



Dear Chaffey Student,

Welcome to Chaffey College! We are so glad you are here. There has never been a more exciting time to be a Panther. Whether your goal is to earn a degree/certificate, transfer to a four-year college or gain new skills for the workforce, our goal is to help you be successful during your journey at Chaffey.

Here are some of the things you can look forward to as a Chaffey student:

- [Student Support Teams](#) and [Success Centers](#)
- [Brand new state-of-the-art facilities](#) (opening in 2025, 2026)
- [FREE 24/7 telemedicine and virtual counseling](#)
- [Commitment to diversity, equity and inclusivity](#)
- [Financial Aid](#) and [scholarship opportunities](#) to cover tuition, books and fees
- [14 athletic programs](#) to shine as student athlete
- [40+ student clubs](#) and organizations to get involved through [Student Life](#)

At Chaffey College, there is something for everybody. Whether you are on the Rancho Cucamonga, Fontana, or Chino campus, or online, Chaffey is a place where you can build a sense of community while pursuing your educational goals. With talented faculty who are dedicated and helpful staff who care, it is easy to find success at Chaffey!

Please review all the information in this packet, starting with the Roadmap to Success. And if you have any questions along the way, we are here to help. Visit our [Online Support Center](#) at your convenience to be connected with a representative from Admissions and Records, Financial Aid or Counseling.

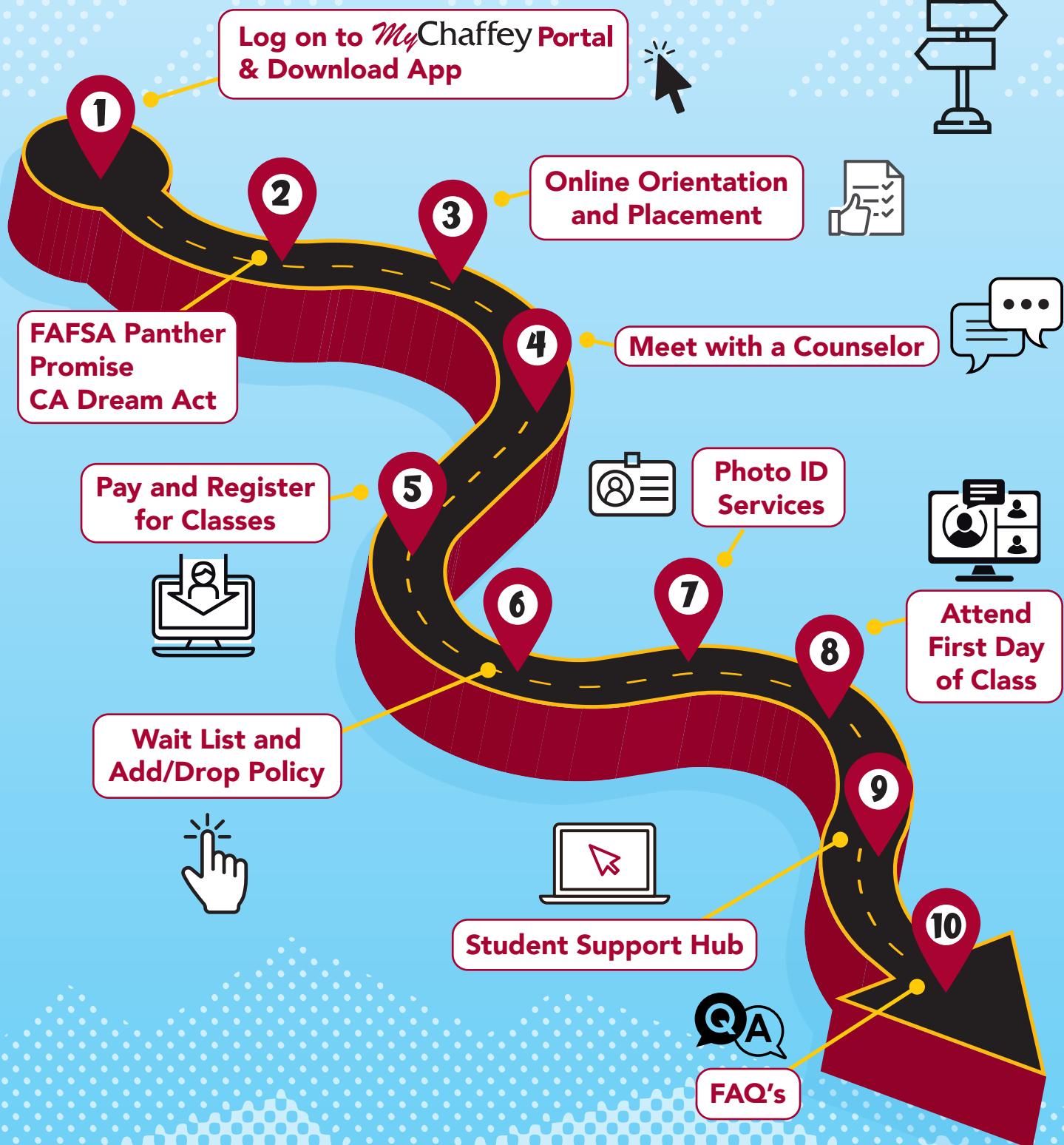
I look forward to seeing you around campus soon!

Sincerely,

A handwritten signature in black ink that reads "Henry D. Shannon".

Henry Shannon, Ph.D.
Superintendent/President

ROADMAP TO SUCCESS



YOUR PATH STARTS HERE

Log on to *MyChaffey* Portal and Download App



The portal will give you access to:

- 1. Self-Service Registration
- 2. View your Financial Aid
- 3. Canvas
- 4. Panther Gmail
- 5. Student Support Team
- 6. Announcements/Alert Notifications
- And more!



Get the new
***MyChaffey* Portal App!**
Stay in the know...
MyChaffey Portal On-the-Go

Chaffey College

- ✓ Canvas
- ✓ Panther Email
- ✓ Event calendar
- ✓ Campus Alerts & Announcements
- ✓ Connect to your Student Support Team
- ✓ Ask Roxy — New Virtual Assistant
- ...and more!



[Download the App](#)

> Campus Resources > Student Services > Track Your Progress

Chaffey  College

Log on today and check out all of the tools available for you!

Financial Aid



Steps to apply and receive Financial Aid

1 Complete the FAFSA at studentaid.gov
(School Code **001163**)

OR

Complete the California Dream Act Application online at dream.csac.ca.gov
(School Code **00116300**).

2 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 that you are required to complete, follow these steps:

- **Log onto the MyChaffey Portal**
- **Click on Financial Aid Self Service link under the Financial Aid Sub menu**
- **Review your check list or My Awards**

3 Your financial aid will be reviewed for eligibility and you will be notified by e-mail of your available awards. Please check Self Service periodically for updates.

For general information, including method of disbursement, disbursement dates, and other general information please go to www.chaffey.edu/financialaid

Types of Financial Aid

California College Promise Grant

(Formerly Board of Governor's Fee Waiver)

The California College Promise Grant program is available for qualified California residents and verified AB540 students that meet all eligibility criteria. The CCPG waives mandatory enrollment cost per unit, a portion or all of the health cost, and a portion of your parking permit for Fall and Spring semesters.

Panther Promise

Chaffey College's Panther Promise Program provides two years of FREE tuition for all first-time college students enrolled full time (12 units). To apply visit www.chaffey.edu/financialaid/panther-promise.php for eligibility requirements.

Federal Grants

Federal Pell Grant is Federal money awarded to students based on financial need to qualified undergraduate students and in most cases, does not have to be paid back.

FSEOG

Federal Supplemental Educational Opportunity Grant (FSEOG) is a need-based Federal Grant available to undergraduate students with the highest need.

Federal Work Study (FWS)

Federal Work Study (FWS) is a need-based federally funded part-time employment program, which allows eligible students to earn money to help pay for education expenses. Students may work up to 20 hours per week and earn a monthly paycheck.

State 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.

Student Success Completion Grant (SSCG)

The Student Success Completion Grant (SSCG) is a new California Community College financial aid program for students who receive a Cal Grant B or Cal Grant C and are enrolled at least full time (12+ units). The SSCG grant will provide students with additional financial aid assistance and encourage successful on-time completion. The total award amount may vary, if a student is enrolled in 12-14.99 units for a term or 15 units or more per term.

CHAFEE Grant

The California CHAFEE Grant Program awards up to \$5,000 annually to eligible foster youth and former foster youth to use for college courses or vocational school training.

Scholarships

Scholarships are usually, but not always, based on a combination of need and merit. Available scholarships are listed year-round on the Financial Aid website (www.chaffey.edu, click on "Financial Aid"). Students may also contact Student Activities and the Chaffey College Foundation for other available scholarships.

California Dream Act

The California Dream Act Application (CADAA) is used to determine the California state financial eligibility of students who meet the qualifications of Assembly Bill 540 (AB 540).

- The California Student Aid Commission (CSAC) will process this application.
- Any aid received can only be used at eligible California institutions.

- To speak to Financial Aid, join our virtual line through ConexED: <https://chaffey.craniumcafe.com/group/financial-aid-team/lobby>
- For frequently asked questions check out: chaffey.financialaidtv.com

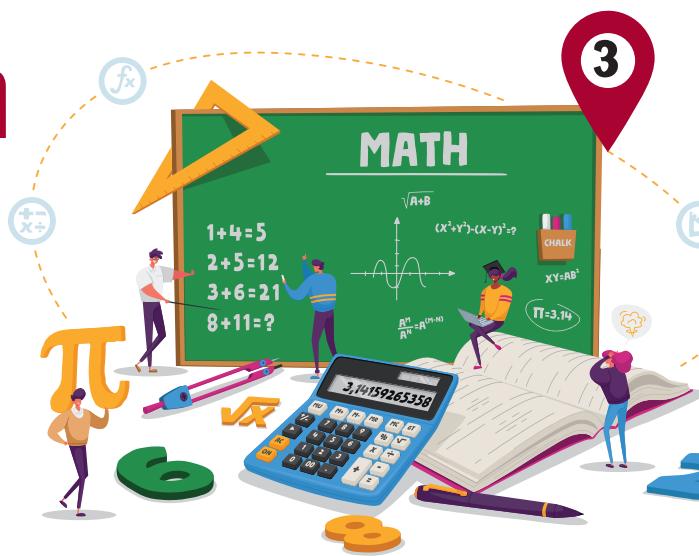
We are here to help

Online Orientation and Placement

As a new student, it is very important that you complete the orientation and placement process. The orientation will provide important and relevant information you need to begin your Chaffey College journey, and the placement process will determine what Math and English classes you will be taking.

ORIENTATION

New Student Orientation is designed for both new and returning students to help integrate you into the campus community and college life. By providing information on student services and resources for success, Chaffey College welcomes and supports you as you begin your educational journey.



PLACEMENT

Once you complete the orientation, you will be directed to the placement process for English and Math. All you need to do is answer a couple of easy questions and class placement will be completed.



Schedule an Appointment with a Counselor Today!

Develop an Educational Plan with your Counselor in order to help you reach your academic and career goals.

To make an appointment with a counselor, follow these steps:

1. Agree to the Online Counseling Consent Form
2. Select the Chaffey College icon and use your portal username and password to access the scheduling system
3. Continue the on-screen instructions to complete your appointment

You can either schedule an appointment with a counselor, or begin chatting.

Register and Pay

Once you've created an educational plan with your counselor, it's time to register and pay for your classes!

To register for classes:

1. Log on to your MyChaffey
2. Click on "Self-Service Registration" link under the Launchpad

If you've already created an education plan with a counselor, you can register for those sections by clicking "Student Planning".

If you would like to search for classes and then register, you can click on "Search for Sections"

To pay for classes:

1. Log on to your MyChaffey
2. Click on "Self-Service Registration"
3. Click on "Student Finance"

For questions about payments, please email the Cashier's office at cashier.staff@chaffey.edu



Maximum Unit Load

- You may enroll in up to 18.0 units in Spring/Fall, and 12 units in Summer, based on class availability.
 - To exceed the maximum units you must have permission from the Counseling Department.
 - Contact a Counselor and request they submit an Overload form on your behalf.

Multiple Enrollments

- You may only enroll in one section of a given course at the same time.

Time Conflicts

- Enrollment is not permitted in classes that meet at the same time or that have overlapping class schedules.



Wait List, Add/Drop Policy

While registering on the MyChaffey portal you may place yourself on the wait list for a class that is closed, provided the option to wait list is available.

For more information on add authorization and drop policies go to:

www.chaffey.edu/admissions/policies.php

For more information on refunds go to:

www.chaffey.edu/cashier/course-refund.php

For more information on wait list go to:

<https://www.chaffey.edu/admissions/register.php>

Photo ID Services

How to obtain a photo ID card

- Visit Admissions and Records at any of the three campuses, or
- Log on to the MyChaffey portal
- Complete the Photo ID Card Request form
- Upload a photo
- Your ID card will be mailed to you in approximately 2 weeks.



NOTE: The Admissions and Records Office reserves the right to reject any photos deemed inappropriate or that fail to meet the guidelines indicated above.

Photo ID cards are required for use of labs, library, and other services, and are issued by the Admissions and Records Office.

Photos must be an unobstructed, front view of the full face that is a representation of the true appearance of the card holder. Hats, sunglasses, and any other clothing that might obstruct the view of the face may not be worn. All head ware must be removed, unless worn for valid religious, cultural, or medical reasons.



First Day of Class

LOG ON TO
 **canvas**



It's important to log in and **participate in your Canvas courses on the first day of class**. Failure to participate during the initial week may result in being dropped from the class roster by your instructor.

Access to Canvas is available immediately after you've successfully registered. Get a head start by exploring the Student Support Hub.

Check your Panther email regularly for important communications.

Student Support Hub

Log on to Canvas to access the Student Support Hub.

This hub will provide additional resources for students to be successful with their classes, as well as stay on track with their educational journey. Services on the Student Support Hub include:

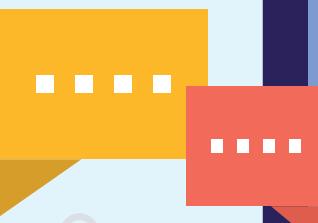
ONLINE COUNSELING

Counselors help you identify your educational goals, create plans, and stay on track to completion.



SUCCESS CENTERS

Get help with your classes. Meet with a tutor, complete DLAs, and attend workshops even when you can't go to an on-campus Success Center.



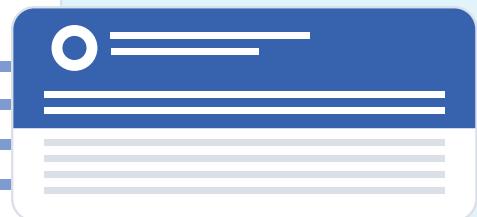
STUDENT SUPPORT PROGRAMS

Meet with a counselor or liaison from a variety of student support programs.



LIBRARY – RESEARCH HELP

Get research help from librarians and find ebooks, articles, videos, and more.



WELLNESS CENTRAL

This is a free health and wellness resource created especially for California Community College students.

FAQ's

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Do I need to complete orientation, placement, and an Educational Plan?

Yes. If you plan to register for classes in Math or English, the placement process is necessary to determine your level of competency. Failure to complete orientation, placement, and an Educational Plan will result in a later registration date.

If I register for classes before school starts, how much time do I have to pay my fees?

We have a 3-Day Drop for Non-Payment policy. If you register less than 3 days before classes begin, all fees will be due prior to the first day of instruction for the term. For payment deadlines see the payment chart in the Schedule of Classes.

If I register for classes on the first day of class, do I still have 3 days to pay?

No. Once the semester begins you must pay fees at the time of registration. A financial hold will be placed on your student record if payment is not received.

What is Add Authorization and how do I know if I need one?

Add Authorization is instructor consent to register for a class. Once instruction begins, add authorization is required to register for a section. Add Authorization can be requested by contacting the instructor of any class you wish to add. Once the instructor authorizes the add, you can register via the "Self-Service (Registration)" link in the MyChaffey Portal.

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.

Will I get a ticket if I don't have my parking permit on the first day of school?

Parking permits are required as of the first day of each term. Students may purchase semester parking permits online or in the Admissions and Records Office. Additionally, hourly/daily parking permits may be purchased at the Pay and Display machines located in various parking lots at the college. Students may also park in metered stalls, as long as the required amount is paid.

I registered and paid for my classes and then dropped by the refund deadline. When can I expect to receive my refund?

You should receive your refund within 45 business days after the last day to add full-term classes (see the Schedule of Classes for specific dates). If you paid with cash or check, you will receive a check by mail. If you paid by credit card, your funds will be returned to your card.

I registered for a class but don't plan to continue going. Will the instructor drop me?

If you stop going to class, it is your responsibility to drop within the published deadlines. 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. As long as you are enrolled, you are holding up a seat in the class that could be used by another student. In order to avoid charges for a class, you must drop by the refund deadline. If you drop 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.