
Registration Notification for Continuing Students	November 11
Closed for Thanksgiving Holiday	November 25 – 28
Registration Period	
Priority Registration	November 22
Continuing Students	November 23 – December 3
New & Returning Students	December 6 – 22 and January 3 – 14
Closed for Winter Recess	December 23 – January 2
Payment Deadlines	
(for specific details, refer to the <i>Schedule of Classes</i> regarding the new Rolling Deregistration Process and Payment Table)	10 calendar days from the date of registration, including weekends and holidays
Waitlists	January 10 – 14
Institutional Flex Days. No classes held	January 13, 14
Martin Luther King, Jr. Holiday	January 17
INSTRUCTION BEGINS	January 18
Late Registration	January 18 – 28
ADD CODES required throughout the late registration period	
Deadline to ADD full-term classes*	January 28
Refund Deadline for Full-Term Classes**	January 31
Census Date for full-term classes	February 7
Deadline to DROP full-term classes without a "W" grade**	February 11
Lincoln Day	February 18
Washington Day	February 21
Deadline to apply for graduation and certificates for ceremony participants	March 4
Spring Break	March 21 – 27
Institutional Flex Day. Faculty Lecture. No classes held	April 19
Deadline to DROP full-term classes**	April 22
Deadline to apply for credit by exam, graduation and certificate for non-ceremony participants	April 22
Deadline to ADD open-entry/exit classes	April 22
FINAL EXAMINATIONS	May 19 – 25
INSTRUCTION ENDS	May 25
Commencement	May 26
Memorial Day Holiday	May 30
Grades available online	June 2
Transcript Requests Accepted	After June 2

August 16 – December 17

January 18 – May 25

		2010							2011							
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	
August	1							1						1	2	January
		2	3	4	5	6	7	8	3	4	5	6	7	8	9	
August	2	9	10	11	12	13	14	15	10	11	12	13	14	15	16	January
		16	17	18	19	20	21	22	17	18	19	20	21	22	23	
September	3															February
September	4	6	7	8	9	10	11	12	7	8	9	10	11	12	13	February
September	5	13	14	15	16	17	18	19	14	15	16	17	18	19	20	February
September	6	20	21	22	23	24	25	26	21	22	23	24	25	26	27	February
September	7	27	28	29	30				28							February
October	8						1	2	3	1	2	3	4	5	6	March
October	9	4	5	6	7	8	9	10	7	8	9	10	11	12	13	March
October	10	11	12	13	14	15	16	17	14	15	16	17	18	19	20	March
October	11	18	19	20	21	22	23	24	21	22	23	24	25	26	27	March
November	12	25	26	27	28	29	30	31	28	29	30	31				April
November	13	1	2	3	4	5	6	7								April
November	14	8	9	10	11	12	13	14	4	5	6	7	8	9	10	April
November	15	15	16	17	18	19	20	21	11	12	13	14	15	16	17	April
November	16	22	23	24	25	26	27	28	18	19	20	21	22	23	24	April
December	17	29	30						25	26	27	28	29	30		May
December	18															May
December	19	6	7	8	9	10	11	12	2	3	4	5	6	7	8	May
December	20	13	14	15	16	17	18	19	9	10	11	12	13	14	15	May
December	21	20	21	22	23	24	25	26	16	17	18	19	20	21	22	May
December	22	27	28	29	30	31			23	24	25	26	27	28	29	May

LEGEND	
	= Instruction Begins
	= Holiday
	= Final Examinations
	= Convocation
	= Spring Break
	= Institutional/Flex Days. No classes held.
	= Commencement

NOTE: Weekend classes meet following Friday holidays and before Monday holidays unless specifically designated as a holiday on this calendar.

* **Deadlines to ADD vary for Short-Term and Late-Start classes.** Refer to the section information in the *Schedule of Classes*

** **Deadlines to DROP, deadline to drop without a W, and Refunds, vary for Short-Term and Late-Start classes.** Check your Registration Receipt or Class Schedule on MyChaffeyVIEW for this information.

PAYMENT DEADLINES

SPRING 2011

PAYMENT CHART

<u>IF YOU REGISTER ON:</u>	<u>TO AVOID BEING DROPPED,</u> <u>PAY BY:</u>	<u>IF YOU REGISTER ON:</u>	<u>TO AVOID BEING DROPPED,</u> <u>PAY BY:</u>
Monday, November 22, 2010	Thursday, December 02, 2010	Tuesday, December 14, 2010	Friday, December 24, 2010
Tuesday, November 23, 2010	Friday, December 03, 2010	Wednesday, December 15, 2010	Saturday, December 25, 2010
Wednesday, November 24, 2010	Saturday, December 04, 2010	Thursday, December 16, 2010	Sunday, December 26, 2010 *
Thursday, November 25, 2010	Sunday, December 05, 2010 *	Friday, December 17, 2010	Monday, December 27, 2010
Friday, November 26, 2010	Monday, December 06, 2010	Saturday, December 18, 2010	Tuesday, December 28, 2010
Saturday, November 27, 2010	Tuesday, December 07, 2010	Sunday, December 19, 2010	Wednesday, December 29, 2010
Sunday, November 28, 2010	Wednesday, December 08, 2010	Monday, December 20, 2010	Thursday, December 30, 2010
Monday, November 29, 2010	Thursday, December 09, 2010	Tuesday, December 21, 2010	Friday, December 31, 2011
Tuesday, November 30, 2010	Friday, December 10, 2010	Wednesday, December 22, 2010	Saturday, January 1, 2011
Wednesday, December 01, 2010	Saturday, December 11, 2010	Thursday, December 23, 2010	Sunday, January 2, 2011*
Thursday, December 02, 2010	Sunday, December 12, 2010*	Friday, December 24, 2010	Monday, January 3, 2011
Friday, December 03, 2010	Monday, December 13, 2010	Saturday, December 25, 2010	Tuesday, January 4, 2011
Saturday, December 04, 2010	Tuesday, December 14, 2010	Sunday, December 26, 2010	Wednesday, January 5, 2011
Sunday, December 05, 2010	Wednesday, December 15, 2010	Monday, December 27, 2010	Thursday, January 6, 2011
Monday, December 06, 2010	Thursday, December 16, 2010	Tuesday, December 28, 2010	Friday, January 7, 2011
Tuesday, December 07, 2010	Friday, December 17, 2010	Wednesday, December 29, 2010	Saturday, January 8, 2011
Wednesday, December 08, 2010	Saturday, December 18, 2010	Thursday, December 30, 2010	Sunday, January 9, 2011*
Thursday, December 09, 2010	Sunday, December 19, 2010*	Friday, December 31, 2010	Monday, January 10, 2011
Friday, December 10, 2010	Monday, December 20, 2010	Saturday, January 1, 2011	Tuesday, January 11, 2011
Saturday, December 11, 2010	Tuesday, December 21, 2010	Sunday, January 2, 2011	Wednesday, January 12, 2011
Sunday, December 12, 2010	Wednesday, December 22, 2010	Monday, January 3, 2011	Thursday, January 13, 2011
Monday, December 13, 2010	Thursday, December 23, 2010	Tuesday, January 4, 2011	Friday, January 14, 2011

IF YOU REGISTER ON ANY OF THE FOLLOWING DATES

JANUARY 5, 6, 7, 8, 9, 10, 11, 12, 13 OR 14

FULL PAYMENT IS DUE BY FRIDAY, JANUARY 14, 2011.

(Refer to the new daily drop process for non-payment in the Schedule of Classes)

IF YOU REGISTER ONCE THE TERM STARTS

ON OR AFTER JANUARY 18 THROUGH THE LAST DAY TO ADD

PAYMENT IS DUE SAME DAY OF REGISTRATION.

(Refer to the new daily drop process for non-payment in the Schedule of Classes)

*If your payment due date falls on a Sunday, we highly recommend that you pay BEFORE Sunday, as this day may be reserved for scheduled system maintenance. Payment may not go through, resulting in your classes being dropped. Once classes are dropped, the action cannot be reversed. If payment is not received, a financial hold will be placed on the student's account.

Notes:

- Payments can be made online via MyChaffeyVIEW prior to midnight. **Partial payments are not accepted. Payment is due in full.**
- The methods of payment are Visa, MasterCard, and Check/Money Order payable to Chaffey College (include Chaffey ID Number).
- If you register for classes on multiple days, you must pay the entire balance owing within 10 days of your first registration date. If payment is not made during that period, you will be dropped from your earliest registered class(es) and the new payment balance due will be 10 days from the second class registration date.

Example: If you register for two classes on November 22nd and two additional classes on November 24th, your entire payment balance is due December 2nd (10 days from November 22nd). If your payment is not received on that date, you will be dropped from the two classes you registered for on November 22nd. Your payment for the two additional classes that you registered for on November 24th will be due on December 4th.

☐ FALL ☐ SPRING ☐ SUMMER
YEAR: _____

CHAFFEY COLLEGE
EMERGENCY CONTACT INFORMATION AND INTERNET USAGE
(Required for students under 18 years of age)

Please Print – Use **Black Ink Only**

Student Name _____ Chaffey ID # _____
Last First MI

Student Address _____
Number Street Apt. City State Zip

Telephone () _____ Date of Birth _____ SS# (optional) _____

EMERGENCY CONTACT INFORMATION

IN CASE OF ACCIDENT OR SUDDEN ILLNESS, PLEASE CALL:

_____ () _____
Last First Relationship Telephone

Should an emergency arise, requiring immediate medical attention while attending Chaffey College and a parent or guardian cannot be contacted, Student Health Services is authorized to take whatever steps are needed to protect the health of the student.

Student's Signature _____ Date _____
Parent's Signature _____ Date _____
Guardian's Signature _____ Date _____

NOTIFICATION REGARDING INTERNET ACCESS

Many college courses now require computer lab work or research projects involving the use of the Internet. Chaffey Community College District's computer network does provide access to the Internet

This notice is to advise parents/guardians of students under the age of 18 that the college does not block access to the Internet. As a result, it is possible for your daughter/son to reach an Internet site that you may feel contains inappropriate material.

Your approval, as indicated by your signature on this form, is required for your daughter/son to have access to the college's computer network system and to enroll in courses at Chaffey College.

Parent's Signature _____ Date _____
Guardian's Signature _____ Date _____

OFFICE USE ONLY

Received in Admissions on: _____ Received by: _____

(Revised: 10/10/03)

WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

Participant's Name: _____

Chaffey Community College District

Name of Class or Activity: **Attendance and Participation in Chaffey College Class(es)**

Waiver: In consideration of being permitted to participate in any way in **Chaffey College**

Class(es) for Spring 2009

(Description of Activity/Dates)

Hereinafter called the "Activity", I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** the Chaffey Community College District, its officers, employees, and agents from liability **from any and all claims including the negligence of the Chaffey Community College District, its officers, employees and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the Activity.

Assumption of Risks: Participation in the Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD CHAFFEY COMMUNITY COLLEGE DISTRICT HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in the Activity and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California including Education Code Section 72640 and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read all previous paragraphs, including the waiver of liability, assumption of risk, and indemnity agreement, know, fully understand its terms, acknowledge these and other risks that are inherent to the Activity, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge my participation is voluntary, that I knowingly assume all such risks, and that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the extent allowed by law.

In the event of any illness or injury, I give full authority to the district staff to obtain such medical treatment and/or surgery from a licensed physician/surgeon, paramedic or hospital as deemed necessary for the welfare of my child. I acknowledge that I fully and completely understand the potential risks that may be associated with this Activity and that my child's participation is strictly voluntary.

Signature of Participant _____ Date _____

Participant's Date of Birth (if minor) _____

Parent or Legal Guardian Signature _____ Date _____

(_____) _____
Day Phone: Area Code and Number

Please Print Parent or Legal Guardian Name _____

(_____) _____
Night Phone: Area Code and Number

Name of Health Insurance Company _____ Policy/Group Number _____

Medical Problems/ Necessary Medications

Check one: _____ None _____ Yes, Please Explain: _____

**REQUEST FOR PREREQUISITE/COREQUISITE VALIDATION**

- For prerequisite clearance or general information please contact the Counseling Department (909) 652-6200.
- To verify if your high school and/or college transcripts are on file, please contact the Admissions Office at (909) 652-6600.
- Request form with documentation may be submitted in person, faxed (909) 652-6228, or mailed to the address above.

Please Note: Attached documentation will not be returned.

- Notification is sent to your e-mail address upon processing. Some requests may require up to 7 business day to process.
- Register during the registration period. (Refer to Class Schedule for the last day to add)
- Please use black or blue ink and print legible

Indicate Enrollment Term: _____

Student Name: _____ ID #: _____ Birthdate: _____
Last First M.I.

Address: _____ Home Phone #: (____) _____
Number Street Area Code Number
 _____ Cell Phone #: (____) _____
City State ZIP Area Code Number

E-Mail Address: _____

Course Verification for: PREREQUISITE ☐ COREQUISITE ☐

Indicate the supporting document to be used to determine course prerequisite or corequisite:

Assessment test scores from other colleges are not accepted.

(Please note: Documents will not be returned)

High School Transcript ☐ AP Test Scores ☐ Other: _____

College Transcript ☐ Report Card ☐

Documentation: Attached unofficial ☐ Attached official (sealed) ☐ On file in the Admissions Office ☐

LIST COURSES YOU PLAN TO TAKE AT CHAFFEY <small>(Example: Engl-1A)</small>	LIST CHAFFEY COLLEGE PREREQ/COREQ COURSE(S) <small>(Engl-450)</small>	LIST COMPARABLE PREREQ/COREQ COURSE(S) <small>(Engl-50A)</small>	LIST SCHOOL WHERE COMPARABLE PREREQ/COREQ WAS TAKEN <small>(SB City College)</small>	OFFICE USE ONLY	
				MET	NOT MET
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

You will receive an email notification of the prerequisite/corequisite validation form after it has been processed. This process does not clear you from the assessment testing.

Student Signature: _____ Date: _____

COUNSELING DEPARTMENT USE ONLY

Counselor Signature (If Verified): _____ Date: _____

Transcript Evaluator Signature: _____ Date Processed: _____

Assessment Test Required ☐ Prerequisite(s) Previously Entered ☐ In-Progress ☐ Substandard Grade ☐
Schedule an appointment (909)652-6200 Duplication Document Required C- and below not accepted

Comments: _____

