Chipola College
On-line Registration

Who can register online?  You can, if you
- are currently enrolled at Chipola
- have earned more than 12 semester hours at Chipola
- have declared a major and have not changed your major during the current semester
- have no restrictions (Holds) on your records, i.e. financial obligations, Business Office, Foundation, Library, Parking Tickets, etc.
- have a cumulative GPA of 2.0 or higher
- are not enrolling in remedial courses
- are not a first time in college student
- are not a dual enrollment student
- are not a early admission student
- are not utilizing the State Fee Waiver

**Students who are enrolled in Bachelor Programs are required to register with your department and MAY NOT register on-line.**

When can you register online?  During Early Registration as indicated in the college calendar and during regular and late registration.

How do you register online?

Step 1:  Use your browser to go to Chipola’s Website at www.chipola.edu
Step 2:  Choose the Current Students link on the left.
Step 3:  Choose the Online Registration link under Admissions/Registrar.
Step 4:  Choose the Online Registration link.
Step 5:  Log in. Enter your Student ID (Social Security Number) and PIN. If you have not changed your PIN the default is the last 4 digits of your social security number, 2 digit birth month, and 2 digit year of your birth. Example: If SSN is 123456789 and birthday is January 6, 1975, your PIN is 67890175.
Step 6:  Click on Verify PIN.
Step 7:  Any restriction you have will display once you log in. You must clear all Holds that prohibit registration before using the online registration.
Step 8:  Use the Course Browse to check for open classes.
Step 9:  To add classes, type the department name, course number and section number exactly as it appears in the course schedule. Example: BSC 2010L 001 (Use the tab key to move from one field to another.)
Step 10:  In the action code, choose Add.
Step 11:  Repeat Steps 9 and 10 until all classes are selected. (Full-time = 12 or more hrs)
Step 12:  Click the Submit button.
Step 13:  Clear a conflict by selecting a different course. Click on Submit again.
Step 14:  If no conflicts exist, all classes are added, click Print Screen for a record of your classes. Your total fees and due date will be displayed.
Step 15:  Click on Finish.
Step 16:  Close your Browser to prevent identity theft.
You must contact the Business Office and let them know of any scholarships or financial aid awards you will receive or pay your fees with cash, check, or credit card. If you do not pay your fees, your registration will be cancelled.

Registration is not complete until all fees and tuition have been paid in full