

**PACE FAQs • PACE Evening/Sat. Degree & Transfer Program • All PACE info—including the PACE Class Schedule—is available at [www.chabotcollege.edu/PACE](http://www.chabotcollege.edu/PACE) . You must have a current Chabot Application on file and be flagged as a PACE Student to register for some PACE classes, but most PACE classes are open to any Chabot student.**

**REGISTER for CLASSES** Choose your classes from the PACE Class List at [www.chabotcollege.edu/PACE](http://www.chabotcollege.edu/PACE) , then Register for them via CLASS-web at [www.chabotcollege.edu](http://www.chabotcollege.edu) (ID# is your SS# or Chabot W#, and PIN is your birthdate—if you can't log in, you must see A&R in person to re-set your PIN) OR in person at A&R in Bldg. 100. CRN's are on your PACE Class List or the Chabot Paper Class Schedule (PACE is in the back). **Fees are: \$20 per unit for CA residents +\$5 student body fee +\$3 mailing fee +\$13 health services fee**, and can be paid by credit card online, check by mail or in person at A&R..

**FINANCIAL AID:** Grant and loan applications (FAFSA + BOG) are available in the Financial Aid Office, Room 110, 510-723-6746, [www.chabotcollege.edu/finaid](http://www.chabotcollege.edu/finaid) . Book vouchers or emergency book loans are available through EOPS (Room 221) or the Office of Student Life (Room 2355, Bldg. 2300, upstairs) for qualified students.

**CLASS LOAD:** Most full-time working adults can take 1-3 classes per semester. A 3 unit class requires 3 hours of class time plus about 6 hours of study time per week (though this differs from class to class). *You are not required to take all 3 classes in a Cycle*, just be ready to eventually make up classes you skipped, depending on your goals. Taking 12 or more units is considered being a full-time student. Take a class load that is realistic for you and your life!

**PACE CYCLES:** *You can take PACE classes via Cycles OR by mixing and matching classes* from various Cycles (so long as class times/days don't overlap). If you are new to college, we recommend taking all your classes from one Cycle at a time, and taking the PACE Cycles in order beginning with PrePACE, Cycle I, OR Cycle III. If you prefer English, start with PrePACE or Cycle I; if you prefer math, start with Cycle III. If you don't take the Cycles in order, be aware that you must complete English and Math classes in a certain order (English 102→1A→7; Math 105→65→55→40).

**ORIENTATION:** All students new to Chabot are **REQUIRED** to complete an Online Orientation at [www.chabotcollege.edu/counseling/orientation](http://www.chabotcollege.edu/counseling/orientation) + Assessment & Program Planning if appropriate. Schedule a PACE Counseling session if you still have questions after reviewing PACE handouts or website and doing the Online Orientation.

**HOW TO REACH PACE STAFF:** PACE Admin. Assistant **Ginger Ripplinger** is at [griplinger@chabotcollege.edu](mailto:griplinger@chabotcollege.edu) , 510-723-6699, Rm. 789, M-F 9am-5pm. PACE Counselor **Julie Machado** is at [jmachado@chabotcollege.edu](mailto:jmachado@chabotcollege.edu) , 510-723-6619, Rm. 158 M&Th 2-7:30pm. PACE Coordinator, **Dr. Susan Tong** is at [moontong@sbcglobal.net](mailto:moontong@sbcglobal.net) , 510-723-6674, Rm. 725.

**ADDING CLASSES:** If the course is open, you may attempt to add via the CLAS-Web. If the course is closed or requires add authorization, go to class, obtain an Add Authorization Number from the Instructor, and then add through CLASS-Web.

**COUNSELING & INFO:** For the latest updates, get PACE Email News Flashes by contacting Julie (addresses are never shared). Except for your initial Program Planning, you are not generally required to see a Counselor--your PACE Education Plan is your plan. However, you may **make an appointment by contacting Ginger OR Julie** (see above). Bring a copy of any transcripts (besides Chabot/Las Positas) to your appointment.

**ENGLISH/MATH** You cannot take classes higher than English 102 or Math 105 without first taking the Chabot Assessment Exam or prerequisite class(es). If you have taken English/Math at another college, you must get a Counselor Override by bringing a copy of your transcript to a Counselor. Other college's assessment results are not accepted at Chabot.

**TRANSCRIPTS:** During your first semester, contact all colleges you previously attended besides Chabot or Las Positas, and the high school you last attended, and have your official transcripts (in a sealed envelope) sent directly to Chabot.

**STUDENT PHOTO ID CARDS:** Pick up your Student ID card (required for use in the library, bookstore and computer labs) in Building Rm. 2361, (above the cafeteria) by showing your class schedule receipt and one other form of ID.

**DISTANT EDUCATION COURSES:** All courses start at the beginning of the semester unless otherwise noted. To start an Online course, go to [www.chabotcollege.edu](http://www.chabotcollege.edu) and click on "Students" then on "Blackboard/Distant Ed". To start a **Telecourse**, go to the first class meeting. Most telecourses may be viewed on Hayward area cable KCSM (Ch. 60), in the Library, or by renting videos from the Bookstore for a fee +deposit.

**BOOKS:** You can buy books either the week before classes start or the first week of classes. Books are available at the Chabot Bookstore in the PACE section, arranged according to course number and section number, and can easily cost \$200+.

**PARKING:** Daily permits can be bought for \$2 from dispensers in parking lots. Permits valid for the entire semester may be purchased online via CLASS-Web. Permit regulations are enforced Mon-Sat. Illegal parking is enforced at all times. 6/08