



# Chaffey College



## Instructions to Apply for an Associate Degree, Certificate and Commencement

### Deadlines to Apply for Degrees/Certificates and RSVP to Participate in Commencement

Summer Session 2019: **July 12, 2019**

Fall Semester 2019: **November 22, 2019**

Spring Semester 2020: **February 10, 2020**

Early RSVP to Participate in Commencement 2020: **April 15, 2020**

At the time you apply for a degree or certificate, you will indicate your interest in participating in the commencement ceremony and having your name included in the commencement program. You must also RSVP to confirm your participation and reserve guest tickets. (See Step 4)

### Step 1 Prior to the Semester You Intend to Graduate

- Meet with a Counselor for a graduation check to confirm all coursework for Chaffey College Graduation Requirements, including your major(s), are completed or in-progress at the time of application. Counseling Department Contact Information:
  - Chino – (909) 652-8120
  - Fontana – (909) 652-7460
  - Rancho – (909) 652-6200
- Submit ALL Advanced Placement scores and official college/university transcript(s), including in-progress coursework to the Admissions and Records Office. Admissions & Records contact information:
  - Chino – (909) 652-8000
  - Fontana – (909) 652-7400
  - Rancho – (909) 652-6600
- Possible documentation for your major for an associate degree and/or certificate must be on file in the Admissions & Records or Counseling Office. This includes, but not limited to:
  - Advanced Placement scores (A&R)
  - CLEP and/or IB test results (A&R)
  - Military Transcripts & Certificate of Release (DD214) (A&R)
  - Approved petitions and course waiver/substitutions (Counseling)
  - Typing certificate (Counseling)

Please consult with a Counselor for more information if needed.

### Step 2 During the Semester You Intend to Graduate (Prior to the Deadline Date Noted Above)

- Log onto My ChaffeyView through the Chaffey College Portal
- Click on the “Student’s Menu”
- Under the “Academic Planning” heading click on the Degree or Certificate Application Link
- Choose the program in which you are applying for an Associate Degree or Certificate. If your program is not listed, use the drop down box to choose the correct program illustrated in the example below.

Please select one of your eligible program

**Important:** Before submitting this application your application will be denied if you are submitting a degree application

If you choose to continue taking classes please contact any [GPS Center](#) for assist

Choose One	Eligible Programs
<input type="checkbox"/>	S310 Nursing-Associate
<input type="checkbox"/>	S005 Accounting (AS)

If desired program not listed, pick one here

A145 Economics (AA)  
 A146A Economics for Xfer CSUGE  
 A146B Economics for Xfer IGETC  
 A170 English (AA)  
 A171A English Transfer CSUGE AA  
 A171B English Transfer IGETC AA  
 A192 Fine Arts: Music  
 A194 Fine Arts: Theatre  
 A200 General Education  
 A201 University Studies  
 A206A Geography Transfer CSUGE  
 A206B Geography Transfer IGETC  
 A236A History Transfer CSUGE AA  
 A236B History Transfer IGETC AA  
 A265 Humanities (AA)  
 A275 Liberal Arts and Sciences  
 A300 Music (AA)  
 A301A Univ Stu Arts & Hum-CSUGE  
 A301B Univ Stu-Arts & Hum-IGETC

**Degree Application**

Choose from the drop down menu. A separate application must be submitted for each desired program.

For more information and minimum requirements for submitting a degree application. If you do not meet these requirements, commencement information and minimum requirements for submitting a degree application. If you do not meet these requirements, please contact a later time.

IGETC general education pattern please submit a Certificate Application for either the CSU or IGETC certificate as well.

Please ensure that you update your educational goals. If you need information regarding updating your educational goals

Programs	Status	GPA	Date Applied
10			
05			

**SUBMIT**

Program Code verified by Counselor:

Associate Degree(s)	Certificates
1.	1.
2.	2.
3.	3.

**If you are unclear on choosing a program code or major, please consult a Counselor to fill out this section.** →

5. Follow the online instructions and fill in all areas of Degree or Certificate Application
6. If you plan to participate in the commencement ceremony, you will indicate your interest in order to receive email notifications on how to RSVP (as noted in Step 4 below).
7. If you would like your name printed or removed from the commencement program, you will indicate your preference.
  - a. If you fail to meet the application deadline (February 10<sup>th</sup>), your name may not be included in the commencement program.
8. Submit your Degree or Certificate Application
9. You must complete this step in order to determine your eligibility to participate in the commencement ceremony.

Repeat Step 2 if applying for multiple Associate Degrees and/or Certificates.

### Step 3

#### After You Apply to Graduate

Your Associate Degree and/or Certificate application(s) and attachments will be reviewed for eligibility during the term you plan to graduate.

1. You will receive an email in your *panther.chaffey.edu* account from the Transcript Evaluators, in the Counseling Department, notifying you of your approved or denied application status.
  - a. If you are eligible to graduate, your application will then be forwarded to the Admissions & Records Office. The application will be processed for final approval after the term has ended and grades have posted.
  - b. If you are denied, schedule an appointment with a Counselor to discuss requirements and options. You will need to re-apply when requirements are met or are in-progress.

### Step 4

#### RSVP to Participate in the 2020 Commencement Ceremony

All students who anticipate completing a degree and/or certificate within the academic year (summer, fall or spring) may be eligible to participate in the Commencement Ceremony on Thursday, May 21, 2020.

1. If you intend to participate as indicated in Step 2 of this process, and were determined eligible in Step 3 of this process, you will be emailed between February 1 and April 15 with instructions on how to RSVP and reserve guest tickets for the ceremony.
2. The deadline to RSVP, reserve guest tickets, and be placed on the waiting list for additional tickets (should add'l tickets be available) for the ceremony is **Wednesday, April 15, 2020**. Late RSVP's received after April 15<sup>th</sup> are not eligible for the waitlist.
3. If you do not receive an email to RSVP, did you complete each of the following steps:
  - a. Indicated your intent to participate in commencement on your graduation application
  - b. Submit your graduation application by the February 10, 2020 deadline
  - c. If you completed these steps, contact the Counseling Office for information.

Commencement website: <http://www.chaffey.edu/stuactiv/commence.shtml>

### Step 5

#### Receiving Your Degree/Certificate

Diplomas will be mailed from the Admissions & Records Office to you during the following months:

- Summer Session: November
- Fall Semester: April
- Spring Semester: September

If you change your mailing address or you do not receive your diploma, please notify the Admissions & Records Office at:

- Last Name beginning with **A – K** – (909) 652-6616
- Last Name beginning with **L – Z** – (909) 652-6606