

# ***PACE: Evening/Saturday Degree & Transfer Program***

## **Application & Registration Procedures**

*You may skip any steps completed within the last year.*

**PACE INFO** is online at [www.chabotcollege.edu/PACE](http://www.chabotcollege.edu/PACE) --including the class schedule for the upcoming semester.

1. **APPLY ONLINE:** New students and students returning to Chabot after a 1 year or longer absence should apply to Chabot online at [www.chabotcollege.edu/admissions/apply](http://www.chabotcollege.edu/admissions/apply) . Or you may submit a paper PACE application (available at the PACE Table in Bldg. 100) to Admissions & Records, Bldg. 100. There is no fee to apply to Chabot or PACE.
2. **FINANCIAL AID:** Grant and loan applications (FAFSA + BOG) are available in the Financial Aid office, Room 110, 510-723-6746 and at [www.chabotcollege.edu/finaid/](http://www.chabotcollege.edu/finaid/) .
3. **CHOOSE YOUR PACE CLASSES:**
  - a. **NEW, FIRST TIME STUDENTS:** Go to [www.chabotcollege.edu/counseling/orientation](http://www.chabotcollege.edu/counseling/orientation) to take the **Chabot College Online Orientation**. (Students who start the process early can take PSCN 25: Transition to College and earn ½ unit, which includes the Online Orientation, Assessment & Group Counseling.) At the end of the Online Orientation, you can make an appointment to attend the **English/Math assessment** and counseling session. To do so, read the study guides at [www.chabotcollege.edu/counseling/assessment](http://www.chabotcollege.edu/counseling/assessment) to prepare for the assessment. Bring your **PACE Classes** (available at [www.chabotcollege.edu/PACE](http://www.chabotcollege.edu/PACE) ) and a valid Photo ID to the Assessment session. Also know your Student ID#. You will choose your classes during the counseling session. **After testing**, get your Assessment results via CLASS-Web: click on “Sign on to CLASS-Web”. Enter your 9 digit student ID number or SS# and your PIN (birth date) and click Login. Click on Student Services, then Student Records, then View Student Assessment Results.

**OR**
  - b. **CONTINUING OR RETURNING STUDENTS:** Go to [www.chabotcollege.edu/PACE](http://www.chabotcollege.edu/PACE) and print out the **PACE Classes**. Note \* for classes recommended for students new to college. See **PACE FAQs** for Class Load on how many classes to take. Select your classes. If you want to take the English or Math Assessment, go to [www.chabotcollege.edu/Counseling/assessment](http://www.chabotcollege.edu/Counseling/assessment) and follow the instructions for Returning or Continuing students.

**OR**
  - c. **STUDENTS WHO HAVE ATTENDED OTHER COLLEGES:** If you have taken some college classes, have your transcripts AND need help selecting your classes, schedule a PACE Counseling appointment by contacting Ginger at [griplinger@chabotcollege.edu](mailto:griplinger@chabotcollege.edu) or 510-723-6699, or Julie at [jmachado@chabotcollege.edu](mailto:jmachado@chabotcollege.edu) or 510-723-6619. **BRING YOUR TRANSCRIPTS** unless they are already on file at Chabot.

**OR**
  - d. **STILL CONFUSED?** Contact Ginger at [griplinger@chabotcollege.edu](mailto:griplinger@chabotcollege.edu) or 510-723-6699, or Julie at [jmachado@chabotcollege.edu](mailto:jmachado@chabotcollege.edu) or 510-723-6619.
4. **REGISTER for PACE CLASSES** on or **as soon as possible** on or after your registration date, which is mailed to you by A&R. Register by logging in to CLASS-Web at [www.chabotcollege.edu](http://www.chabotcollege.edu) or in person at A&R in Bldg. 100. Use your Student W#, and your PIN is your birthdate. **Fees** (\$20 per unit for California residents, \$13 health services fee, \$5 optional student body fee, \$3 optional mailing fee) **are due upon registration**, and can be paid over the phone by VISA/MasterCard, or by check via mail, or in-person at A&R. *If fees are not paid, you will be dropped from classes.*
5. **STUDENT PHOTO ID CARD:** is required for use in the library, bookstore and computer labs. Get one in Room 2361 (above the cafeteria) by showing your class schedule receipt and one other form of ID. For hours, see Chabot website.
6. **PARKING PERMITS** are available via CLASS-Web. ACOE Paraeducator Grantees should see Ginger or Julie.
7. **BUY BOOKS** either the week before classes start or the first week of classes. Books are available online at [www.chabotcollege.edu](http://www.chabotcollege.edu) (click on Students, scroll down to Resouces, click on Bookstore) or at the Chabot Bookstore, arranged according to course and section numbers, and can easily cost \$200+. ACOE Paraeducator Grantees need to set up an account through the Chabot Bookstore Customer Service Desk.
8. **GO TO CLASS and study!** :-D