“I enjoyed my time at Chipola and made good friends and memories here.”
2012 Graduating Student Survey

“I loved the ACE lab! It was very helpful and everyone was very friendly.”
2013 Graduating Student Survey

“Chipola College is such a wonderful institution to receive an education. I have not met a teacher, employee, or staff member that has not been great!!”
2014 Graduating Student Survey

“I have received a wonderful education and been given opportunities to become involved in organizations such as Phi Theta Kappa and Student Government that would not have been available to me at a larger university.”
Cassie Prichard, Academic All-American and Chipola Graduate

Student Activities
Advising
Online Registration
FLVC.org
Academic Center of Excellence
Library
Copyright Policies
Student Center, Cafeteria, & Bookstore
Services for Students with Special Needs
Accident, Illness, Medical Services & Health Insurance
Safety and Security
Contacts for Resolving Student Problems
Student Activities

The Office of Student Activities/SGA is located in the Cafeteria/Student Center, Building K, Room 105 - 105B.

Student activities complement the academic programs of the college by providing opportunities for students to develop leadership skills, to pursue special interests and to interact socially.

The Student Government Association represents, through its elected members, the entire student body and is a voice for the students. All students enrolled at Chipola are SGA members and are invited to come to the meetings. It is a great opportunity to meet people, learn leadership skills, and be more interactive with your experience at Chipola. All students with a 2.5 or higher Grade Point Average are eligible to run for an SGA executive office. A 2.0 GPA is required to serve the Association through an appointed position. Elections are held twice a year, once in the fall and once in the spring.

Special Events: Check the calendar in the Student Handbook/Planner for special SGA sponsored events such as Fall Festival, Spring Frolics, Homecoming, seminars and more. Admission to these events is free to any Chipola student with a current ID.

Theatre: Students are encouraged to participate in the college theatre program which presents a season full of drama, comedies, hit musicals and children’s theatre productions each year with a Theatre Major Showcase. Students and community members are encouraged to audition for productions or to sign up for theatre lab courses for credit. No previous experience is required.

Music: The music program at Chipola offers four musical ensembles open to all students. The College Chorus is open to all students who enjoy choral singing and the Rock and Jazz Ensemble is open to all students who play musical instruments. Both Chorus and Jazz Band are non-auditioned ensembles. Show Choir combines both singing and choreography; it is an auditioned ensemble. The President’s Ensemble is an auditioned music ensemble, featuring choral and instrumental. All four ensembles perform throughout the district and on-campus. Chipola students interested in any of the musical ensembles or related music classes are asked to contact the Director of Fine and Performing Arts.

Sports and Intramurals: The Intercollegiate Athletics program at Chipola has a rich history and a winning tradition. The college participates in intercollegiate men’s baseball and basketball and women’s softball, basketball and cross country. The games that draw the most fans are those played against opponents in Chipola’s league, the Panhandle Conference.

The college provides a variety of opportunities for students to participate in individual and team sports through its intramural program. These activities are open to all Chipola students. They enrich the total educational experience by helping build friendships and by providing valuable social skills. Students should watch for announcements throughout the year concerning various tournaments and competitions. Contact the Office of Student Activities for information.

Campus Organizations

Baptist Collegiate Ministry. Sponsored by the Florida Baptist Convention and local Southern Baptist churches, BCM is open to people of all denominations. Its purpose is to provide opportunities for Christian growth.

Black Student Union. The BSU hopes to improve and promote the educational, social and political environment on campus for all students.

Brain Bowl Team. This group of academically talented students represents Chipola at the Regional and State Brain Bowl Tournaments.

Chi Alpha. Sponsored by the West Florida District of the Assemblies of God, Chi Alpha is open to people of all denominations. Its purpose is to provide opportunities for Christian growth.

Chipola Players. This organization provides service through theatre projects, awareness of theatre productions and social events. If you like acting, singing, or just being part of the show this is the ticket for you!

Chipola Yearbook. Yearbook members are responsible for producing and publishing the student yearbook under the direction of an advisor.

Cheerleaders. The cheerleaders promote school spirit at sports events. Membership is determined by competitive tryouts.

Fellowship of Christian Athletes. This is a national organization which exists to serve the athletic community, undergirded by God’s Spirit, and operating in the lives of available persons.

Freshmen Student Nurses Association. The Freshmen Student Nurses Association begins preparing nursing students for the assumption of the professional responsibilities of a Registered Nurse.

Future Educators Club. This organization provides support and positive feedback to the students enrolled or interested in one of the bachelor of education degree programs at Chipola College.

Honors Club. This organization consists of all Honors Program students. The members promote the ideals of Chipola College and provide peer mentoring and service learning opportunities.

Mu Alpha Theta. Mu Alpha Theta is a mathematics honorary society for college students. Members must have a 3.3 average overall and a 3.5 average in math.

Papoose. The Papoose members are responsible for producing and publishing the student newspaper under the direction of a faculty advisor.

Phi Beta Lambda. Phi Beta Lambda provides additional opportunities for all students interested in developing career abilities and activities in business management, computers and other related fields. Students do not have to be a business major.

Phi Theta Kappa. Phi Theta Kappa is Chipola’s honorary society, open (by invitation) to students with a 3.5 or better GPA.

Pre-Med Society. The organization provides support to students planning to pursue careers in professional and allied health fields.
**Puertas Abrietas (Spanish Club).** This group opens the door of different acculturative aspects from the Spanish culture and creates a link between the non-fluent Hispanic neighbors as well as increases awareness of the importance of diversity.

**Science Club.** The Science Club is a co-curricular organization open to all students taking at least two science courses (including math) per semester.

**Show Choir.** This auditioned music and dance performance group provides an opportunity for students to showcase their talents.

**SkillsUSA.** Chipola College SkillsUSA chapter is affiliated with the Florida Association of SkillsUSA. Its purpose is to promote leadership and professional skills, as well as job skills necessary for success in today’s world. Membership is open to students enrolled in courses in trade, industrial, technical and health occupations.

**Sophomore Student Nurses Association.** The Sophomore Student Nurses Association is a continuing group of nursing students that has completed 23 or more hours of course work with an NUR prefix. The association prepares students for the assumption of professional responsibilities of a Registered Nurse.

**Student Ambassadors.** This organization of specially selected students represents Chipola at various off-campus activities and assists in hosting events at the college. A GPA of 2.5 is required and must be maintained to remain a member.

**Student Athlete Advisory Club.** Student Athlete Advisory Club encourages academic achievement, social responsibility and leadership skills through involvement of student athletes in campus and community outreach projects and activities.

**Student Government Association.** All students enrolled at Chipola are members of SGA and are invited to come to the meetings. SGA sponsors student activities and represents students’ interests through contact with the college administration.

**TRiO Society.** Encourages self-development, commitment to academics, and dedication to community involvement while expanding the goals and objectives of the TRIO Student Support Services Program.

**Voter Registration**

Chipola College offers the opportunity for each student to register to vote in the State of Florida. A Florida Voter Registration Application Form may be picked up in the Student Activities Office, Building K, Room 105.

**Advising**

Student Affairs advisors and faculty members work together to provide individualized academic advising for new and returning students.

All entering first year AA/AS degree students and all transfer students with less than 12 semester hours of credit are required to enroll in SLS 1101 (Orientation). Students planning to obtain an Associate in Arts degree and enroll in one of Chipola College’s bachelor degree programs or transfer to a state college or university should discuss with an advisor the specific course requirements for the major and the chosen transfer institution. Student Affairs prepares academic plans that list the general requirements for an AA degree, as well as the necessary prerequisite/recommended courses for a variety of majors at Chipola and several area universities.

All students should declare a major by the time they complete 24 semester hours of college level course work. Undecided majors will be placed in the general college (1005) track. Students are encouraged to use the FLVC program evaluation (go to www.flvc.org and follow the links) and/or use the program and institution specific academic plans located on the college website to closely monitor progression toward graduation.

Students planning to obtain an Associate in Science degree or a Workforce Development certificate should check the catalog for the course requirements of their program, secure an academic plan from the Advising Office in Student Affairs (A-112), and consult with the faculty advisor for their particular program of study.

Advising services are available on campus each weekday, Monday through Friday during fall and spring semesters. During the two summer sessions advisors are available Monday through Thursday; the College is closed on Fridays. Appointments may be made for evening sessions. While academic advisors, faculty and staff provide significant academic planning and related assistance to students, completion of all degree requirements, and the process of monitoring progress to that end, is ultimately the responsibility of the student.

Students should contact the college Articulation Officer for problems unique to their transfer into upper division postsecondary institutions in Florida.

**Online Registration**

Many Chipola students are eligible for online registration. To access online registration, go to the Chipola College website, www.chipola.edu, current students, online registration, and follow the prompts. For assistance please contact your advisor.

The following restrictions prohibit students from registering online:

1. Students who have completed less than 12 credit hours at Chipola College.
2. Students who have not declared a major.
3. Students who have changed their major.
4. Students who have a restriction placed on their records, i.e. financial obligation, Business Office, Library, etc.
5. Students taking remedial courses.
7. Dual Enrollment Students
8. Early Admit Students
9. Students utilizing the State Employee Fee Waiver
10. Students who have cumulative GPA less than 2.0
11. Baccalaureate students (Bachelor’s level courses)

Please be advised that the college will undergo a complete data system upgrade this academic year. Information concerning online registration is subject to change.
FLVC

FLVC, the Florida Virtual Campus has joined forces with the state community colleges and universities in Florida to provide students web-based access to unofficial transcripts, degree audits, degree shopping, career information and much more!

Unofficial Transcripts

The transcript function on FLVC allows you web-based access to review your courses, your grades and your GPA. Students should use this feature to access grades at the end of each semester. Grades are available, via FLVC, as soon they are entered into the school’s database.

Degree Audit

After you have enrolled in a state university or community college, a degree audit will compare courses you have already taken against a listing of courses required for your major. It can be used as your roadmap for graduation.

Degree Shopping

Degree shopping allows you the luxury of performing “what if” scenarios with different majors. For instance, “what if” you want to change majors? The degree shopping function will evaluate the courses you have already taken against the course requirements for the new major.

You can degree shop at other institutions as well. For instance, “what if” you are attending Chipola and want to transfer to the University of Florida and major in electrical engineering? The degree shopping function will allow you to see which of your Chipola courses will count towards the requirements of the electrical engineering program at UF.

How to Get to FLVC

Visit the FLVC site at www.flvc.org. Once there, select the option you want. For Transcripts, go to “My Records”, “College & University Students”, and follow the prompts. Be sure to check out the many other helps available. You will need a password and pin number to log on.

Career Resource Center

You can explore career choices, acquire labor market information, and learn about projected pay for various occupations. Resume and portfolio development are also available. Visit the Career Resource Center in L116 for assistance.

Academic Center of Excellence (ACE)

The Academic Center for Excellence provides free peer tutoring or test reviews in almost every subject area, including accounting, biology, chemistry, most mathematics courses, physics, history, computer science, literature, and humanities. Academic assistance can be individual tutoring or in a study group.

Students come to ACE to work with a peer tutor and other students in discussions regarding class lectures, chapter readings, and course handouts. ACE peer tutors work closely with Chipola’s faculty to ensure proper communication of course content. They offer clarification of concepts and assist students in developing the proper study skills for success in class. More importantly, they provide consistent encouragement, motivation, and positive reinforcement to Chipola students.

Tutoring begins the first week of class and concludes on the last day of finals. Schedules are posted on campus bulletin boards and on the ACE website. The ACE is conveniently located in Building L behind the Student Services Building. For hours of operation or additional information, visit the ACE website at http://www.chipola.edu/ACE or call (850) 526-2761 ext. 3400.

Library

The library is a comprehensive, learning resource center that is an integral part of the college’s instructional program. The print, electronic, and multimedia materials support the course offerings of the college and the professional and personal growth of the students, faculty, administration, and staff. The collection includes approximately 30,000 books, 55,000 electronic books, 1,000 audiovisuals and 200 periodical subscriptions. The Library is open 45.5 hours a week. The Library staff provides services that include class and individual library literacy instruction with orientations, reference and research support, plus course reserve materials. The Library has an audiovisual viewing area, photocopy machine, study rooms, and carrels. There are 14 computer stations for reference work. Users with a current Chipola Student Photo ID can access the online catalog, databases, and electronic books 24 hours a day from LINCCWeb. The Library website (www.chipola.edu/library) has information about LINCCWeb and other library services. Students must present a current Chipola Student Photo ID to check out materials and use reference workstations. Interlibrary loan services are available to students, faculty, and staff. Local community members may purchase lifetime membership cards to borrow items. Designated computers are available at specific times to community users who have the required identification and follow college guidelines. The Information Technology Center (Tech Lab) on the second level of the Library has 26 computer workstations with word processing and software for specific courses. A current Chipola Student Photo ID is required to use the lab.
Copyright Policies

Procurement of Copyrights & Patents & Receipt of Royalties

Chipola College Board of Trustees Policy 1.091

Faculty, staff and students may procure copyrights and patents, and receive the royalties resulting there from, provided that (1) the idea came from the faculty member, staff or student, (2) the products were the results of the faculty member’s, staff or student’s independent labors, and (3) Chipola College was not held responsible for any opinion expressed therein.

If the products were in any way supported by Chipola College funds, personnel, facilities, equipment, or materials, the faculty member, staff or student shall report to the Chief Executive Officer the faculty member’s, staff or student’s interest in having the product copyrighted or patented. Within twenty (20) days after receiving such report, the Chief Executive Officer will inform the faculty member, staff or student whether Chipola College seeks an interest in the copyright or patent.

A written contract shall thereafter be negotiated between Chipola College and faculty member(s), staff or student(s) involved to reflect the interest of all parties. All such agreements shall conform to and satisfy any pre-existing commitments to outside sponsoring agencies, but the faculty member, staff or student shall not commit any act which deprives Chipola College of any vested interest in the copyright or patent.


Copyright Policy for Materials Developed

Chipola College Board of Trustees Policy 1.090

It is the policy of the Board that the College as an entity and its employees as individuals conform to the provisions of Florida Statutes and the US Code in respect to copyright of materials in all forms.

These forms may be text, graphic, musical, sculpture or computer programs and may exist on the printed page, on film, recorded on magnetic tape, vinyl record, optical disc, electronic memory or other form.

Departments or individuals may not copy or otherwise reproduce or alter any copyrighted materials without the express written consent of the copyright holder other than as provided in act or statute.

Penalties for violation of this policy shall be established by the President, and published in the Procedures Manual.

The President shall cause a procedure to be developed for implementation of this policy relative to the daily operation of the College.

The Chipola College Copyright Procedure, in its entirety, is available on the College web site at http://www.chipola.edu/studentservices/Copyright%20Policy.htm.

Student Center, Cafeteria, and Bookstore

Student Center

The Student Center Building (K) contains the Cafeteria and the Office of Student Activities/SGA.

Special groups who wish to use areas of the Student Center must schedule with the Executive Vice President.

The Student Center is subject to much use and the cooperation of everyone is necessary in keeping it neat and attractive.

The following rules are in effect:
1. Trash should be deposited in appropriate containers.
2. Excessive noise or disorderly behavior will not be tolerated.

College Cafeteria

The college cafeteria operates in conjunction with Sodexo School Food Service. The cafeteria operates during the fall and spring semesters offering breakfast and lunch selections. Summer hours and meal offerings are based on student demand. The cafeteria is located in the Student Center. Vending machines are located in most buildings on campus.

College Bookstore

The Bookstore is located in Building WD.

Refund Policy: New and Used Books

Students may return any purchased textbook(s) and receive a refund providing the following conditions are met:

1. Students must present the cash register receipt when books are returned. A receipt will be given when books are purchased. It is the responsibility of the student to keep it.

2. Books purchased prior to the beginning of the Fall or Spring semester must be returned no later than the tenth class day (14 calendar days) into the current semester, and the fourth class day into the Summer terms.

3. A student ID and the student’s official drop/add form must be presented at time of refund request.

4. To receive a 100% refund, all new books must be clean and in absolutely new condition when returned. Students should not remove any plastic covering or “shrink wrap” from books nor should they write in or make any notations within the books until they are absolutely positive they will keep the purchase.

5. A 75% refund will be given to students who return new books if the plastic covering or “shrink wrap” has been removed, or if the books have been written in or are not clean and in absolutely new condition.

6. A 100% refund will be given to students who return used books, with register receipt, no later than the tenth class day (14 calendar days) into the Fall or Spring semester, and the fourth class day into the summer terms if those books are in the same condition as when purchased.

7. Books purchased after the tenth class day (14 calendar days) into the Fall or Spring semester, and the fourth class day into the Summer terms, must be returned within three days from date of cash register receipt or with proof of schedule change. Books must be in original condition to receive 100% refund of purchase price.
Defective Books

If a student purchases a new textbook and it is found to be defective, it should be returned to the bookstore immediately. It will be replaced at no charge.

If a student purchases a used textbook and it is found to be defective, it should be returned to the bookstore immediately. It will be replaced with another used book, if one is available. If no used books are available, a new textbook will be offered to the student; however, the student must pay the difference between the cost of the used textbook and the cost of the new textbook.

Cancelled Classes

If Chipola College cancels a class, the refund policies outlined above apply to the return of textbooks purchased for that class.

Services for Students with Special Needs

Office of Students with Disabilities

Chipola College is committed to making all programs and facilities accessible. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment.

Students who have disabilities are requested to voluntarily contact the Office of Students with Disabilities located in A-104. Students must identify themselves and provide appropriate documentation which will be used to determine eligibility for reasonable accommodations. Documentation should be provided by a medical doctor, a psychologist or by other licensed or certified specialists recognized to treat the specific disability. Official documentation information can be no more than two years old. To ensure timely accommodations, students should request services prior to the beginning of classes for each semester. Accommodations, such as note takers, tutors, interpreters, extended testing time, and individualized pre-registration assistance are available. Specialized equipment such as cassette recorders, “Books on Tape”, and wheelchair desks are also available.

The Board of Trustees of Chipola College has established policies and procedures for reasonable substitutions for eligible students to meet admission and graduation requirements.

The college campus is accessible and special parking is available. The permit used for disability campus parking must be the official college disability student parking permit. All other disability permits will be ticketed. For information and assistance, students should contact the Office of Students with Disabilities located in Building A-104, (850) 718-2239.

Note: The college does not provide personal attendant care or transportation.

Students with disabilities who are admitted to a state college or university, community college, or a postsecondary vocational institution are eligible for reasonable substitution for any graduation requirement, or requirements for admission into a program of study or upper division where such a substitution does not significantly alter the nature of the program (FS 1007.264-265). Students, who request a substitution and/or waiver of any admission or graduation requirement, must initiate a request with the Students with Disabilities Advisor. Appropriate required documentation must be on file.

Take Stock in Children

Take Stock in Children is a non-profit organization in Florida that provides higher education opportunities for deserving youth who meet income eligibility requirements. Take Stock services continue through high school and include the transition into college. TSIC Chipola serves Calhoun, Holmes, Jackson, Liberty, and Washington Counties. Take Stock Scholars must maintain a 2.5 GPA in high school, attend school regularly, and remain drug/ crime free. TSIC offers two-year scholarships to Chipola and a volunteer mentor. The program is based on the principle that given extensive support, motivation and accountability, children will graduate from high school and attain a college degree or vocational training. The goal of TSIC is to reduce the number of high school drop-outs and to increase the number of students who finish college/vocational training and enter the workforce. For information, call (850)718-2428 or visit www.chipola.edu/tsic

TRiO Society Programs

Talent Search

The Talent Search (TS) Program is a federally funded program that serves students in grades 6-12 in the schools in Chipola College’s five-county service area. These students must have the potential to succeed in postsecondary education. Two-thirds of students served must meet income criteria AND be first-generation college students. The other one-third of the students may meet income criteria OR be first-generation.

The goal of the TS Program is to increase the number of students with potential, but who lack motivation to complete high school, to graduate from high school and transition into postsecondary education at an institution of their choice. Some of the services provided include: academic, financial and career information; fee waivers for ACT; career exploration and aptitude assessment; information on postsecondary education; exposure to college and technical center campuses; scholarship and financial aid information; assistance in completing scholarship and financial aid applications, as well as completing college applications; among many other services and activities.

For more information, contact the TS office at Chipola College at (850)718-2431.
Student Support Services

The Student Support Services (SSS) Program is a federally funded program that serves students at Chipola College who are enrolled, or accepted for enrollment, in a degree-seeking program. These students must have the potential to complete an Associate in Arts degree and transition into a four-year college or university. Two-thirds of the students served must meet income criteria AND be first-generation college students. One-third of the students may meet income criteria OR be first-generation.

The SSS students will be assigned to the SSS Advisor and/or the SSS Director who will work with them until they graduate. The program provides students with opportunities for academic development, assists students in meeting basic college requirements, and motivates students toward successful completion of their postsecondary education. The goal of SSS is to increase the persistence and graduation rates of its participants and facilitate their transition from one level of higher education to the next.

For more information, contact the SSS Office at Chipola College at (850)718-2431.

Career Pathways

The purpose of the Career Pathways Program is to broaden the educational, career, and economic opportunities of all students in the Chipola district. This approach combines academic learning in the classroom with hands-on learning through a technical program, a work site, or in a simulated work setting.

The Career Pathways program also promotes a system of connecting activities that link Chipola College, Washington-Holmes Technical Center, civic and business partners, and the high schools in our five-county area through developed programs of study.

The knowledge of Career Pathways students is enhanced with information on Bright Futures Scholarships, academic planning for the world of work or for post-secondary education, focus on the future, four + two year academic plans, preparation for post-secondary programs, opportunities for dual enrollment, and improvement in FCAT scores.

Meta-Major Academic Pathway

Pursuant to Rule 6A-14.065, F.A.C., Chipola College includes meta-major academic pathways as part of their comprehensive advising plan.

Accident, Illness, Medical Services and Health Insurance

In the case of an accident occurring on campus, students should contact the Human Resources Office in A-184 (718-2269 or 718-2205); or, during the evening, if an emergency exists, dial 911 and report the emergency to the Jackson County Sheriff’s Office. A Jackson County Sheriff’s officer is assigned to this campus. The officer will be dispatched immediately to the emergency location. Although the college has no medical facilities, Jackson Hospital is located only blocks away.

Medical Services

Student fees do not include any medical service, health or accident insurance. The college has no medical clinic or hospital. In case of serious illness or accident on the campus, staff will call 911.

Emergency treatment or hospitalization is at the expense of the student and/or parent(s); however, the Human Resources Office or the Vice President of Student Affairs should be notified in the event of illness or accident.

Students have the responsibility of informing instructors of personal physical problems which may affect their performance in class.

Health Insurance

The college does not offer health or hospitalization insurance. Students or parents should assume this responsibility.

Safety & Security

Access to Campus Facilities

The Chipola College campus is open to the public during normal class hours and at other times upon special notice. The public is invited to the college to pursue educational opportunities and to attend college functions and activities. The pursuit of educational opportunities may include attending classes, registering for classes, visiting with instructors or advisors, obtaining information about college programs, or simply becoming familiar with the college facilities and its amenities. When the college is officially closed, any person found on college property without authorization may be considered a trespasser and will be reported to campus security. Loitering and soliciting on college property are strictly prohibited and any person found loitering or soliciting will be asked to leave, or upon refusal will be reported to campus security. NOTE: During summer semesters I and II, the college is closed on Friday.
Campus Security

Chipola College maintains campus security through an agreement with the Jackson County Sheriff’s Department. College facilities fall within the jurisdiction of local law enforcement officials and any criminal activity occurring on campus is referred to campus security and/or local law enforcement officials for investigation and prosecution.

Campus Sex Crimes Prevention Act Notice

Pursuant to Sections 775.21, 943.0435, and 944.607, Florida Statutes requiring notification to institutions of higher education if a sexual predator or sexual offender is enrolled, or carrying on a vocation at an institution of higher education in this state, the Florida Department of Corrections will notify such institution. Information regarding such offenders attending Chipola College may be accessed online via the Florida Department of Law Enforcement website at http://www3.fdle.state.fl.us/index.asp.

Crime Awareness and Prevention Programs

All new Chipola students (and transfer students with less than 12 semester hours of transferable credit) are required to attend student orientation taught each fall and spring semester (students beginning during a summer semester attend a session during the following fall term). As part of the orientation program, students are given information about crime prevention and specific tips on personal safety and protection from crime. Students also receive instruction about how and where to report suspected criminal activity.

Drug Free Campus

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, Chipola College:

- Prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees;
- Enforces sanctions, including those applicable under local, state, and federal law, for unlawful possession, use, or distribution of illicit drugs or alcohol, including but not limited to suspension, expulsion, termination of employment, and referral for prosecution which may result in arrest, appropriate fines, and imprisonment;
- Believes that there are many detrimental health risks associated with the use of illicit drugs and the abuse of alcohol, including but not limited to psychological and physical addiction, insomnia, disorientation, depression, hallucinations, hypertension, increased anxiety and paranoia, damage to unborn babies, convulsions, cancer, psychosis, respiratory failure, brain damage, and death;

Reminds students that by registering at Chipola, they assume the responsibility of becoming familiar with and abiding by the regulations and rules of conduct of the college;

Encourages anyone with a drug or alcohol problem to seek help at one of the local agencies which include but are not limited to the following: Alcoholics Anonymous (850) 769-0335, Chemical Addictions Recovery Effort, Inc. (850) 526-3133, and Life Management Center of NW Florida (850) 482-7441.

The college provides drug and alcohol abuse educational programs annually.

Crime Statistics

The annual campus security report contains campus crime statistics for years 2011, 2012, and 2013. Statistics concern criminal offenses as reported to campus security or local police agencies. Additional information can be found at OPE Campus Security Statistics website (http://ope.ed.gov/security) brought to you by the U.S. Department of Education. This information is also emailed to all students at the beginning of each term. Students can access this information at http://www.chipola.edu/studentservices/crime%20statistics.htm.

Campus Safety

Students and employees are encouraged to take the following precautions to help make the campus safer:

1. Carry your Student ID card with you at all times while on campus.
2. Keep car doors locked and all valuables out of sight and park only in designated areas.
3. Never leave your purse, bookbag, laptop computer, palm pilot, math calculator, etc., unattended. Carry your money, driver’s license, and credit cards on your person if possible.
4. Keep your Residence Hall room locked at all times; keep room key in your possession. Students should never leave laundry or other personal property unattended.
5. Mark all books and personal property for identification. Students should not leave them unattended.
6. Stay in well-lighted areas at night. Students should try to avoid traveling across campus alone and report any poorly lighted areas.
7. Stay on sidewalks as much as possible and watch for protruding roots and fallen limbs when traveling across campus.
8. Report any suspicious activities or persons by calling 911 or by contacting any college official.
9. Keep to the right at blind corners and use a handrail when using stairs.
10. Keep bicycles, roller blades, etc. off sidewalks, grass, tennis courts, or inside any building on campus. Skateboards are not allowed on campus.
11. Use caution when approaching cross-walks, and remember, the pedestrian has the right of way. Campus speed limit is 15 mph.
12. In case of fire, immediately evacuate the building in an orderly fashion. Reentry to the building will not be permitted until properly authorized by the fire department or College administration.
13. In case of bomb threat, immediately evacuate the building in an orderly fashion. If the campus is to be totally evacuated, leave campus at once in a safe and orderly manner. If you see any unusual object, notify the proper authorities, but do not touch it.
14. Report any violence immediately by calling 911 and then notify the Vice President of Student Affairs (718-2209 or 718-2407) or any other employee.

15. In case of hurricane or other disaster, the decision to close the College will be based upon whether a life threatening situation is determined to exist or is projected to exist during the time classes are scheduled. For information concerning school closure, call (850)526-2761 or tune in to one of the local television or radio stations.

16. For incidents of seizure or other medical emergencies contact the nearest college employee and then report immediately to the Human Resources Office (718-2269 or 718-2205) or the Vice President of Student Affairs (718-2209 or 718-2407) for assistance.

Classroom Safety
The college seeks to prevent disease and accident by maintaining a healthful environment. Students are furnished with safeguards to reduce or eliminate accidents and injuries. Faculty responsible for supervision of students and student activities take precautions to protect the health and safety of every student. Students who work or study in areas where accidents are more likely to happen will be properly oriented in the use of equipment, safety procedures to help protect fellow students, and proper action in case of an emergency.

Students are required to wear safety devices and protective clothing and take such safeguards as are necessary to reduce or eliminate accidents and injuries. Refusal or failure by a student to use or wear such devices or protective clothing or equipment shall be grounds for appropriate disciplinary action. Students who work or study in areas where accidents are more likely to happen (i.e., pool, drama workshop, science labs) will be required to follow instructions regarding potential dangers (i.e., tools, chemicals). Students should note the location of fire extinguishers, etc.

Eye protective devices - Florida Statute 1006.063 requires eye protection devices be worn by any student, instructor or visitor involved in an activity likely to cause injury to the eye.

Foot protection - Bare feet are not allowed on campus. Sandals or footwear exposing the feet are not permissible during activities requiring foot protection, such as chemical laboratory work, shop work and photo processing.

Student ID Cards
All students currently enrolled in at least one college, technical (PSAV) or preparatory credit course are required to obtain a Chipola College Photo Identification Card by the end of the first week of class for each academic term. Students must carry their ID cards at all time while on campus; present the card to campus security or campus personnel when requested for identification purposes; and must have the card to check out library materials, use computers in the library and tech center, and to take many final exams. Students must provide of their student account statement verifying that they are registered for the term and do not owe tuition or fees. Students can print a student account statement on-line at chipola.edu. The student ID card is valid for the academic term identified by the sticker located on the back of the card. Students must have their card validated for each subsequent semester of enrollment. New ID cards are required annually, beginning with the fall semester of the academic year. Identification cards are made daily during each registration period and are available in A-107 during posted hours. A $10 fee will be charged for each replacement ID card.

Children on Campus
Chipola College values family life and is supportive of families. However, Chipola College employees, students, and visitors should not use the college in lieu of a childcare provider. Accordingly, minor children of employees, students, or visitors may be on campus only under the special circumstances below.

1. Minor children are permitted on campus when the purpose of their visit is to participate in activities, classes, or events specifically scheduled for their benefit (e.g. children’s theatre programs/workshops, athletic camps, etc.).

2. Minor children are permitted on campus when with a parent or responsible adult who is conducting routine business at the college. Courtesy to other campus visitors is important; therefore, please leave young children in the care of others when visiting campus for activities such as advising, registration, seeking financial aid assistance, attending class, conducting research, participating in labs or study groups, or using the library.

3. In no case are minor children permitted in labs, shops, construction/repair sites, classrooms, offices, or other areas where potential hazards exist, unless enrolled in classes or activities scheduled at the site.
Contacts for Resolving Student Problems

Chipola College recognizes that sometimes a student feels unfairly treated or would like further clarification of a rule or policy. Students are invited to request clarification, or register a complaint. Contact person listed below.

If the appropriate contact is not immediately available, students should make an appointment with that contact rather than continuing to the next level. Problems continuing to the second level require a written explanation. Please speak with appropriate College personnel before submitting the written explanation.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>FIRST CONTACT</th>
<th>ISSUE</th>
<th>FIRST CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic/Instruction</td>
<td>Supervising Dean</td>
<td>Inappropriate Use of Grant Funds</td>
<td></td>
</tr>
<tr>
<td>Admissions Application</td>
<td>College Registrar</td>
<td>From Any Federal Agency...USDOLHotline, 1-800-347-3756</td>
<td></td>
</tr>
<tr>
<td>Advising</td>
<td>Vice President Student Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>Coach</td>
<td>International Admissions</td>
<td></td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>Academic Program Dean</td>
<td>Vice President Student Affairs</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>Bookstore Manager</td>
<td>Library College</td>
<td></td>
</tr>
<tr>
<td>Cashier</td>
<td>Comptroller</td>
<td>Senior Vice President of Instruction</td>
<td></td>
</tr>
<tr>
<td>Class Availability</td>
<td>Academic Program Dean</td>
<td>Limited Access Admissions</td>
<td></td>
</tr>
<tr>
<td>Discrimination between students</td>
<td>Vice President Student Affairs</td>
<td>Lost and Found</td>
<td></td>
</tr>
<tr>
<td>Discrimination of student by employee</td>
<td>Vice President Student Affairs*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry Testing College</td>
<td>Testing Center Coordinator</td>
<td>Parking Ticket College</td>
<td></td>
</tr>
<tr>
<td>Financial Aid College</td>
<td>Director of Financial Aid</td>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Florida Residency</td>
<td>College Registrar</td>
<td>College Registrar</td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td>College Registrar</td>
<td>New Student Orientation</td>
<td></td>
</tr>
<tr>
<td>Harassment between students</td>
<td>Vice President Student Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harassment of student by employee</td>
<td>Vice President Student Affairs*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcripts</td>
<td>College Registrar</td>
<td>Student Financial Accounts</td>
<td></td>
</tr>
<tr>
<td>Veteran</td>
<td>VA Advisor</td>
<td>Student Activities</td>
<td></td>
</tr>
</tbody>
</table>

*Please Note: All complaints of harassment of a student by an employee must be forwarded to the Associate Vice President of Human Resources & Equity Officer. These complaints may or may not be presented in writing, as the Office of Human Resources will formally document all such complaints.