

Adult School Dual Enrollment



Take college classes at Chaffey College
while attending adult school

What is Dual Enrollment?

The Adult Dual Enrollment program allows adult school students to take college courses at no cost and earn credits toward certificates or degrees.

The program is tuition-free and open to all students enrolled in a GED/HSE or High School Diploma program at their adult school.

Program Highlights

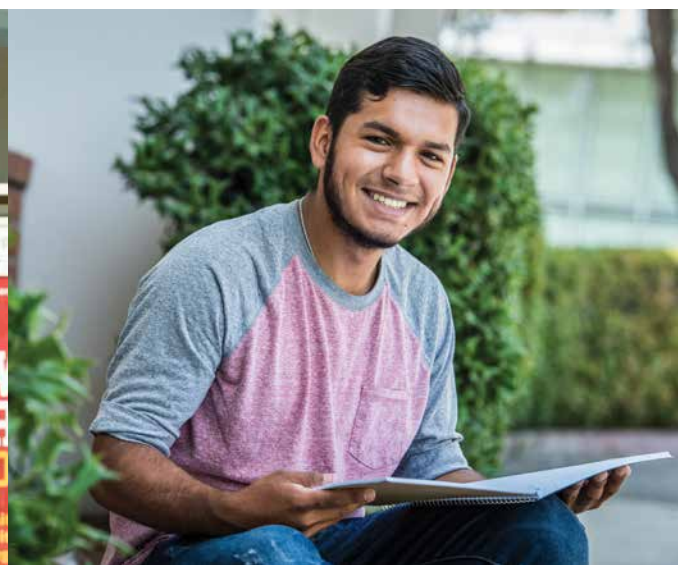
- **Tuition-FREE College Courses with course materials and text books covered**
- **No citizenship or California residency requirement**
- **Flexibility to choose from a variety of courses**
- **Enroll up to 11 units a term**

Benefits

- **Save Money and Time**
- **Earn College and High School Diploma Credit**
- **Discover if college is right for you!**
- **Career Development**

Who is Eligible?

- **Adult School students enrolled in a GED or High School Diploma program with approval from the Adult School administrator or counselor**
- **Citizenship or residency is not required to participate**





Partner Schools

If you are enrolled in any of the adult schools listed below, you can take advantage of our established partnership to participate in Dual Enrollment with Chaffey College.

For students not currently enrolled in an Adult School, please reach out to one of our partners listed below. If you are enrolled in an adult school not listed, contact an Adult Education Counselor.

Chaffey Adult School

557 West 5th Street, Ontario, CA 91762

Phone: (909) 983-7102

1802 East 7th Street, Ontario, CA 91764

Phone: (909) 391-5365

Website: cas.cjuhsd.net

Chino Valley Adult School

12970 Third Street, Chino, CA 91710

Phone: (909) 627-9613

Website: www.chino.k12.ca.us/adultschool

Fontana Adult School

10755 Oleander Avenue

Fontana, CA 92337

Phone: (909) 357-5490

Website: fusd.net/adultschool

Upland Adult School

565 West 11th Street

Upland, CA 91786

Phone: (909) 985-1864, ext. 21144

Website: upland.k12.ca.us/schools/adult-school

ADULT EDUCATION CONTACTS

General Inquiries:

Adult.Education@chaffey.edu

Maria Rodriguez

Adult Education

Pathways Manager

Maria.rodriguez22@chaffey.edu

Erika Mendoza

Adult Education Counselor

erika.mendoza@chaffey.edu

Nicole Pinon

Adult Education Counselor

nicole.pinon@chaffey.edu



How to Enroll in Adult School Dual Enrollment

STEP 1

Create a California Community College user account

Creating a profile in the California Community Colleges account is the first step. This process takes about 5 minutes or less. Once you receive an email confirming that your account has been created, you can move on to the second part of the application.

STEP 2

Apply to Chaffey College

To begin your application, click on “**Start a New Application.**” In the **Enrollment Information** section, select the term you’re applying for (fall, spring, etc.) when you want to start classes. In the **Education – College Enrollment Status** section, choose “**Adult School Student in high school diploma or equivalency program.**” By selecting this option, we can waive your tuition fees.

IMPORTANT REMINDERS

- ✓ Ensure that your name and date of birth are entered correctly. (Only include two last names or hyphenated names if they appear on ALL documents).
- ✓ Social Security numbers are not required on the application.
- ✓ Use a personal email address that you can easily access while completing the application.
- ✓ TIP: If you do not receive your student ID number within 30 minutes of applying to the college, you may have a verification hold. Please contact Admissions and Records.
- ✓ For questions and support, please contact Admissions and Records: <https://kiosk.na4.qless.com/kiosk/app/home/82>

Note: Chaffey College Adult Education Counselors are available to assist you with completing steps 1 to 4. For information on how to connect with your counselor, please refer to page 7.

STEP 3

Submit the Adult School Dual Enrollment Form

In the form, you will request the classes you intend to enroll in at Chaffey College. When you fill out the enrollment form, you are requesting approval from both the adult school and the college. Therefore, **we recommend meeting with your adult school before submitting the form.**

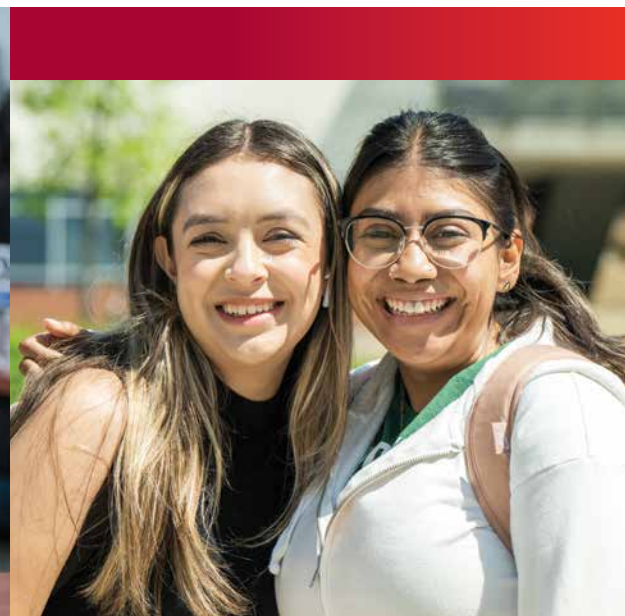
The form is available on the adult dual enrollment website. Once submitted, the form goes to the adult school for approval and then to the college, granting you access to enroll in classes. You will receive an email when your request is approved, and you can then enroll in classes.

This process takes about 3 business days to complete. You will need to submit the form each term to request and obtain approval for the classes you want to take.

STEP 4

Register for Approved Classes

Once your form is approved by your adult school and the college, you will receive a notification informing you that you can register for your classes. You will then be able to register through your Chaffey portal under the “Self-Service” section. You can register for approved courses on or after your registration date/time. Registration dates and times can be found on the homepage of the student portal, on the left-hand side, under “Quick Links.” If you are logging in for the first time, please click on “First-time User.” You can either register yourself or we can assist you. We recommend allowing us to guide you the first time.



Chaffey College Pathways Academic and Career Communities

Chaffey College offers degree and certificate programs organized into six Academic and Career Communities based on job families, interests, and coursework similarities. Below are short-term certificate programs that can be completed in 1-2 years as an Adult Dual Enrollment student, providing specific job-related skills for a fast career start.

Chaffey College Adult Education counselors can help you explore programs and create an academic plan to complete them successfully.



To explore more certificate or associate degree programs, visit www.chaffey.edu/acc



Arts, Communication, and Design (ACD)

Explore creativity, design culture, and critical thinking.

Programs include: English as a Second Language*, Recording Arts Technician, Screenwriting, Technical Theater, Television and Video Production, American Sign Language, Commercial Photography, Graphic Design for Digital Media, Journalism



Business, Technology, and Hospitality (BTH)

Develop problem-solving, leadership, and technical skills.

Programs include: Accounting, Bookkeeping, Cloud Analyst, Computer Foundations, Computer Game Development, Computer Support Technician, Culinary Arts, Cybersecurity Analyst & Defender, Facilities Management, Hospitality Management, Microsoft Excel, Microsoft Word, Microsoft Office, Network Specialist, Paralegal Studies, Payroll and Income Tax Preparer, Professional Office Skills, Programming Foundations, Real Estate Property Management, Real Estate Salesperson, Small Business Entrepreneur, Social Media Support Specialist, Supply Chain Management, Web Page Developer



Health and Wellness (HW)

Prepare for careers in healthcare with a focus on new technologies and skills.

Programs include: Athletic Trainer Aide, Caregiving Essentials, Community Caregiver, Nursing Assistant, Home Health Aide, Nutrition and Food



Manufacturing, Industrial Design, and Transportation (MIT)

Enhance entry-level or advanced skills to prepare for the workforce.

Programs include: Automotive Electrical Systems, CAD/CAM Operator, Electromechanical Technology, Engine Building, HVAC, High Performance Engines Building and Blueprinting, Mechatronics



Public Service, Culture, and Society (PCS)

Gain knowledge on social issues, culture, and empathetic leadership.

Programs include: Correctional Science, Criminal Justice, Homeland National Security, Pathway to Law School



Science, Technology, Engineering, and Mathematics (STEM)

Develop skills in research, data analysis, and scientific investigation.

Programs include: Associate Degrees in Arts and Sciences available on the STEM Communities Webpage

Programs are subject to change
*Noncredit course

Counseling Services

Chaffey College Adult Education Counselors

Chaffey College Adult Education counselors are experts on the Chaffey College Adult Dual Enrollment program and Chaffey College programs.

They can assist you with the following:

- Complete steps 1-4 listed on page 2
- Guide you through Chaffey College course selections
- Review Chaffey College certificate and degree program requirements
- Create an Education Plan that outlines the classes needed to fulfill your desired program requirements
- Connect you to Chaffey College resources

**Counselors are available to meet with you online or in-person.
The counselors are also available on-site at local adult schools.**

To schedule a meeting, please visit

<https://chaffey.craniumcafe.com/group/adult-education/scheduler>

ADULT EDUCATION COUNSELORS

Erika Mendoza
Adult Education Counselor
erika.mendoza@chaffey.edu

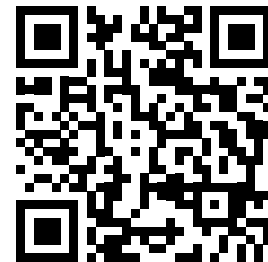
Nicole Pinon
Adult Education Counselor
nicole.pinon@chaffey.edu



Guiding Panthers to Success (GPS)

The GPS Center offers a variety of student support services, including registration assistance, exploration of Academic and Career Communities (ACC's), navigation of the Chaffey Portal, general college inquiries, and scheduling counseling appointments. Whether you prefer in-person or online assistance, you can access the GPS Center at the Rancho Cucamonga, Fontana, and Chino campuses.

Visit <https://www.chaffey.edu/counseling/gps.php> or scan the QR code for program details and current hours of operation.



Chaffey College Campus Locations



Rancho Cucamonga

5885 Haven Ave.
Rancho Cucamonga, CA 91737
(909) 652-6600



Chino

5897 College Park Ave.
Chino, CA 91710
(909) 652-8000



Fontana

16855 Merrill Ave.
Fontana, CA 92335
(909) 652-7400



The Industrial Technical Learning Center (InTech)

9400 Cherry Avenue
Building A
Fontana, CA 92335
(909) 652-8488