

STUDENT *Services*



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"The ACE Lab was incredibly helpful, especially during finals week."

2018 Graduating Student Survey

"I often tell people to visit the ACE because it is a great place to study with a relaxed environment. I've always encountered students who were knowledgeable and eager to assist."

2016 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

Changing *Lives*
Creating *Futures*

Since 1947

CHIPOLA
COLLEGE

STUDENT SERVICES

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 GPA 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.

Military: Chipola offers opportunities for students to prepare and serve as commissioned officers after graduation. Monthly activities and paid internships are available for students who participate and are selected. All military events are advertised via Chipola College and community publications. Additional collaborative opportunities exist with local military clubs, units and professional organizations.

Music: The Music Program at Chipola offers five music ensembles open to all students. The College Chorus is open to all students who enjoy choral singing and the Rock and Jazz Ensemble and the new Wind Ensemble are open to all students who play musical instruments. The Chorus, Rock and Jazz Ensemble, and the Wind Ensemble 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 five 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 strives to promote educational, social, political and cultural awareness on and off campus for all students.

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

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!

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

International Student Association. This organization provides support for the International Community of Chipola College.

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.

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 honor society, open (by invitation) to students with a 3.5 or better GPA and completion of 12 semester hours.

Pre-Med Society. The organization provides support to students planning to pursue careers in professional and allied health fields.

Puertas Abiertas (Spanish Culture Association). This group opens the door of different acculturative aspects from the Spanish culture.

Student Scientists Association. This association 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. This 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 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 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

The majority of returning students are eligible to use online registration. Students are eligible to register online if they meet the following qualifications.

- 1) have a current student and have completed 12 hours or more.
- 2) have a declared major other than 1005 General College.
- 3) have a GPA of 2.0 or higher.
- 4) You do not have any parking or admission holds, etc.
- 5) You are not enrolled in any remedial courses.
- 6) You are not dual enrolled or early admit.
- 7) You are not a clock-hour student (Automotive, Cosmetology, Law Enforcement, CNA, etc.)
- 8) You are not using a state employee fee waiver.

First-Time Registration for a Semester

- 1) Go to <http://my.chipola.edu>
- 2) Sign in (type in your User Name and Password, then press the LOGIN button).
- 3) Go to the STUDENTS page (click on the word STUDENTS in the dark blue menu bar).
- 4) In the section of the page entitled, "Add/Drop Courses", click on the ADD/DROP COURSES icon.
- 5) Choose the term you want to register for. A dropdown box entitled "Term" allows you to make your choice.
- 6) There are two methods for registering.

A. If you know what course sections you want to enroll in, type the course numbers in the boxes provided within the "Add by Course Code" tab. You may enter up to six courses. Once you are finished entering your courses, click the ADD COURSE(S) button. Messages will be displayed telling you whether or not your registration requests were successful. **Please read all displayed messages.**

B. If you are not sure what specific course sections you want to enroll in, click on the tab entitled "Course Search". You may search courses based on several sets of criteria. To search all courses, leave the search criteria blank then click the SEARCH button. Courses matching your search criteria will be displayed. You may register for any courses where there is a check box in the column

entitled “Add”. To enroll in a course, simply click the associated box in the “Add” column beside the course you want. Once you have selected the courses you wish to enroll in, scroll to the bottom of the course search page, then click the ADD COURSES button. Displayed messages will tell you whether or not your registration requests were successful. **Please read all displayed messages.**

Add a Course to an Existing Semester Schedule

Note: Courses may only be added during an open registration period.

To add a class to your course schedule, follow the directions outlined in steps 1- 6 above.

Drop a Course from an Existing Semester Schedule

Note: Courses may only be dropped during an open registration period.

- 1) To drop a class from your course schedule, follow the directions outlined in steps 1-5 above, then continue with step #2 below.
- 2) Your course schedule should be shown at the bottom of the displayed page. All courses eligible for drop should have a check box available in the “Drop” column.
- 3) Click the Drop box for the course(s) you wish to remove.
- 4) Click the DROP COURSE(S) button to drop the selected courses. Displayed messages will tell you whether or not your drop requests were successful. Please read all displayed messages.

MyChipola Portal

The MyChipola portal offers web-based access to the elearning system - Canvas, unofficial transcripts, degree progress, major exploration and much more! All these features are accessible via <http://my.chipola.edu>. Be prepared to logon using your Chipola Username and Password.

Accessing Student Account Information

Students can check their Student Accounts to verify course charges, scholarship/Financial Aid postings and make payments online. To check your Student Account, log onto the portal at <https://my.chipola.edu>, click the STUDENTS tab, click on the “Student Accounts” link on the left side of the screen. Click on “My Account Balances” link to show the total amount due. The link to make payments online is also shown in this section. Also by clicking on the amount link a complete history of the student’s account is displayed.

Canvas

Classes at Chipola College utilize the eLearning system, Canvas. While many instructors use Canvas to enhance their courses, instructors for online classes use Canvas as the primary delivery for the course. All students are encouraged to review the system requirements for using Canvas, log in to Canvas and review the Canvas Student Tutorial. Classes become available in Canvas the first day of the semester. Students in online courses should access

their courses in Canvas the first day of the semester to establish the first day of attendance and check announcements. All official class electronic communication should be through Canvas. For more information on Canvas, see <http://my.chipola.edu>.

Unofficial Transcripts

The unofficial transcript function of the MyChipola portal 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 the portal as soon as they are entered into the school’s database. To access unofficial transcripts, log onto the portal at <https://my.chipola.edu>, click the STUDENTS tab, then look for the “My Unofficial Transcript” section of the webpage. Click on the “View Unofficial Transcript” link.

Course Needs/Degree Progress

Checking your degree progress 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. To check on your degree progress, log onto the portal at <https://my.chipola.edu>, click the STUDENTS tab, click on ADVISING (in the light blue box on the left of the page), then look for the “My Degree Progress” section of the webpage.

Major Exploration

Major exploration allows you the luxury of performing “what if” scenarios with different majors. For instance, “what if” you want to change majors? The major exploration function will evaluate the courses you have already taken against the course requirements for the new major. To access major exploration, log onto the portal at <http://my.chipola.edu>, click the STUDENTS tab, click on advising (in the light blue box on the left of the page), then look for the “Major Exploration” section of the webpage.

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 A-156 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) 718-2312.

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, 67,000 electronic books, 16,000 audiovisual and 110 periodical subscriptions. The Library is open 60 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. In addition, there are 2 computers equipped with webcam and lockdown browser. Current Chipola students 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. LINCCWeb provides access to over 100 databases with over 75 million pieces of information. Students must present a current Chipola Student Photo ID to check out materials. Interlibrary loan services are available to students, faculty, and staff. The Information Technology Center (Tech Lab) on the second level of the Library has 22 computer workstations with word processing and software for specific courses.

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.

Student Services

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.

The Chipola College Procurement of Copyrights & Patents & Receipt of Royalties, in its entirety, is available on the College web site at www.chipola.edu/student-services/Copyrights_Patents.htm

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/student-services/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 Student Activities Coordinator.

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-114. 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 three 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 digital voice, audio books, 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-114, (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.

Mental Health Symposium

The Mental Health Symposium is a student production under the supervision and guidance of the Social and Behavioral Sciences faculty. This event is open to all Chipola students, faculty, staff and the general public.

Mental illness affects 20% of our population and therefore is a major public health issue for our nation and worldwide. In fact, community issues require community-wide solutions. Moreover, it is imperative that mental health discussion in public forums be conducted in an attempt to eradicate the stigma associated with mental illness and develop solutions to meet the needs of our community.

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 Program Student Support Services

Student Support Services (SSS) is a federally-funded TRiO Program under the U.S. Department of Education that aids students in graduating from college. Program participants must meet certain requirements set forth by the Department of Education. Student Support Services (SSS) at Chipola College is committed to providing intensive, supportive, and proactive services that prepare students for a rigorous educational pursuit.

SSS staff focus its attention on preparing students to graduate and transfer to a four-year college and/or university. Therefore, the Student Support Services (SSS) staff take a holistic approach to ensure that its participants engage in a multifaceted experiences during their first two years of college. For additional information, contact the SSS office 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 (850-718-2269 or 850-718-2205); 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 Associate 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://offender.fdle.state.fl.us> or by phone at 1-888-357-7332. For TTY Accessibility: 1-877-414-7234.

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.

Student Right to Know

This link to the Chipola College website provides prospective students, current students and community members with information, facts and figures about Chipola College. http://www.chipola.edu/legal/right/right_to_know.htm

Crime Statistics

The Annual Campus Security Report contains campus crime statistics for years 2015, 2016, and 2017. 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. Students can access this information at <http://www.chipola.edu/student-services/crime%20statistics.htm>.

The Violence Against Women Reauthorization Act (VAWA) addresses the violence women face on campus. Incidents of domestic violence, dating violence, sexual assault, and stalking are disclosed in the Annual Security Report that maintains crime statistics.

In addition, Chipola College maintains a Crime Log in the Student Services Office, A 107. The Crime Log contains crimes and investigated incidents of the Jackson County Sheriff's Office on Chipola College campus.

ANNUAL REPORT OF CRIME STATISTICS			
Offense	Number of Offenses Reported		
	2016	2017	2018
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	1
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

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. Skateboards are not allowed on campus.

11. The possession, use, or storage of electronic equipment such as Hoverboards, Swagways, IO Hawks, Skywalkers, Segways and any similar devices is prohibited anywhere on the Chipola College Campus, including in residence halls and apartments. This applies to all members of the campus community, and has been enacted to mitigate potential on-campus safety hazards.

12. Use caution when approaching cross-walks, and remember, the pedestrian has the right of way. Campus speed limit is 15 mph.

13. 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.

14. 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.

15. Report any violence immediately by calling 911 and then notify the Associate Vice President of Student Affairs (718-2451 or 718-2222) or any other employee.

16. 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.

17. For incidents of seizure or other medical emergencies call 911 and then report immediately to the Human Resources Office (718-2269 or 718-2205) or the Associate Vice President of Student Affairs (718-2451 or 718-2222) 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 online 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. Complaints can also be submitted online at <http://www.chipola.edu/studentservices/complaint.htm> This form is for filing an informal complaint and must be completed prior to filing a formal written complaint. Students may obtain the formal complaint form from the Associate Vice President of Student Affairs located in Building A – Room 107-C or by contacting her at cauleym@chipola.edu

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.

Chipola College Distance Learning students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint process page.

Per Florida Statute 1006.51, Chipola College provides a Student Ombudsman for students to confidentially discuss complaints, concerns, or problems. The ombudsman will act as an impartial campus resource by providing a safe environment for a student to pursue either a non-academic or academic complaint/grievance. The Associate Vice President of Student Affairs serves as the Student Ombudsman and may be contacted at 850-718-2451 or cauleym@chipola.edu.

ISSUE	FIRST CONTACT	ISSUE	FIRST CONTACT
Academic/Instruction.....	Supervising Dean	International Admissions	Director of Enrollment Services
Admissions Application.....	College Registrar	Library College	Director of Learning Resources
Advising.....	Associate VP of Student Affairs	Limited Access Admissions	Academic Program Dean
Athletics	Coach	Lost and Found	Associate VP of Student Affairs
Bachelor's Degree.....	Academic Program Dean	New Student Orientation.....	Associate VP of Student Affairs
Bookstore	Bookstore Manager	Not on Class Roster	College Registrar
Cashier	Comptroller	Parking Ticket Appeals	Coordinator of Student Activities
Class Availability	Academic Program Dean	Refund Requests	Director of Enrollment Services
Discrimination		Registration.....	College Registrar
Between students	Associate VP of Student Affairs	Security	Associate VP of Student Affairs
Of student by employee	Associate Vice President of Human Resources*	Student Financial Accounts.....	Comptroller
Entry Testing College.....	Testing Center Coordinator	Student Activities.....	College Student Activities Coordinator
Financial Aid College	Director of Financial Aid	Students with Disabilities	College Disability Services
Florida Residency	College Registrar	Transcripts.....	College Registrar
Graduation.....	College Registrar	Veterans.....	VA Advisor
Harassment between students	Associate VP of Student Affairs		
Harassment of student by employee.....	Associate VP of Human Resources/Equity Officer*		
Inappropriate Use of Grant Funds			
From Any Federal Agency....	USDOL Hotline, 1-800-347-3756		

*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.

Information about filing a complaint with the College's accrediting agency, the Southern Association of College and Schools Commission on Colleges (SACSCOC), can be found on its website at <http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>