# 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](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](http://www.collegeboard.com)
  - [www.actstudent.org](http://www.actstudent.org)

  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](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 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** – Financial aid through employment on campus. Complete FAFSA to determine eligibility.
- **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 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 advisor 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!

03/2014