Chipola College promotes learning and student achievement through excellence, opportunity, diversity, and progress. Chipola has an Open Door Admissions Policy which provides many educational opportunities for students who are eligible. Applicants should understand that admission to the college does not imply admission to any particular program or courses.

Chipola is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Baccalaureate degrees, Associate in Arts degrees, Associate in Science degrees, and Certificates of Training.

Admissions and Enrollment Guide

Complete a general Application for Admission as soon as you decide to attend college, there is no application fee. Chipola accepts applications through the last day of registration as listed in the college calendar. However, submitting your application six-eight weeks prior to the semester will improve your registration opportunities in desired classes and increase your financial aid opportunities. Submit to the Admissions and Records Office located in the Student Services Building, Room 137 or mail to Admissions and Records, Chipola College, 3094 Indian Circle, Marianna, FL 32446-2053

Office Hours:
- Fall and Spring Semesters: Monday—Friday, 7:30 a.m.—4:00 p.m.
- Summer Sessions: Monday—Thursday, 7:00 a.m.—4:30 p.m.

General College Information/Switchboard 526-2761
- Admissions and Records: 718-2211
- Bookstore: 718-2258
- Business Office/Cashier: 718-2204
- Distance Learning: 718-2295
- Financial Aid and Veterans Affairs: 718-2366
- Foundation Office: 718-2370
- Health Sciences—CNA, EMT, Paramedic: 718-2316
- Public Service—Criminal Justice, Law Enforcement, Firefighting: 718-2394
- Student Affairs: 718-2266
- Student Affairs—Disability Support Services: 718-2239
- Testing Center: 718-2284
- Workforce Development Office: 718-2270

Chipola College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, creed, national origin, age, sex, veteran’s status, disability, or marital status in its employment practices or in the admission and treatment of students.
Steps to Enrolling

Check each step as completed.

☑️ #1 Apply for Admission to the College

All new students are required to submit a general Application for Admission and Residency Affidavit. Chipola College accepts applications for general admission through the last day of registration as listed in the college calendar. However, submitting your application 6 – 8 weeks prior to the semester will improve your registration opportunities in desired classes and increase your financial aid opportunities.

Re-Admission students who have not attended Chipola within the last 12 months must submit a new general Application for Admission and Residency Affidavit. Students will be assigned a Chipola Student Email after submitting an Application for Admission. The Chipola Student Email address will be used as the primary method for transmitting and delivering official college correspondence. It is imperative that students check their Chipola Student Email on a regular basis. Details and instructions will be mailed to the student’s permanent mailing address.

Students applying to a Bachelor program, a limited access program (CNA, EPI, EMT, Nursing ADN, Paramedic, Correctional Officer, Law Enforcement, Firefighter, etc.) or a high school dual enrollment/early admission program must, also, submit a separate admission packet for that specific program. Admission to the college neither constitutes nor guarantees admission to any particular program or course.

☑️ #2 Request Official Transcript(s)

An official transcript is one sent directly to Chipola Admissions and Records from the educational institution attended. The student may hand deliver them as well, as long as they are received in a sealed, unopened school envelope. It is the student’s responsibility to have all official transcripts forwarded to the Admissions and Records Office prior to the first term of enrollment. Failure to do so will result in a delay in admission and registration. Chipola does not accept faxed transcripts.

First time in college degree seeking students are required to provide proof of completing high school graduation requirements.

Public high school graduates must request an official transcript be sent after completion of all grades and/or graduation.

Students who took the GED may present their original test scores/transcript (diplomas are not accepted). If original scores are not available, a Florida GED transcript can be requested by visiting http://ged.fldoe.org or call 1-877-352-4331.

If the GED is from out-of-state, contact that state’s Department of Education.

Home school students need to request and complete an Affidavit of Home School Completion.

Private school transcripts will be validated on an individual basis. The student is responsible for supplying documentation.

Returning students who have attended another college(s) since last enrolled at Chipola must provide official final transcripts from all colleges. Transfer students must provide an official high school or GED transcript and official college transcripts from all colleges previously attended regardless of age or accreditation.

Transient students must submit a Transient Student Form for each term they plan to enroll. Unofficial transcripts may be required to demonstrate student has met the pre- and co-requisites for the desired classes.

Non-degree students must provide high school or college transcripts. There may be limited course selection without all transcripts.

Workforce Development Students - Admission, transcript, testing requirements, and registration dates depend upon the program of study. Several programs do not require a high school diploma. The certificate programs in Health Science and Public Service have strict entrance requirements as well as limited enrollment. Contact the college for specific program information at (850) 718-2270.

☑️ #3 Complete Testing Requirements

College Credit Programs – First time in college degree seeking students are encouraged to provide official scores from an approved placement test prior to registering for classes. Florida approved tests: American College Testing (ACT), Scholastic Aptitude Test (SAT), or Postsecondary Education Readiness Test (PERT). Placement test scores can be no more than 2 years old. Students who requested test scores to be sent to Chipola should verify that scores are on file at the college by calling (850) 718-2284. Scores are used to adequately assess academic skills in mathematics, reading and writing and to determine which courses are best for you. Transfer, transient, and non-degree seeking students who have completed the required English and math courses may not be required to take the placement test; however, course selection may be limited without verification of test scores and/or transcripts.

Workforce Development Programs – Students entering a workforce development program may be required to come to the college for an interview and/or testing. Contact the college for program information and testing requirements at (850) 718-2270.

Official test scores can be requested from the following sites:

www.collegeboard.com AP, CLEP, SAT, and TOEFL

www.actstudent.org ACT

College Board identification number for Chipola College is 5106.

ACT identification number for Chipola College is 0722.

The Chipola Testing Center administers the PERT to students who have not taken the ACT or SAT or who do not have the minimum placement score. No pre-registration is required and students will be admitted on a first-come, first-served basis. For more information visit the Testing Center located in Room 149, Student Services Building or http://chipola.edu/instruct/testing.

Testing Center Hours for Fall and Spring Semesters

Monday & Wednesday 8:00 a.m. – 3:30 p.m.
Tuesday & Thursday 8:00 a.m. – 7:00 p.m.

Testing Center Hours for Summer Sessions I and II

Monday – Thursday 8:00 a.m. – 4:30 p.m.
#4 Apply for Free Federal and State Student Aid and Scholarships

The primary purpose of the student financial aid programs at Chipola College is to provide financial assistance to academically qualified students and parents to further their education. Students applying for financial aid should complete the appropriate application and forms as soon as the decision is made to attend college. Submitting applications at least 6-8 weeks prior to the semester will increase your financial aid opportunities. Corrections and timeliness directly affect the amount and types of financial assistance you receive. Financial aid priority deadline dates are published in the college calendar.

A variety of financial aid programs are available:

- **Free Application for Federal Student Aid (FAFSA)** – Chipola College FASFA Title IV Code is 001472.
  
  Complete the Free Application for Federal Student Aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial Aid files must be submitted by the deadline published in the college calendar. Students who do not have a completed free federal financial aid file by registration, must be prepared to pay for tuition, fees, and books out-of-pocket.

- **State Scholarship** – See available scholarships at [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org). Examples include: Florida Bright Futures Scholarships, First Generation Matching Grant (FGMG), Children of Deceased or Disabled Veterans Scholarship.

- **Federal Work-Study** – Federal aid through employment on campus. Complete FAFSA to determine eligibility.

- **Check with the Chipola Foundation Office** at [www.chipola.edu/foundation/index.htm](http://www.chipola.edu/foundation/index.htm) for various scholarship opportunities.

**Veterans Benefits** is an excellent way for veterans to use their educational entitlements in pursuing an approved course of study at an institute of higher learning. All programs of study must be approved by the State Approving Agency in order to be certified by DVA for payment of benefits. All degrees and most certificate programs at Chipola College are currently approved by the State Approving Agency. The chapter under which you are filing will determine the documentation required by the DVA to certify your benefits. Once acceptance to the College is granted, contact the Office of Veterans’ Affairs, in the Financial Aid Office on campus to apply for benefits.

#5 Prior to Advising and Registration

Prior to advising and registration review the current class schedule, available at [www.chipola.edu](http://www.chipola.edu) for course options. Whenever possible, students should use one of the pre-planned Academic Plans available with advisers in Student Affairs and on the college website [http://chipola.edu/studentservices/guides/index.html](http://chipola.edu/studentservices/guides/index.html). It is in the student’s best interest to choose a major and transfer school as soon as possible and to work closely with an academic adviser in selecting courses. This will facilitate academic advising and should prevent you from taking courses unrelated to your major. The College advising staff will assist by providing up-to-date information about appropriate courses which should satisfy requirements for the student’s major at Chipola and at the chosen transfer institution. The Florida Virtual Campus at [www.flvc.org](http://www.flvc.org) is available to all students to access program specific requirements for all majors within the state public university system.

#6 Acceptance – Advising – Registration

An acceptance notice will be sent once all required admission documents are received. Approximately two weeks before registration students who have been accepted for admission will receive an advising and registration appointment. An advisor from Chipola will assist in selecting and scheduling classes and completing the registration process. Student Affairs provides academic and career advising with recommended course requirements for a variety of majors. The dates of registration and drop/add are available in the college calendar.

#7 Tuition and Fees – All fees must be paid in full on the day of registration.

It is the student’s responsibility to alert the Business Office of any scholarship or financial awards at the time of registration. Students can pay in person, by phone, mail or online. Payment options include cash, check, MasterCard, Visa, Discover, scholarship or financial aid. Partial payments are not allowed. Registration will not be complete until all fees are paid and the student has received a Business Office receipt. Students, who have not completed their financial aid file by the college deadline, must be prepared to pay for tuition, fees, and books out-of-pocket. Failure to pay fees will result in the cancellation of classes.

#8 Parking Decal

All students driving a vehicle on campus must obtain and display a current Chipola College parking decal from the Business Office, Room 165, in the Student Services Building. You will need your vehicle registration and provide documentation of paid tuition. See the college catalog for parking rules and regulations.

#9 Student I.D.

After all fees are paid, students are required to obtain a Photo I.D. Card by the end of the first week of each academic term. This card must be carried at all times for identification. I.D. cards are made in Room 107, Student Services Building.

#10 Books

After registration is completed and tuition and fees have been paid, visit the campus bookstore in Building WD, operated by Barnes and Nobles, or online at [http://chipolacc.bncollege.com](http://chipolacc.bncollege.com).

**Congratulations! You completed all the steps and are a Chipola College student!**
Choose your Program of Study and Academic Plan

It is in the student’s interest to choose a major and transfer school as soon as possible. Whenever possible, the student should use one of the pre-planned Academic Plans listed below and available from Student Affairs, faculty advisors, or on the web at www.chipola.edu/studentservices/guides.htm. Visit the following websites http://chipola.edu/studentservices/career/index.htm and www.flvc.org for online career exploration, information and degree shopping. Contact Student Services or the department for the most up-to-date Academic Plan.

**Bachelor of Science Degrees**

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration - Accounting</td>
<td>4040</td>
</tr>
<tr>
<td>Business Administration - Management</td>
<td>4041</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>4059</td>
</tr>
<tr>
<td>English Education</td>
<td>4065</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional Student Education</td>
<td>4079</td>
</tr>
<tr>
<td>Middle School Mathematics Education</td>
<td>4015</td>
</tr>
<tr>
<td>Middle School Education</td>
<td>4025</td>
</tr>
<tr>
<td>Secondary Education, Mathematics</td>
<td>4010</td>
</tr>
<tr>
<td>Secondary Science Education (Biology)</td>
<td>4020</td>
</tr>
<tr>
<td>Nursing</td>
<td>4120</td>
</tr>
</tbody>
</table>

**Associate in Arts Degrees**

Designed for students who plan to transfer to a Florida public university as a junior after graduation.

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>General College/Undecided</td>
<td>1005</td>
</tr>
<tr>
<td>Agribusiness</td>
<td>1008</td>
</tr>
<tr>
<td>Agriculture Education</td>
<td>1054</td>
</tr>
<tr>
<td>Animal Science</td>
<td>1145</td>
</tr>
<tr>
<td>Architecture</td>
<td>1016</td>
</tr>
<tr>
<td>Art History/Studio Art</td>
<td>1051</td>
</tr>
<tr>
<td>Biology</td>
<td>1019</td>
</tr>
<tr>
<td>Business</td>
<td>1020</td>
</tr>
<tr>
<td>Cardiopulmonary Sciences</td>
<td>1013</td>
</tr>
<tr>
<td>Chemistry or Chemical Science</td>
<td>1034</td>
</tr>
<tr>
<td>Communication Sc and Disorders</td>
<td>1128</td>
</tr>
<tr>
<td>Communications</td>
<td>1101</td>
</tr>
<tr>
<td>Community Health Education</td>
<td>1078</td>
</tr>
<tr>
<td>Computer Science (B.A.)</td>
<td>1036</td>
</tr>
<tr>
<td>Computer Science (B.S.)</td>
<td>1035</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>1040</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>1097</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>1059</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>1080</td>
</tr>
<tr>
<td>English</td>
<td>1060</td>
</tr>
<tr>
<td>English Education</td>
<td>1065</td>
</tr>
<tr>
<td>Food &amp; Resource Economics</td>
<td>1046</td>
</tr>
<tr>
<td>Forensic Science</td>
<td>1116</td>
</tr>
<tr>
<td>Forestry Resources &amp; Conservation</td>
<td>1091</td>
</tr>
<tr>
<td>Geomatics</td>
<td>1011</td>
</tr>
<tr>
<td>Health Science-Occupational Therapy</td>
<td>1127</td>
</tr>
<tr>
<td>Health Science-Physical Therapy</td>
<td>1043</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1047</td>
</tr>
<tr>
<td>Management Information Systems</td>
<td>1106</td>
</tr>
<tr>
<td>Mathematics Education Secondary</td>
<td>1038</td>
</tr>
<tr>
<td>Mathematics Education Middle School</td>
<td>1067</td>
</tr>
<tr>
<td>Microbiology &amp; Cell Science</td>
<td>1015</td>
</tr>
<tr>
<td>Music</td>
<td>1068</td>
</tr>
</tbody>
</table>

**Associate in Science Degrees**

Designed for students with career goals that lead to employment in specific fields after graduation.

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>2185</td>
</tr>
<tr>
<td>Civil Engineering Technology</td>
<td>2178</td>
</tr>
<tr>
<td>Computer Information Technology</td>
<td>2172</td>
</tr>
<tr>
<td>Criminal Justice Technology</td>
<td>2168</td>
</tr>
<tr>
<td>Culinary Management</td>
<td>2140</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>2197</td>
</tr>
<tr>
<td>Engineering</td>
<td>2187</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>2166</td>
</tr>
<tr>
<td>Fire Science Technology</td>
<td>2158</td>
</tr>
<tr>
<td>Industrial Management Technology</td>
<td>2194</td>
</tr>
</tbody>
</table>

**College Credit Certificate**

Designed for students with career goals that require specialized training in one of the areas listed below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care Center Management</td>
<td>5297</td>
</tr>
<tr>
<td>Digital Forensics</td>
<td>5242</td>
</tr>
<tr>
<td>Emergency Medical Technician*</td>
<td>5279</td>
</tr>
<tr>
<td>Geographical Information Systems</td>
<td>5243</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help Desk Support Technician</td>
<td>5244</td>
</tr>
<tr>
<td>IT Support Specialist</td>
<td>5245</td>
</tr>
<tr>
<td>Paramedic*</td>
<td>5280</td>
</tr>
<tr>
<td>Network/Cyber Security</td>
<td>5246</td>
</tr>
</tbody>
</table>

**Workforce Development Certificate**

Designed for students with career goals that require vocational training.

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Service Technology</td>
<td>2215</td>
</tr>
<tr>
<td>Correctional Officer*</td>
<td>2212</td>
</tr>
<tr>
<td>Cosmetology*</td>
<td>2235</td>
</tr>
<tr>
<td>Crossover Training/Corr. to Law Enforce*</td>
<td>2221</td>
</tr>
<tr>
<td>Crossover Training/Law Enforce to Corr*</td>
<td>2222</td>
</tr>
<tr>
<td>Fire Fighter</td>
<td>2210</td>
</tr>
<tr>
<td>Law Enforcement Officer*</td>
<td>2213</td>
</tr>
<tr>
<td>Nursing Assistant (CNA)*</td>
<td>2218</td>
</tr>
<tr>
<td>Welding</td>
<td>2275</td>
</tr>
</tbody>
</table>

**Special Student Status**

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Degree Seeking - College Credit</td>
<td>9001</td>
</tr>
<tr>
<td>Dental Hygiene - TCC</td>
<td>9096</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Certification</td>
<td>9094</td>
</tr>
<tr>
<td>Non-Degree Seeking - WorkForce Dev</td>
<td>9002</td>
</tr>
</tbody>
</table>

**Education Preparation Institute (EPI)**

*Admission to the college neither constitutes nor guarantees admissions to Limited Access Programs. If you plan to enter one of these programs, you must request and submit a separate application packet for the specific program.
First time in college degree seeking students are encouraged to provide official scores from an approved placement test prior to registering for classes. Florida approved tests: American College Testing (ACT), Scholastic Aptitude Test (SAT), or Postsecondary Education Readiness Test (PERT). Test scores used for initial enrollment cannot be more than two years old. Test scores will not be required for non-degree seeking, transient, and transfer students who have completed appropriate English and math courses. Students who requested test scores to be sent to Chipola should verify that scores are on file at the college by calling (850) 718-2284.

Students who have not taken the ACT, PERT, or SAT can visit the college Testing Center and take the Postsecondary Education Readiness Test (PERT) which is an online placement test. All of the PERT assessments are untimed so the student will have as much time as needed to consider each question before submitting an answer. Each of the three subtests includes 25 questions, and the student should expect to spend approximately 45-60 minutes on each subtest. The student is not allowed to bring a calculator; however, for certain questions on the math subtest, a pop-up calculator will be available. Scores on each assessment will be available immediately after completion of the PERT, and the student will receive a copy of the results. The PERT Study Guide is available at http://chipola.edu/instruct/testing/P.E.R.T_Study_Guide.pdf A free practice test is available when you create an account at http://www.perttest.com

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**MINIMUM SCORES REQUIRED FOR COLLEGE LEVEL COURSES**

<table>
<thead>
<tr>
<th>ACT</th>
<th>PERT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>17</td>
<td>Writing</td>
</tr>
<tr>
<td>Reading</td>
<td>19</td>
<td>Reading</td>
</tr>
<tr>
<td>Math</td>
<td>19</td>
<td>Math</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verbal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Math</td>
</tr>
</tbody>
</table>

Minimum scores are subject to change by the Florida Department of Education

06/2015
The primary purpose of the student financial aid programs at Chipola College (CC) is to provide financial assistance to academically qualified students and parents to further their education. The Financial Aid Office at CC and CC Foundation make available to eligible students a variety of scholarships, grants, and work opportunities. Although students and their parents are expected to make every effort to meet the cost of education, many students do qualify for some form of financial aid and are encouraged to apply for aid by submitting a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. A variety of financial aid programs may be available to eligible students at CC including:

- Federal Pell Grant (PELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- First Generation Matching Grant (FGMG)
- Florida Public Postsecondary Career Education Student Assistance Grant Program (FSAG-CE) Vocational
- Florida Student Assistance Grant (FSAG)
- Florida Bright Futures Scholarship Program
- State of Florida Scholarships
- CC Foundation Scholarships
- CC Institutional Scholarships

**Am I eligible for financial aid?**

To be eligible for any government financial aid, you must:

1. Be a U.S. citizen or eligible non-citizen.
2. Have a valid social security number.
3. Be admitted into a degree or Certificate seeking program approved by the U.S. Department of Education. You may apply early for aid, but must be enrolled before aid will be awarded or disbursed to you.
4. Be registered with selective service (males at least 18 years of age).
5. Retain eligibility by maintaining satisfactory academic progress for financial aid.
6. Have a valid high school diploma, GED, affidavit of home school completion.

**How do I apply for financial aid?**

College is a significant investment. But by following the simple steps below, you will be well on your way to reaping maximum returns from a well-planned education.

**Step 1** Complete the Free Application for Federal student Aid (FAFSA) as soon as possible. The application is available online at www.fafsa.gov, and typically takes 5-7 business days to process. Make sure that you properly enter CC’s Title IV Code (001472). Your most recent federal tax return should be completed before completing the FAFSA. Make sure to utilize the IRS Data Retrieval Tool to populate your recent tax data on your application.

**Step 2** Allow 5-7 business days for federal processing of your online application. The financial aid office will send correspondence to student via mail to notify students of additional documents needed to complete their financial aid file.

**Step 3** The United States Department of Education may want to verify (audit) your application. If this occurs, we will request you provide additional documentation to verify your FAFSA application. This may include you and/or your parents’ tax transcripts, W2s, and/or any other documents necessary to ensure accuracy.

**Step 4** If you are just graduating from high school, make sure you have completed the Florida Financial Aid application online at www.floridastudentfinancialaid.org. This is required for some state scholarships.

**Step 5** Explore local financial sources with high school and community organizations.

**Step 6** Check with Chipola Foundation office about available scholarship opportunities.

**Step 7** Submit high school and academic transcripts from all previous schools (college and technical) attended. Financial aid will not be awarded until all transcripts have been received and evaluated.

**Step 8** Financial aid priority deadline dates will be published each year in the college calendar.

For additional information contact the Financial Aid Office:
Located in the Student Services Building, Room A-157
Phone: (850) 718-2366

02/2014
How much will college cost?

The cost will depend on the number and type of courses for which the student enrolls each term. To calculate the total cost, simply multiply the total number of hours you plan to take by the cost per hour; then, add laboratory and/or special fees assigned to each class. The cost per hour depends on the student’s residency status, which is provided on the Application for Admission. The current Fee Schedule is listed in the class schedule and college catalog. The following Estimated Cost is for information only and is not a final amount.

Payments options are cash, check, Master Card, Visa, Discover, financial aid, scholarship, Veterans Benefits or other aid programs. It is the student’s responsibility to notify the Business Office on how fees will be paid. If fees are not paid, registration will be voided and classes dropped. The Fee Schedule and the Refund Policy are listed in the class schedule and college catalog, www.chipola.edu. All fees and policies are subject to change.

Bachelor’s Programs

<table>
<thead>
<tr>
<th>Residency Type</th>
<th>Cost Per Sem Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Resident</td>
<td>$115.00</td>
</tr>
<tr>
<td>Alabama/Georgia Resident</td>
<td>$116.00</td>
</tr>
<tr>
<td>Non-Florida Resident</td>
<td>$309.35</td>
</tr>
</tbody>
</table>

AA, AS, and College Credit Certificate Programs A typical full-time college credit student, will take between 12-18 hours per semester; however, if the student takes less than 12 credit hours, then the classification is part-time student.

Estimated cost per semester for a college credit student taking 15 semester hours toward an AA, AS, or AAS degree:

<table>
<thead>
<tr>
<th>Residency Type</th>
<th>Cost Per Sem Hour</th>
<th># of Hours</th>
<th>Tuition</th>
<th>Lab Fees</th>
<th>Books</th>
<th>Estimated Cost For One Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Resident</td>
<td>$102.00</td>
<td>15 hrs</td>
<td>$1530.00</td>
<td>$40.00</td>
<td>$400.00</td>
<td>$1970.00</td>
</tr>
<tr>
<td>Alabama/Georgia Resident</td>
<td>$103.00</td>
<td>15 hrs</td>
<td>$1545.00</td>
<td>$40.00</td>
<td>$400.00</td>
<td>$1985.00</td>
</tr>
<tr>
<td>Non-Florida Resident</td>
<td>$296.35</td>
<td>15 hrs</td>
<td>$4445.25</td>
<td>$40.00</td>
<td>$400.00</td>
<td>$4885.25</td>
</tr>
</tbody>
</table>

Workforce Development certificate programs are generally based upon the number of clock hours spent in class. Many programs allow you to enroll on a full-time or part-time basis.

Estimated cost per semester for a workforce development student taking 450 clock hours:

<table>
<thead>
<tr>
<th>Residency Type</th>
<th>Cost Per Sem Hour</th>
<th># of Hours</th>
<th>Tuition</th>
<th>Processing Fee</th>
<th>Books</th>
<th>Estimated Cost For One Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Resident</td>
<td>$2.55</td>
<td>450 hrs</td>
<td>$1147.50</td>
<td>$20.00</td>
<td></td>
<td>$1167.50</td>
</tr>
<tr>
<td>Alabama/Georgia Resident</td>
<td>$2.56</td>
<td>450 hrs</td>
<td>$1152.00</td>
<td>$20.00</td>
<td></td>
<td>$1172.00</td>
</tr>
<tr>
<td>Non-Florida Resident</td>
<td>$9.21</td>
<td>450 hrs</td>
<td>$4144.50</td>
<td>$20.00</td>
<td></td>
<td>$4164.50</td>
</tr>
</tbody>
</table>

Additional cost for books, supplies, and equipment must be considered; it will vary depending on the program of study.

All fees and policies are subject to change.
### Calendar 2015-2016

#### August
- 17: Return to Regular Work Week
- 19: New Student Testing
- 20: New & Returning Student Reg. & Drop/Add 8 a.m. - 6 p.m.
- 21: New & Returning Student Reg. & Drop/Add 8 a.m. - 3 p.m.
- 24: Classes Begin - Fall
- 25: Late Reg. falls at Noon
- 26-28: Drop/Add & Employee Fee Waiver Reg. 8 a.m. - 3 p.m.
- 27: Drop/Add & Employee Fee Waiver Reg. 8 a.m. - 6 p.m.
- 28: Drop/Add & Employee Fee Waiver Reg. 8 a.m. - Noon

#### September
- 07: Labor Day Holiday - College Closed
- 12: ACT Exam
- 18: ACT Reg. Deadline - October Test
- 21: Deadline to Submit Athletic Eligibility Roster for Fall
- 24: Deadline to Apply, ADN Program for Spring ’16

#### October
- 01: Fall Festival Classes dismissed from 10:30 a.m. - 2:45 p.m.
- 06: Last Day for Vertical Transfer
- 06: High School Counselor Appreciation Day
- 07: Deadline for all Schedule Changes - Spring
- 09: CAAP Reg. Deadline - November Test
- 21: Senior Day
- 24: ACT
- 30: Deadline to Apply for Fall Graduation All Degrees

#### November
- 02: Early Spring Reg. for Current Students with 45+ Hrs. 8 a.m. - 3 p.m.
- 03: Early Spring Reg. for Current Students with 30+ Hrs. 8 a.m. - 3 p.m.
- 04: Early Spring Reg. for Current Students with 15+ Hrs. 8 a.m. - 3 p.m.
- 05: Early Spring Reg. for Current Students with 1+ Hrs. 8 a.m. - 3 p.m.
- 06: ACT Reg. Deadline for December Test Date
- 07: CAAP Exam for All AA Fall Graduates
- 11: Veterans Day - College Closed
- 17: Deadline to have Financial Aid Files Complete for Spring 2016
- 18: Last Day to Withdraw from All Classes - Fall 23-24: Fall Break - College Closed
- 25-27: Thanksgiving Holidays - College Closed

#### December
- 02: College App. Deadline - Spring
- 04: Early Spring Reg. Payment Deadline
- 11: Last Class Day Academics - Fall
- 12: ACT Test
- 14: Final Exams
- 15: Last Class Day Workforce - Fall
- 16: Final Exams
- 17: Grades Due Noon (Including “I” Grades)
- 18: Last Faculty Work Day - Fall
- 21-31: Christmas Holidays - College Closed

#### January
- 01: New Year’s Holiday - College Closed
- 04: Faculty Returns - Spring
- 05: Returning Student Reg. & Drop/Add - Spring 8 a.m. - 3 p.m.
- 06: New & Returning Student Reg., Drop/Add 8 a.m. - 6 p.m.
- 07: Classes Begin - Spring
- 08: Reg. Ends at Noon - Drop/Add - Employee Fee Waiver Reg. 8 a.m. - 6 p.m.
- 11: ACT Reg. Deadline - Spring
- 12: Drop/Add & Employee Fee Waiver Reg. 8 a.m. - 3 p.m.
- 13: Drop/Add & Employee Fee Waiver Reg. 8 a.m. - Noon
- 18: Martin Luther King Holiday - College Closed
- 20: Deadline to Submit Athletic Eligibility Roster for Spring

#### February
- 06: ACT Test
- 12: CAAP Reg. Deadline for March Administration
- 19: Last Day to Vertically Transfer - Spring

#### March
- 01: Deadline to Apply for Graduation - Spring
- 04: ACT Reg. Deadline - April Test
- 08: Deadline for Class Schedule Changes - Spring
- 12: CAAP Exam for AA Spring Graduates
- 22: Last Day to Withdraw from a Class - Spring
- 28-31: Spring Break Holidays - College Closed

#### April
- 01: Spring Break Holidays - College Closed
- 06: Spring Frolics - Classes Dismissed from 10:30 a.m. - 2:45 p.m.
- 09: ACT Test
- 11: Early Reg. Summer I & II for Current Students with 30+ Hrs. 8 a.m. - 3 p.m.
- 12: Early Reg. Summer I & II for Current Students with 15+ Hrs. 8 a.m. - 3 p.m.
- 14: Deadline to have Financial Aid Files Complete for Summer I and II
- 19: Last Day to Resign from All Classes - Spring
- 21: Awards Night - Reception at 5 p.m., Ceremony at 7 p.m.
- 22: College App. Deadline - Summer I
- 26: CAAP Reg. Deadline for May Administration
- 28: Early Summer I Reg. Payment Deadline
- 29: Final Exams

#### May
- 02: Final Exams
- 03: Final Exams
- 04: Grades Due 8 a.m. (Including “I” Grades Fall)
- 05: Graduation 7 p.m.
- 06: ACT Reg. Deadline for June Test
- 09: College Begins Four-Day Work Week
- 10: Classes Begin - Summer

#### June
- 01: Deadline to Apply for Graduation Summer I - All Degrees
- 02: College App. Deadline - Summer II
- 06: Early Fall Reg. for Current Students with 45+ Hrs. 8 a.m. - 5 p.m.
- 07: Early Fall Reg. for Current Students with 30+ Hrs. 8 a.m. - 5 p.m.
- 08: Early Fall Reg. for Current Students with 15+ Hrs. 8 a.m. - 5 p.m.
- 09: Early Fall Reg. for Current Students with 1+ Hrs. 8 a.m. - 5 p.m.
- 09: Last Day to Withdraw Summer I
- 11: ACT Test
- 13: Early Fall Reg. for Current Students with 1+ Hrs. 8 a.m. - 5 p.m.
- 16: Last Day to Resign from All Classes - Summer II
- 21: Last Class Day Academics and Workforce - Summer II
- 22: Last Faculty Day - Summer I, Ends at 2 p.m.
- 23: Early Reg. Summer I & II for Current Students with 30+ Hrs. 8 a.m. - 5 p.m.
- 27: Early Reg. Summer I & II for Current Students with 15+ Hrs. 8 a.m. - 5 p.m.
- 28: Drop/Add & Employee Fee Waiver Reg. 8 a.m. - 5 p.m.

#### July
- 04: Independence Day Holiday - College Closed
- 05: Early Fall Reg. for Current Students 8 a.m. - 5 p.m.
- 06: Early Fall Reg. for New & Current Students 8 a.m. - 5 p.m.
- 07: Early Fall Reg. for New & Current Students 8 a.m. - 5 p.m.
- 11: Early Fall Reg. for New & Current Students 8 a.m. - 5 p.m.
- 13: Last Day to Vertically Transfer - Summer II
- 14: Deadline to Apply Summer II Graduation
- 26: Last Day to Withdraw Summer II
- 27: Deadline to have Financial Aid Complete - Fall 2016

#### August
- 02: Last Day to Resign from All Classes - Summer II
- 03: College App. Deadline - Fall 2016
- 08: Last Class Day Academics and Workforce - Summer II
- 09: Last Faculty Day - Summer II Ends at 2 p.m.
- 11: Early Fall Reg. Payment Deadline
Places of Interest on Chipola’s Campus

The **Academic Center for Excellence (ACE LAB)** 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. Tutoring begins the first week of class and concludes on the last day of final exams. The ACE Lab is located in Building L, directly behind the Student Services Building. Schedules are posted on campus bulletin boards and the ACE website: [http://chipola.edu/ACE/csi.htm](http://chipola.edu/ACE/csi.htm)

The **Library** is a comprehensive, learning resource center that offers print, electronic, and multimedia materials to students. The Library has an audiovisual viewing area, photocopy and scan capability, study rooms, and carrels. There are 14 computer stations for reference course software, and work processing work. Users with a current Chipola Student Photo ID can access the online catalog, databases, and electronic books 24 hours a day from LINCC Web. The Library website ([www.chipola.edu/library/library.htm](http://www.chipola.edu/library/library.htm)) has information about LINCC Web, LibGuides and other library services. Students must present a current Chipola Student Photo ID to check out materials and use computer 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 24 computer workstations with word processing and software for specific courses. A current Chipola Student ID is required to use the lab.

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

The **College Bookstore** is operated by Barnes and Nobles and located in Building WD. Students can check the cost of textbooks before buying at [http://chipolacc.bncollege.com](http://chipolacc.bncollege.com).

**Return Policy**

**TEXTBOOKS**
- A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt.
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes.
- No refunds on unwrapped loose leaf books or activated eBooks.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.

**GENERAL READING BOOKS, SOFTWARE, AUDIO, VIDEO & SMALL ELECTRONICS**
- A full refund will be given in your original form of payment if merchandise is returned within 14 days of purchase with original receipt.
- Opened software, audio books, DVDs, CDs, music, and small electronics may not be returned. They can be exchanged for the same item if defective.
- Merchandise must be in original condition.
- No refunds or exchanges without original receipt.

**ALL OTHER MERCHANDISE**
- A full refund will be given in your original form of payment with original receipt.
- Without a receipt, a store credit will be issued at the current selling price.
- Cash back on merchandise credits or gift cards will not exceed $1.
- No refunds on gift cards, prepaid cards, phone cards, newspapers, or magazines.
- Merchandise must be in original condition.

**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.

02/2014
Please print in Blue or Black Ink

<table>
<thead>
<tr>
<th>Social Security Number</th>
<th>Please Select One:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ New Chipola College Student</td>
</tr>
<tr>
<td></td>
<td>□ Returning Chipola College Student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Name</th>
<th>Permanent Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td>PO Box/Street/Route</td>
</tr>
<tr>
<td>First</td>
<td>Apt#</td>
</tr>
<tr>
<td>Middle</td>
<td>City</td>
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<tr>
<td>Maiden</td>
<td>County</td>
</tr>
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<td></td>
<td>State</td>
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<tr>
<td></td>
<td>Zip Code</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Local Address, if different</th>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Work Phone</th>
<th>E-mail address</th>
<th>Emergency Contact</th>
<th>Relationship to Student</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth*</th>
<th>Citizenship*</th>
<th>Gender*</th>
<th>Race*</th>
<th>Ethnicity*</th>
<th>Additional Forms must be completed by international students.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong><strong><strong>/</strong></strong></strong>_</td>
<td>□ United States</td>
<td>□ Male</td>
<td>□ American Indian/Alaskan Native</td>
<td>□ Hispanic/Latino</td>
<td>(Passport, Visa and/or Alien Card Required at Admissions)</td>
</tr>
<tr>
<td></td>
<td>□ Other Country</td>
<td>□ Female</td>
<td>□ Asian</td>
<td>□ Non-Hispanic/Latino</td>
<td>Additional Forms must be completed by international students.</td>
</tr>
<tr>
<td></td>
<td>□ Permanent Resident Alien</td>
<td>□ Visa Type</td>
<td>□ Natives Hawaiian/Other Pacific Islander</td>
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<td></td>
<td>□ Non-Resident Alien</td>
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<td>□ Black/African American</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ White</td>
<td></td>
</tr>
</tbody>
</table>

*Information is voluntary and will not be used discriminatively, but will aid the college in its commitment to equal education opportunity.*

<table>
<thead>
<tr>
<th>Education Background</th>
<th>Date Received/Anticipated</th>
<th>State/County/Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Home Schooled (Notarized affidavit required)</td>
<td>____ / ____ / ____</td>
<td>______________________</td>
</tr>
<tr>
<td>□ GED Diploma</td>
<td>____ / ____ / ____</td>
<td>______________________</td>
</tr>
<tr>
<td>□ Standard High School Diploma</td>
<td>____ / ____ / ____</td>
<td>______________________</td>
</tr>
<tr>
<td>Name of High School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Special Diploma/Certificate of Completion</td>
<td>____ / ____ / ____</td>
<td>______________________</td>
</tr>
<tr>
<td>Name of High School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Did not complete High School or GED</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does your father/guardian have a Bachelor’s degree or higher?</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
<th>Are you a Veteran?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your mother/guardian have a Bachelor’s degree or higher?</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
<td>Discharge Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Have you taken the SAT, ACT, or PERT test in the past two years? | Yes | No | If yes, please have official scores sent to the Testing Center. |

Return to: Admissions & Records
Chipola College
3094 Indian Circle
Marianna, FL 32446
List the full names of ALL technical schools, colleges and universities previously attended, including Chipola College. **DO NOT USE ABBREVIATIONS.** Failure to list all institutions could result in your application being denied or your admission rescinded. Use a separate sheet if necessary and attach to the application.

**STUDENT IS RESPONSIBLE FOR PROVIDING AN OFFICIAL TRANSCRIPT FROM ALL TECHNICAL SCHOOLS, COLLEGES, OR UNIVERSITIES ATTENDED.**

<table>
<thead>
<tr>
<th>NAME OF COLLEGE/UNIVERSITY (DO NOT USE ABBREVIATIONS)</th>
<th>CITY &amp; STATE</th>
<th>DATES ATTENDED</th>
<th>HOURS OR DEGREE EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

I am enrolling as:
- [ ] First time in any college student
- [ ] Returning Student – Previously enrolled at Chipola; Indicate last year of enrollment ____________
- [ ] Transfer Student, **planning to graduate** from Chipola
- [ ] Transient Student/one term; not graduating from Chipola
- [ ] High School Early Admission/Dual Enrollment Student
- [ ] Educator Preparation Institute (EPI)
- [ ] Upper Level Special - Teacher Certification
- [ ] Non-degree seeking; enrolling in classes for personal reasons
- [ ] Non-degree – TCC Dental Hygiene Student

What do you plan to study? Refer to Programs of Study/Academic Plans
- [ ] Bachelor in Science (Requires supplemental application)
  - Program ____________________________________________ Code # ____________
- [ ] Associate in Arts
  - Program ____________________________________________ Code # ____________
- [ ] Associate in Science
  - Program ____________________________________________ Code # ____________
- [ ] College Credit Certificate
  - Program ____________________________________________ Code # ____________
- [ ] Workforce Development Certificate
  - Program ____________________________________________ Code # ____________

**DISCIPLINARY HISTORY**

**Answer the next two questions**, if your answer to any of the following is **yes**, you must **submit a full statement** of relevant facts by requesting a Disciplinary Disclosure Form from the Admissions Office. **Failure to answer the questions below will delay processing your application.** You may be required to furnish the college with copies of all official documentation explaining the final disposition of the proceedings. If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to #1 or #2, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

# 1  [ ] Yes  [ ] No  Are you currently or have you ever been, charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution? (If Yes, you must submit a full statement of relevant facts by requesting a Disciplinary Disclosure Form from the Admissions Office.)

# 2  [ ] Yes  [ ] No  Have you ever been charged with a violation of the law which resulted in, or, if still pending, could result in probation, community service, a jail sentence, the revocation or suspension of your driver’s license (including traffic violations which resulted in a fine of $200 or more)? (If Yes, you must submit a full statement of relevant facts by requesting a Disciplinary Disclosure Form from the Admissions Office.)

**VERIFICATION STATEMENT**

In compliance with Florida Statute 119.071(5), the college collects your Social Security Number for use in the performance of the College’s duties and responsibilities. Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security Number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for colleges to collect the Social Security Number of every student. A student may refuse to disclose his/her Social Security Number to the College, but refusing to comply with the federal requirement may result in fines established by the IRS.

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran’s status, disability, gender, genetic information, marital status or any other protected class under applicable federal and state laws, in any college program, activity or employment. Inquiries may be directed to Karan Davis, Associate Vice President of Human Resources and Equity Officer, 3094 Indian Circle, Building A, Room 184B, Marianna, FL 32446, 850-718-2205, davisk@chipola.edu

I acknowledge by my signature I understand the College is collecting my social security number for the purpose of complying with federal and state statutes related to employment, financial and academic assistance, and inter-institutional articulation or transfer, and that the College may disseminate that information in some communications with outside organizations, while taking precautions to safeguard use of the number. I certify that the answers given herein are true and correct. I further understand that a false statement in this application or any admission document will subject me to penalties pursuant to 837.06, Florida Statutes; and is grounds for denial of admission or, upon further discovery, grounds for dismissal and invalidation of college credit or degree based on such credit. I agree to the release of all my transcripts and test scores to this institution. I hereby authorize Chipola College to transfer my student records electronically from any Florida school previously attended or to any institution of my choice. I agree that if any credentials are not complete within three weeks after registration, I may be suspended from classes without a refund of fees.

**STUDENT’S SIGNATURE ___________________ DATE ____________**

The Residency Affidavit for Tuition Purposes must be completed and submitted with this application for all prospective students.
CHIPOLA COLLEGE

Residency Affidavit for Tuition Purposes

A “resident for tuition purposes” is a person who has, or a dependent person whose parent or legal guardian has established and maintained legal residence in the state for at least twelve months. Living in or attending school in a state will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

The form is an abbreviated format and is not reflective of the entire statute (FS1009.21), which governs the decisions rendered by state colleges and universities. Residency classifications are determined by state law and not by Chipola College. For additional information, please refer to the statute, state rule and the guidelines-all of which may be viewed at: www.facts.org>>applyingforcollege>>residencyguidelines

Definitions - Dependent: A person for whom 50% or more of his/her support is provided by another as defined by the IRS.

Independent: A person who provides more than 50% of his/her own support.

Check state of residency: ☐ FLORIDA ☐ ALABAMA ☐ GEORGIA ☐ OTHER - Complete Non-Resident Statement at bottom of page.

If any of the following statements are true, check that box and then fill out the “Residency Claimant Information” below. If you do not meet any of these criteria, you are a non-resident for tuition purposes and you should sign the Non-Resident Statement at the bottom of this form.

☐ 1. I am an independent person and have maintained legal residence in the state checked above for at least 12 months immediately preceding the first day of classes in term for which this application is submitted. (If under age of 24 years, you must provide one of the following: (1) marriage certificate, (2) copy of birth certificate for student’s legal dependent(s), or (3) proof of self-supporting income along with copy of your and your parent’s most recent tax return.)

☐ 2. I am a dependent person under age 24 and my parent/legal guardian has maintained legal residence in the state checked above for at least 12 months. (The Parent or Legal Guardian must complete the claimant information below.) (Legal Guardian must provide documentation of court-appointed guardianship.)

☐ 3. I am a dependent person under age 24 who has resided for five years with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in state checked above for at least 12 months. (Provide copy of tax returns or other proof.)

☐ 4. I was previously enrolled at a Florida institution of higher education and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than twelve months ago and am now reestablishing Florida legal residence. (Documentation Required)

☐ 5. I am a permanent resident alien or other legal alien according to the Bureau of Citizenship and Immigration Services, granted indefinite stay and have maintained a domicile in the state listed above for at least 12 months. (Required: Copy of Permanent Resident Alien card or other immigration documents, proof of state residency)

☐ 6. I am an active duty member of the Armed Services of the United States residing or stationed in the above state; active drilling member of the state National Guard; or military personnel not stationed in the state whose home of record or state residence certificate, DDForm 2058, is the state listed above.(and spouse/dependent children s. 1009.212(10(a). FS) (Provide copy of military orders.)

☐ 7. I am an active duty member (or spouse, dependent child of a member) of the Armed Services of the United States attending public community college or university within 50 miles of the military establishment where the member is stationed, if such establishment is within a county contiguous of Florida.

☐ 8. I am a full-time instructional or administrative employee employed in the state checked above by a public school, community college or institution for higher education or I am the employee’s spouse or dependent child. (Provide copy of employment verification.)

☐ 9. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program. S.240.551,F.S.(Copy Florida Pre-Paid card and claimants residency)

☐ 10. I am a full-time employee of a state agency or a political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Provide copy of employment verification.)

For additional information, exemptions and special qualifications visit www.facts.org>>applyingforcollege>>residencyguidelines

Residency Claimant Information - This section must be completed by the claimant. Additional information is listed on the back of this form.

Name of Student ___________________________ Student’s SSN ___________________________

Name of Claimant ___________________________ I am the [ ] student [ ] parent [ ] Legal Guardian [ ] Other [ ]

Claimant’s permanent legal address: ___________________________ City ___________________________ County of Residence ___________________________

Date Claimant Began Establishing Residence _____/_____/_______ In the State of ___________________________ (Florida, Alabama, or Georgia)

Two (2) documents supporting the establishment of legal residence must be dated, issued or filed at least 12 months before the first day of classes of the term for which residency is sought. Documentation is subject to verification. Failure to establish residence will result in student being classified as out-of-state for tuition purposes.

Driver’s License: [ ] State ___________ Number ___________ Current Issue Date _____/_____/_______

Voter Registration: [ ] State ___________ County ___________ Number ___________ Issue Date _____/_____/_______

Vehicle Registration: State ___________ Lic. Tag Number ___________ *Current Issue Date _____/_____/_______

* (List last 2 consecutive years of registration dates, if using vehicle registration as proof) *Previous Issue Date _____/_____/_______

I do hereby swear to affirm that the above named student meets all requirements indicated in the checked category above for classification as a resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06 Florida Statutes.

Signature of CLAIMANT ___________________________ Date 04/2012

NON-RESIDENT STATEMENT

I understand that I do not qualify as a resident of Florida, Alabama, or Georgia for tuition purposes for the term for which this application is submitted. If I should qualify for a future term I must file the required documentation prior to the beginning of the term to be considered for residency reclassification.

Signature of Non-Resident Student ___________________________ State of Residence ___________________________ Date 04/2012

Admissions and Records
Chipola College
3094 Indian Circle
Marianna, Florida 32446-2053
RESIDENCY FOR TUITION PURPOSES

Florida Students – A Florida “resident for tuition purposes” is a person who has or a dependent person whose parent or legal guardian has established and maintained legal residence in Florida for at least 12 months prior to the first day of classes.

Alabama and Georgia Students – Beginning 2003, the Florida legislature allowed Chipola College the option of providing residents of Alabama and Georgia differential tuition assessment. This means eligible Alabama and Georgia students will pay the current in-state tuition and an additional $1.00 per credit hour.

Determining a Claimant - The claimant is the person who will provide the necessary documentation for establishing Florida residency for tuition purposes. The following individuals may act as claimants:

1. Student – the student can act as his or her own claimant if any one of the following applies:
   - Student is 24 years of age or older by the first day of classes of the term for which residency is sought at a Florida institution;
   - The student is married (provide marriage certificate or joint tax return);
   - The student has children who receive more than half of their support from the student (provide birth certificate and tax returns);
   - The student has other dependents who live with and receive more than half of their support from the student (provide tax returns);
   - The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training (provide DD-214 or military orders);
   - Both of the student’s parents are deceased or the student is or was (until age 18) a ward/dependent of the court (provide proof)

2. Parent / Legal Guardian – a parent or legal guardian will be the claimant for any student under 24 who does not otherwise qualify as a claimant; when a legal guardian other than the student’s parent acts as claimant, provide proof of court-appointed guardianship

3. Adult Relative – for students under the age of 24, when the adult relative has claimed the student on his/her taxes for the past five consecutive years; provide tax returns and proof of physical presence in Florida for past 12 months for both student and adult relative

To be classified as a resident for tuition purposes the claimant must provide evidence of physical and legal ties to Florida. The residency determination must be documented by the submission of written or electronic verification that includes two or more of the following documents dated at least 12 months prior to the first day of classes. Failure to provide the information could result in “out-of-state resident” classification for tuition purposes. Living in or attending school in a state will not, in itself, establish legal residence.

Primary Documents (at least one of the two documents must be from this list)

- State Driver's license issued 12 months prior to the first day of classes
- State Identification card issued 12 months prior to first day of classes (only for individuals who do not or cannot drive) accompanied by notarized statement indicating that the claimant does not drive, does not hold a driver's license in any state, and does not own a vehicle.
- Voter’s registration card or Florida voters can visit the voter registration confirmation web page and print results from http://registration.election.myflorida.com/
- Vehicle registration (last 2 consecutive years) A history print out may be obtained from the Tax Collector's Office.
- Proof of a permanent home that is occupied as a primary residence of the claimant.
- Proof of homestead exemption – Current property tax form to verify homestead exemption or do a property search from county property appraiser’s website and print page with sales history and exemptions.
- Transcripts from a high school for multiple years (at least 2 academic years), if high school diploma or GED was earned within last 12 months.
- Proof of permanent full-time employment – A letter from employer on official letterhead stating claimants name, address, start date and end date of employment, and indicating full-time employment for at least 30 hours per week for a 12 month period.

Other Documents (may be used in conjunction with one Primary Document)

- Declaration of Domicile (Must show 12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court.)
- A professional or occupational license
- State incorporation
- Proof of membership in state-based charitable or professional organizations
- Any other documentation that supports the student's request for residency; including, but not limited to:
  - utility bills and proof of 12 consecutive months of payments
  - lease agreement and proof of 12 consecutive months of payments
  - official state or court documents evidencing legal ties to state

Unacceptable Documents (may not be used) Hunting/fishing licenses, Birth Certificate, Insurance cards, Library Cards, Passport

Reclassification – Contact the Admissions and Records Office for additional information.

Additional Information flvs.org is Florida’s official online student advising system. It is provided by the Florida Department of Education to help students make informed choices about their education. For further information regarding Residency Guideline, visit http://files.flvc.org/pdfDocuments/manuals/ACC_Residency_Guidelines_October_24_2012.pdf

04/2013
Office 365
What is my email address?

Your e-mail address will look similar to your network id; it will be your last name (without any suffix), first initial of first name and last 4 digits of your social followed by @my.chipola.edu. For example, if your name is John R. Smith Jr. and your social is 123-45-6789, your email address will be as follows: smithj6789@my.chipola.edu

What is my password?

Your default password is the last 4 digits of your social followed by the mm and yy of your birthday. For example, if your social security number is 123-45-6789 and your birthday is January 6, 1965, your default password would be 67890165.

- You must change your password when you first sign into your Outlook Live account.

How do I access my e-mail?

To access your e-mail you will go to http://www.outlook.com/my.chipola.edu. Sign in using your email address and your default password

How to configure my mobile phone to access my Outlook - Office 365 account?

Microsoft has detailed instructions on how to set up your mobile phones, go to http://help.outlook.com/ to view their instructions.

Do I have to use Office 365?

Yes, from now on the Student Email @my.chipola.edu will be used as a primarily method for transmitting and delivering official college correspondence. Therefore, it is imperative that you check your student email on a regular basis.

Can I forward or redirect my Outlook mail to another account?

Yes, you should be able to set a rule in Office 365 to redirect your e-mails, but you are responsible for making sure you are receiving all your e-mails; once you redirect your e-mails to a different account some e-mails may end up in your 'Junk or Trash' boxes. Chipola is not responsible for any missing e-mails that have been sent to a redirected account.

Where can I get more information about Office 365 e-mail setup?

Microsoft has detailed instructions on how to use Office 365, go to http://help.outlook.com/en-us/140/cc325690.aspx to view their instructions.
Online Tools for Students

Email, Fees, Grades, Registration, Schedules, Books

www.chipola.edu

Students are encouraged to use the online tools available at www.chipola.edu. Students can browse the class schedule, check the availability of a class, print student schedule, print grades/transcript, pay fees and check the cost of books before buying. Go to www.chipola.edu and follow the prompts.

- Current Students or Prospective Students
- Online Tools
- Student Email – Students will be assigned a Student Email after submitting an Application for Admission. It is imperative that students check their Chipola Student Email on a regular basis.
- Browse Schedule of Classes – Look at the schedule and availability of classes being offered.
- Online Registration – Read the Help File first to determine if you are eligible to register online.
- Online Fee Payment – MasterCard, Visa, and Discover are accepted.
- Student Class Schedule – View and print Student Class Schedule.
  1. Enter your Student ID (Social Security Number). Press the tab key.
  2. Enter PIN (Personal Identification Number). Press the tab key.
     You will need your personal identification number (PIN) and Social Security number (SSN) to access your schedule. All students enrolled at Chipola have been assigned an 8-digit PIN according to the following criteria. - The first four digits of the PIN equal the last four digits of your SSN. - The next two digits of the PIN equal your numeric birth month (e.g., January = 01, December = 12, etc.). - The last two digits of the PIN equal the last two digits of your birth year. Example: If your social security number is 123-45-6789 and your birthday is January 6, 1965, your pin would be 67890165. Your PIN should be valid for at least 2 years.
  3. Choose the Semester of classes you wish to view, press the tab key.
  4. Click on Verify PIN to display schedule. If any of the fields above are not complete, a warning window will pop up explaining the error.
- Grades and Unofficial Transcript – View and print your grades and unofficial transcript. You will be directed to www.flvc.org (Florida Virtual Campus)
  - My Records
  - Unofficial Transcript - At the bottom center of the page, click “You must log in with a Login ID to use this feature.” It will give you an option to (1) Log In or (2) Create Account. You must have a FLVC account before you can view your records.
To Create a Florida Virtual Campus account. Go to www.flvc.org
  1. Select User Type: College or University Student.
  2. Complete Name, Date of Birth, and Email information.
  3. Create a Login ID.
  4. Create a Password using the format provided.
  5. Answer the security questions.
  6. You have now created your FLVC ID. Remember it. Chipola does not have access to this information.
If you have an account or after you create an FLVC account, follow these prompts:
  - My Records
  - Unofficial Transcript
  - Log In with your FLVC ID. Choose your school (Chipola College).
  - Enter your Student ID (Social Security Number).
  - Enter your Chipola Pin/Password (Last 4 of SS# MMYY of birthday, Example: 67890192)
- Check the cost of textbooks at http://chipolacc.bncollege.com