

Program Requirements and Restrictions

Classes must be satisfactorily completed prior to high school graduation in order to count as high school credit and be covered by the agreement. Provisional college credit will be granted for work satisfactorily completed. Final credit is granted and is applicable toward a degree after the student earns a high school diploma or the equivalent.

Courses Available - Courses may be taken on Chipola's campus or at high schools offering dual enrollment. Available Dual Enrollment courses include all courses taught through Chipola that are on the state approved Dual Enrollment/Early Admission Course Equivalency List available at <http://www.facts.org>. No dual enrollment/early admission student shall be enrolled in a college mathematics, English, Gordon Rule social science or humanities course unless the student has demonstrated adequate pre-collegiate preparation on the basic mathematics and communication skills assessment of an approved entry-level placement test.

The following course selections are not available to dual enrollment students at Chipola College:

- Physical education/recreation courses
- College preparatory courses
- Courses that are fewer than 3 semester hours
- Distance Learning courses with additional fees
- Directed Independent Study courses

Dual Enrollment students taking academic courses may pursue up to 7 semester hours of college work during a summer session and up to 11 semester hours during the fall or spring semester while concurrently enrolled in high school. This includes combined on and off campus classes. Workforce development students may take up to 330 clock hours during the fall or spring semester and 180 clock hrs during a summer session.

Early admission students must enroll and maintain full-time status. Academic students are limited to no more than 18 hours per semester for two semesters. Workforce development students are limited to no more than 540 clkhrs per semester for two semesters.

Attendance - Students attending classes on Chipola's campus must adhere to college attendance policies. The only excused absences are those sanctioned by Chipola College. **High school activities are not excused** for students enrolled in classes at Chipola.

Books - Books for public school students are purchased by and remain the property of the appropriate county school board. Private school, virtual school and home education students are responsible for the cost of textbooks.

Continued Enrollment - Students must maintain a minimum term and cumulative College grade point average of 2.0. Students who fail to meet this requirement will be placed on academic suspension until after high school graduation.

Fees - Chipola waives tuition and lab fees for all students participating in the Program. **Students who resign from a public high school or receive a GED during the time he/she is enrolled in this program will be liable for all fees for that term.**

Grades - Grades and unofficial transcripts are available through www.facts.org. Dual enrollment courses taught at the high school sites must conform to the college grading policy. The letter grade earned by a student in the college credit course must be the same letter grade earned in the high school course.

Transportation - Students are responsible for transportation to the Chipola campus.

Withdrawal - Students must have approval from the high school to withdraw from college coursework. Students may not repeat college credit or workforce development courses in which they have earned grades of W, D, or F until after high school graduation. Dual Enrollment/Early Admission students are not allowed to audit classes.

Changing or Resigning from High School Students changing high schools during dual enrollment must notify the college. Students who resign from a public high school and change to a home, a private, or a virtual school must complete a Home School/Private School/Virtual School Dual Enrollment Agreement.

Attending Other Colleges - Students who are attending or have attended other colleges must have official college transcripts sent to Chipola College prior to admission and registration.

Admission Procedures

Prospective students must submit the following documents to the Admission and Records Office.

1. **Application for Admission**
The Residency Statement must be completed by a parent and documentation provided. Failure to complete will result in student being classified as out-of-state. It may also impact eligibility for Florida Scholarships.
2. **Test scores on ALL sections of the ACT, CPT or SAT that are no more than 2 year old.**
3. **Official Cumulative High School Transcript**, if enrolled in a public high school.
(Students who are attending or have attended other colleges must have official college transcripts sent to Chipola College **prior** to admission and registration.)
4. **Principles of Participation**
5. **Eligibility Form** or, if applicable a **Home Education/Private School/Virtual High School Dual Enrollment Agreement**.
6. **Course Approval Certification Form**

Students should choose a major as a part of the admission process. This will facilitate academic advising and should prevent students from taking courses unrelated to their major. The College Student Services staff will assist high school counselors in providing up-to-date information about appropriate courses which should satisfy requirements for the student's major. The Florida Academic Counseling and Tracking for Students (FACTS) is available to all dual-enrolled students to access program specific requirements for all majors within the state public university system.

Students Services is available for academic and career advising. Call (850) 718-2266 or (850) 718-2424 for an appointment and information.

Registration Procedures

New students who are accepted into the program and plan to enroll for classes on Chipola's campus will:

1. Receive an acceptance letter, registration instructions and general college information.
2. Receive an advising and registration appointment from Student Services to meet with a Chipola adviser for assistance in preparing a class schedule and completing registration. **Students must bring the Course Approval Certification Form to the registration appointment.**
3. After registration, **go to the Business Office**, and present the Course Approval Certification Form in lieu of payment of fees. Compare and verify classes listed on your official receipt with your Registration Form. Failure to go by the Business Office will result in the cancellation of your registration.
4. Have your Student I.D. made in Room 107 of the Student Services Building. You will need your Student ID to check out materials from the Library, use the Information Technology Center, receive parking decals, take final exams and gain free admission to many college-sponsored activities. Keep the ID with you at all times while on campus. Staff and/or Security may ask for your ID; if you cannot produce it, you may be asked to leave the campus.
5. If you drive a vehicle on campus, you are required to park in student-designated spaces only and to display a Parking Permit. You will need your Student ID and tag receipt for your vehicle to obtain your decal at the Business Office. Read the information on "Parking" in the college catalog. Minimum fines are \$20.00 per violation. Parking decals are free.
6. Books are available from your high school or the Barnes and Nobles Book Store located on the Chipola Campus. Contact your high school for purchasing instructions and/or book vouchers.

Placement Test Scores – Minimum acceptable scores for the currently administered placement tests:

TEST	READING	WRITING	MATH
ACT	18	17	19
CPT	83	83	72
SAT	440	440	440

Students must have required test scores in applicable areas and chosen program of study. Scores can be no more than two years old.

Career Career Center - If you have not selected a college major or career field by the end of your freshman year, visit the Career Center in Student Services, A108. We encourage you to explore online career choice programs to assist you in choosing your college major or career. Two programs, CHOICES and SIGI PLUS, may be accessed via the FACTS website at www.facts.org.

Computer Labs - Each semester, when you register at Chipola College, you are assigned a network user name and must log on to the network before using any of the college computers. You must complete the appropriate forms provided by the lab technician or instructor before accessing your account.

ACE: Bldg L, Rooms 113, 114, 115

English Lab: Bldg Z, Room 118

Math Lab: Bldg D, Room 108

Tech Center: Bldg B, Room 214

Library Services - All dual-enrollment/early admission students are Chipola students and have the same library services and privileges as on-campus students. Computer access to LINCC (Library Information Network for Community Colleges) is available in high school libraries or from home computers; courier services are provided as available.

For more information contact:

Admissions and Records

Chipola College

3094 Indian Circle, Marianna, Florida 32446-2053

(850) 526-2761 or (850) 718-2233

Visit our web site at www.chipola.edu

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CHIPOLA COLLEGE

“A Higher Degree of Success”

Dual Enrollment and Early Admission Programs For High School Students

Chipola College offers qualified high school students the opportunity to enroll free of charge in college courses to earn college credit and credit toward high school graduation by participating in the Dual Enrollment/Early Admission Program. The Program is authorized under Florida Statue 1007.27 and is a cooperative effort with Chipola College and Calhoun, Holmes, Jackson, Liberty, and Washington school districts to provide enhanced learning opportunities for qualified students through effective use of college programs and resources.

The Early Admission Program allows eligible students to enroll in college on a full-time basis, and take courses that are applicable toward meeting the graduation requirements at both the high school and the college. Students must enroll and maintain full-time status and are limited to two semesters (equivalent to senior year). Students cannot be concurrently enrolled in high school, virtual school, or another college.

The Dual Enrollment Program allows eligible high school students to enroll in college courses applicable toward meeting the graduation requirements at both the high school and the college. A student can participate in the Dual Enrollment Program for a maximum of three years (equivalent of 10th, 11th, and 12th grade).

Early Admission Program Eligibility for

Public School Students

To be eligible for enrollment the student must:

1. Be officially enrolled in a public high school within the college’s five county district.
2. Have completed the 11th grade and completed twelve (12) or more high school credits/units toward graduation.
3. Have written approval of the high school principal **and** the county school board.
4. Have required placement test scores in applicable areas and chosen program of study that are no more than two years old.
5. Have the requirements listed below:

Academic Program

- passing scores on all sections of the ACT, CPT, or SAT that are no more than two years old **AND**
- a minimum unweighted cumulative gpa of **3.00** or higher for the 9th, 10th, and 11th grades, **or**
- ACT composite score of 21, **or**
- CPT composite score of 96, **or**
- SAT score of 500 verbal and 500 quantitative

Workforce Development Program

- a minimum unweighted cumulative high school grade point average of 2.0 or higher, **and**
- passed the Reading subtest the ACT, CPT, or SAT

Early Admission Program Eligibility for Home Education, Private and Virtual High School Students

1. Be officially enrolled in a private, a Virtual High School or a Home Education Program within the college’s five county district.
2. Be at least 15 years of age and not more than 18 years of age by the first day of class for each term of enrollment.
3. Have test scores on all sections of the ACT, CPT, or SAT that are no more than two years old.
4. Have required placement test scores in applicable areas and chosen program of study that are no more than two years old.
5. Have requirements listed below:

Academic Program

- passed all sections of the ACT, CPT, or SAT .

Workforce Development Program

- passed all sections of the ACT, CPT, or SAT .

Dual Enrollment Program Eligibility for

Public School Students

To be eligible for initial enrollment the student must:

1. Be officially enrolled in a public high school within the college’s five county district.
2. Have completed the 9th grade.
3. Have written approval of the high school principal.
4. Have test scores on all sections of the ACT, CPT, or SAT that are no more than two years old.
5. Have required placement test scores in applicable areas and chosen program of study that are no more than two years old.
6. Have at least one of the requirements listed below:

Academic Program

- a minimum unweighted cumulative high school
- grade point average of **3.0, or**
- an ACT composite score of 21, **or**
- a CPT composite score of 96, **or**
- a SAT score of 500 verbal and 500 quantitative

Workforce Development Program

- minimum unweighted cumulative high school grade point average of 2.0, **or**
- a score of 67 on the Reading Section for the CPT

Dual Enrollment Program Eligibility for Home Education, Private and Virtual High School Students

1. Be officially enrolled in a private, a Virtual High School or a Home Education Program within the college’s five county district.
2. Be at least 15 years of age and not more than 18 years of age by the first day of class for each term of enrollment.
3. Have test scores on all sections of the ACT, CPT, or SAT that are no more than two years old.
4. Have required placement test scores in applicable areas and chosen program of study that are no more than two years old.
5. Have at least one of the requirements listed below:

Academic Program

- passed all sections of the ACT, CPT, or SAT, **or**
- ACT composite score of 21, **or**
- CPT composite score of 96, **or**
- SAT scores of 500 verbal and 500 quantitative

Workforce Development Program

- passed the Reading subtest of the ACT, CPT, or SAT.