

# Chaffey College

High School Partnerships/Dual Enrollment  
Rancho Cucamonga · Chino · Fontana

## Steps for Students Taking Courses on a Chaffey College Campus

**Step one:** Student must first complete a Chaffey application. [Chaffey College application](#)  
Please have student follow the step-by-step instructions titled OpenCCC Directions.

The student will receive their Chaffey College Student Identification Number in 48-72 hours.

**Step two:** After the student receives their Student ID#, they need to call one of our three GPS centers to schedule a mandatory **Dual Enrollment Orientation**.

### Guiding Panthers to Success (GPS) Center:

Rancho Cucamonga Campus 909-652-6466	Chino Campus 909-652-8120	Fontana Campus 909-652-7460
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**Step three:** If the student is planning on taking a math or English course at Chaffey, or taking a class that has a math or English prerequisite, she/he will need to take the Placement test. Scheduling for the placement can be made online at [Chaffey College Assessment](#). There is no cost for the placement.

**Step four:** Students will need to obtain **sealed official high school transcripts**. (Students will submit these to the Admissions & Records Office when they submit additional paperwork.)

**Step five:** The student's parent/guardian will need to sign the lower portion and backside of the Dual Enrollment Agreement (**DEA**) form. Students will also need to fill-out and sign the form after meeting with the principal or authorized designee (high school counselor) to select courses. The high school principal or counselor **MUST** pre-approve all courses and provide a signature as proof on the Dual Enrollment Agreement form. Courses fill up quick! ***We recommend the student list several course options as the student will only be allowed to register for courses approved by the high school counselor.*** A second sheet titled Approval for Change of Recommended Courses is provided to add additional courses if the counselor runs out of space on the Dual Enrollment Agreement.

\*\*Please note: A maximum of 8 course units are allowed for the summer and fall sessions (approximately 2 classes).

The schedule of classes is located online at [www.chaffey.edu](http://www.chaffey.edu) or at [Chaffey Course Catalog](#)

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- Step six:** If the student will be a **freshman** or **sophomore** for the 2019-2020 school year **OR** has below a 2.0 GPA, the student will need to submit an appeal to participate by  
**Summer semester: MAY 24, 2019. No exceptions!**  
**Fall Semester: AUGUST 9, 2019. No exceptions!**
- Step seven:** For students taking class(es) on any Chaffey College campus:
- **For summer semester:** Submit the Dual Enrollment Agreement form, high school transcripts, and appeal (if applicable), to the Admissions & Records office at any Chaffey College campus.
  - **For fall/spring semester(s):** Submit the Dual Enrollment Agreement form, high school transcripts, and appeal (if applicable), to Admissions & Records office at any Chaffey College campus.
- Step eight:** Upon submitting the required paperwork, an admissions representative will advise the student of their registration date & time. The student can also find their registration date & time on their [My Chaffey Portal](#). **The student will then be able to register online for any section associated with the pre-approved course(s), on or after their assigned registration date.** For assistance with registration, please see attached Course Registration instructions. For additional assistance, students can visit any of our 3 GPS centers on a walk-in basis. Please refer to the above phone numbers to call for their locations and hours.
- Step nine:** **Payment:** The High School Partnership Program will pay for the \$46.00 per unit enrollment fee.
- The student is responsible for any other mandatory fee such as the Health Services fee (\$8.00) and the course materials fee if applicable (fee varies).
  - If the student will need parking, a parking permit will be required (\$25.00).
  - **Please visit the Chaffey Cashier's Office for payment information.**
    - [Summer '19 payment chart](#)
    - [Fall '19 payment chart](#)
  - The student is also responsible for purchasing or renting their textbook. [Chaffey College Bookstore](#)
- Step ten:** A student must also obtain a Chaffey College ID card from the Admissions & Records Department any time after they receive their Chaffey Student ID #.
- Either before or immediately after classes start, visit the Success Centers on any of our campuses to learn about the free tutoring services which are available to all students. These services are designed to provide students a strong foundation to AVOID struggling in classes. We recommend starting the semester off with strong, as summer is fast-paced!

**If you have any questions, please call the High School Partnership Office for assistance @ (909) 652-6129.**