ADMISSIONS

Getting In
Admission Standards
Transfer Credit
Special Categories of Admissions
Placement Testing
Counseling & Advising
FACTS
Change of Rules
The college reserves the right to deny admission to any applicant except for reasons of race, creed, color, disability, national origin, sex, or age. A procedure for changing the college admissions requirements is clearly specified in the Rule Manual of the District Board of Trustees. A copy of the manual is available for review in the Office of the President.

Getting In
Getting admitted to Chipola is as uncomplicated as state regulations allow; however, if any difficulty arises during the process, call the college at (850) 718-2211, and ask for assistance.

To request information by mail, write to the following:
Registrar’s Office
Chipola Junior College
3094 Indian Circle
Marianna, FL 32446-2053

Or visit CJC’s web site at www.chipola.edu

Open Door Policy
Chipola has an Open Door Admissions Policy which provides educational opportunities to all students 18 years of age or older or high school graduates who are interested in participating in the degree programs, courses, and services offered by the college. However, state placement rules determine the level of classes a student may enter, depending upon his or her scores on certain standardized tests.

Applicants should understand that admission to the college does not imply admission to any particular program or course. They should also understand that admission to specific academic programs may be limited by state law, state and federal regulations, or by policies of the District Board of Trustees.

Application Procedure
1. Students should visit CJC’s website at www.chipola.edu for admissions information or call, visit, or write the Registrar’s Office, Chipola Junior College, 3094 Indian Circle, Marianna, FL 32446-2053, for an Application for Admission Form. Application deadlines are published in the Calendar (Inside Front Cover), and there is a fee for late applications. Students who want to apply for financial aid also should request a financial aid packet from the Financial Aid Office.
2. Students should fill out the application form and complete the residency section, since this will affect tuition, and return the application to the college.
3. Students should request that high school and/or all previously attended college transcripts be forwarded to the Registrar’s Office directly from previous school(s) after completion of all grades and/or graduation.
4. As soon as the college receives the application and the other required documents, students will be sent a notice of acceptance. An appointment time for advising and registration will be sent by Student Services.
5. Degree-seeking applicants who did not take the ACT or SAT in high school must come to the college for a placement test. Florida regulations require a placement exam score before registration for all students who intend to take college credit courses. Scores are valid for two years. Applicants for Workforce Development Certificate Programs may also be asked to come to the college for an interview or testing.
6. Students should attend the advising and registration appointment. If they cannot attend it, they should call Student Services at (850) 718-2424 and reschedule.

Admission Standards

Associate in Arts and Associate in Science Degree Programs
The following are eligible for entry into any college program:
1. High school graduates.
2. Transfer students from postsecondary education institutions.
3. International students with education equivalent to U.S. secondary school education who meet the requirements listed below under “Special Categories of Admissions.”

High School Credits
Florida law (S240.321) provides that students graduating from a Florida public high school after August 1, 1987, must meet specific general high school graduation requirements.

Workforce Development Certificate Programs
The admission or entrance requirements for Workforce Development certificate students depend upon the program of study to be pursued. Students 18 years of age or high school/GED graduates may be admitted to any Workforce Development Program or to the Success Center if it can be shown that they could profit by enrollment and attendance.

A personal interview is required for admission to certain programs, and testing is necessary to determine eligibility for some courses.

Programs offered in Cosmetology, Allied Health and Public Service have limited enrollments. Additionally, Allied Health and Public Service programs have special admission criteria set by state agencies.
Transfer Credit

AA/AS Degree

Students who have attended any college or university prior to enrolling at Chipola Junior College are considered transfer students and must present an official transcript from each college/university previously attended. Transfer students must request that their official transcripts be mailed directly to the Registrar’s Office.

Students may transfer college credit from other institutions into CJC; however, at least 25% of the semester hours of the AA, AS or college certificate program must be earned in college semester hours at CJC (excluding CLEP or credit by exam or prior learning). All courses received for transfer college credit must be evaluated and approved by the College Registrar’s Office. The amount of credit allowed would not exceed the amount the student earned at the original institution. Quarter-hour credits will be converted to semester hours. Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency. Exceptions will be considered on a case-by-case basis. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College registrar has the prerogative not to accept all or any part of the previously earned credit.

Students with college credit from colleges outside the U.S. must have their documents evaluated by one of the approved commercial evaluating companies. (Information on these companies is available in the Registrar’s Office.)

Appeals for evaluations should be addressed to the campus registrar.

Credit is granted only for courses with a grade of “D” or better, except for grades in college credit English and math courses. Credit is granted only for grades of “C” or better in college-level English and math courses. Courses with grades of “D” or lower may be repeated under the provisions of CJC’s Forgiveness Policy (see page 43).

Failing grades from other colleges are used in computing grade point averages. Students on academic probation at a previous college may be admitted to Chipola in a similar status.

Students under suspension/dismissal from another college or university will not be considered for admission during the period of their suspension. In exceptional cases, students may petition the Admissions Committee for further consideration. The Registrar’s Office should be consulted for information concerning the petition procedure.

Workforce Development Certificate

A student who has previously attended or been enrolled in an area technical center will be considered a transfer student upon admission to a Chipola Workforce Development Certificate Program. Such students must meet regular admission requirements, plus present proof of honorable dismissal and eligibility to return to the last institution attended. Transcripts or competency verification lists are required from institutions previously attended. Workforce Development course credit will be awarded by the instructor of the program, based on the documented competencies previously achieved. Work may be wholly accepted, partially accepted, or not accepted. Students who enroll for a specific competency or to participate in supplemental or technical updating classes are exempt from this agreement.

Armed Forces Education Experience

The college will grant credit for military education for specific fields of study under the following conditions: if it applies to the major field of study, and the credit has been evaluated and recommended as suitable for postsecondary credit by the American Council on Education’s Guide to the Evaluation of Educational Experiences in the Armed Services. College credits will be treated as transfer credits to Chipola, provided the student is eligible for admission. Credit will be accepted and posted to the student transcript only after enrollment at CJC and completion of at least 12 semester hours of college-level courses with a 2.0 GPA or better. It is the responsibility of the student to initiate this process at the Registrar’s Office after enrolling at Chipola.

Experiential Learning

Students may be awarded college or workforce development credit based on special training, work experience, and/or demonstrated skills obtained outside the traditional classroom. Credits will be awarded for skills and knowledge directly related to a particular program of study, not simply for years of work experience. Training, experience, and/or skills must be evaluated and documented before credit is awarded; therefore, tests may be administered for verification purposes. Students may attempt tests no more than once.

A maximum of 25% of college credit or workforce development hours may be awarded. Students will not have experiential learning credit posted on their transcript until they have completed 12 college credit semester hours or 350 workforce development hours at Chipola, have earned a 2.0 GPA, and are currently enrolled. All experiential learning students must complete the last 15-semester hours or the last 450 workforce development hours at Chipola Junior College. For degree completion, at least 25 percent of semester credit hours, or the equivalent workforce development hours, must be earned through instruction at Chipola Junior College.

Interested students should contact the Registrar for information on the process and to request an evaluation. A nonrefundable fee will be charged for each examination.

Workforce Development Programs

Chipola provides students who have completed Workforce Development course work the opportunity to transfer Workforce Development course work toward their AS Degree in specific programs. The courses are treated like transfer credit. Students will not have the Workforce Development credit posted to their permanent record until they have completed 12 college credit semester hours, have earned a 2.0 GPA, and are currently enrolled at Chipola Junior College. For degree completion, at least 25 percent of the college semester hours must be earned through instruction in the
academic instruction of Chipola Junior College. This provision currently applies to the Criminal Justice, Firefighting and Electronic Engineering Technology AS degree programs of study. Interested applicants must initiate this process through the Registrar’s Office.

Special Categories of Admissions

International Students

For admission purposes an applicant is classified as an international student only if the college has to issue papers required by the Immigration and Naturalization Service. Applicants who have been admitted to the United States as immigrants and have been issued resident alien numbers will not be classified as international students for admission purposes.

International students seeking admission on an F-1 or M-1 visa must submit the following:
1. A completed application for admission as a degree-seeking student.
2. Proof of education as follows:
   a. A certified English translation of the school record if the student is a high school graduate or equivalent and has never attended college.
   b. A certified English translation, when applicable, of records from all colleges previously attended.
3. Scores on the Test of English as a Foreign Language (TOEFL). The college will accept a minimum score of 525 on TOEFL as proof of sufficient knowledge of the English language. The test is available through the Educational Testing Service, Box 6151, Princeton, New Jersey 08541.
4. A notarized statement showing that financial resources are available for travel, tuition, books, and living expenses while the student is attending college in the USA. The amount of funds required is $15,000 per year; a total of $30,000 for the normal two-year program. This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States. Financial Aid is not available to students on visa; students must have these funds available when they register for classes.
5. A certificate of proof that the student is covered by standard health and accident insurance must be provided before the term of intended enrollment. This insurance coverage must continue for the entire period of enrollment at the college.

As soon as all of the above official items are received by the college, a Certificate of Eligibility (Form I-20 A-B or M-N) will be issued to the student.

Transient Enrollment

Transient students should request that a “Letter of Good Standing” from the previous college be sent to Chipola. Transient students do not need transcripts from the previous college, unless they plan to enroll in an English or mathematics course.

Dual Enrollment

The Dual Enrollment Program allows eligible high school students to enroll in college courses applicable toward a workforce development certificate or an associate degree. The Dual Enrollment program applies only to students enrolled in district high schools that have an articulation agreement with Chipola. Students must meet the following requirements to be eligible:
1. Completion of 9th grade and be at least 14 years of age at time of admission.
2. Eligibility Requirements:
   a. College Credit - Unweighted Cumulative GPA of: 3.00 or higher for the 9th, 10th, and 11th grades or an Enhanced-ACT composite score of 21 or an SAT-1 score of 500 verbal and 500 quantitative.
   b. Workforce Development - Unweighted Cumulative GPA of 2.00 or higher for the 9th, 10th, and 11th grades or TABE score on Level A of 10th grade.
3. Written approval of the high school principal or the district school board home education liaison.
4. Official passing scores on the appropriate test:
   a. Academic - Have passing scores on E-ACT, SAT-1, or FCE-LPT (Scores must indicate no remediation required.)
   b. Workforce Development - TABE (Scores must indicate no remediation required.)
5. All students participating in the program must maintain a minimum term and cumulative college grade point average of 2.0.
6. 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.

Academic students enrolled in the program 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 will include combined on and off campus classes. Students enrolling for 12 or more hours will be considered Early Admission and must meet the criteria for that program. Workforce Development students may enroll for up to 330 clock hours during the fall or spring semester and 180 clock hours during a summer session.

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.

Tech Prep

Students who take a specified workforce development curriculum in high school and then pass competency tests administered by CJC may receive college credit for certain applied technology courses taken in high school. Credit will be awarded after completion of one three-hour course at Chipola.

Through the Chipola Area Tech Prep Consortium, CJC offers various Tech Prep options at 16 district high schools and Washington-Holmes Technical Center in Chipley. Students may begin a Tech Prep program of study as early as the ninth grade.

4 Chipola Junior College Catalog
Early Admission

The Early Admission Program allows eligible students to enroll in college on a full-time basis, taking courses that are applicable toward the high school diploma and the associate degree or workforce development certificate. Students must meet the following requirements to be eligible:

1. Completion of 11th grade and twelve or more credits or units toward graduation and be at least 16 years of age at time of admission.
2. Eligibility Requirements:
   - College Credit - Unweighted Cumulative GPA of: 3.00 or higher for the 9th, 10th, and 11th grades or an Enhanced ACT composite score of 21 or a SAT-I score of 500 verbal and 500 quantitative
   - Workforce Development - Unweighted CGPA of 2.00 or higher for the 9th, 10th, and 11th grades or TABE score on Level A of 12th grade.
3. Attainment of 16 years of age at the time of admission
4. Written approval of the principal or the district school board home education liaison
5. Written approval of the County School Board
6. Official passing scores on the appropriate test:
   - College credit - E-ACT, SAT-1, or FCE-LPT
   - Workforce Development - TABE
7. All students participating in the program must maintain a minimum term and cumulative college grade point average of 2.0. Students who fail to meet this requirement may appeal to the college Admissions Committee.
8. 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.

Students who desire to substitute college credit work for their senior year in high school and graduate with their senior class should contact their high school principal concerning applicable state and local regulations.

Provisional college credit will be granted for work satisfactorily completed. Final credit is granted after the student earns a high school diploma or equivalent.

Honors Program

High school seniors may apply for admission to Chipola’s Honors Program. Minimum qualifications are a high school GPA of 3.5 and an ACT score of 23 (SAT score of 1019).

Eligible students must submit a completed application and be interviewed by the Chipola Honors Council. Twenty students will be chosen each year. Contact the Vice President for Instructional and Student Affairs for application information.

Placement Testing

In an effort to provide more effective educational services for students, Chipola Junior College and the State of Florida have established a placement testing program. Through the placement testing program the college can better identify the student’s academic strengths and weaknesses. Test results are used by the college to advise students and to place them in courses which will best assist them in improving reading, writing, and mathematics skills. Degree-seeking students who require college preparatory instruction must begin competency-based preparatory coursework within the first 12 semester hours. Students must maintain continuous enrollment in preparatory courses until successfully completed.

AA/AS Requirements

All students entering Chipola Junior College for the first time are required to take the Enhanced American College Test (ACT), the Scholastic Achievement Test-I (SAT-I), or the Florida College Entry-Level Placement Test (FCE-LPT).

All high school students seeking dual enrollment must complete placement testing. A score on any portion of the placement test that falls below the state required precludes dual enrollment at Chipola.

For students who have not taken the ACT or SAT-I for placement purposes, Chipola will administer the FCE-LPT during registration.

Students can retake the FCE-LPT every two years. This means placement test scores are valid for two years. Students can retake the FCE-LPT ninety days after first attempt. After the second attempt, students must wait two (2) years before a third attempt can be made.

Placement Testing Exemptions

Transfer students who have completed Communications Skills I (ENC 1101) or its equivalent and have completed College Algebra (MAC 1105) or its equivalent may be exempt from placement testing.

TABE Testing Requirements

Students who are enrolled in a postsecondary workforce development certificate program shall complete the TABE (Test of Adult Basic Education) within the first six weeks after admission into the program. However, a student is exempt from taking the TABE if any of the following criteria are met: 1. The student possesses an earned A.A., A.S., or higher degree. 2. The student has a minimum passing score on a standardized test provided the test scores are not over two years old. 3. The student has successfully completed college level English and mathematics courses. 4. The student has completed preparatory courses with a “C” grade or higher. 5. Students with disabilities as defined in Section 239.105 may be exempt also. No student will be awarded a workforce development certificate until the student achieves the minimum level of basic skills required for that program by the Department of Education.

Advanced Placement and Credit by Exam

Students who have taken the College Entrance Examination Board’s Advanced Placement and College Level Examination Program (CLEP) tests should have the results forwarded to the Registrar’s Office. For the CEEB Advanced Placement Tests, CJC awards credit in the appropriate subject or discipline as per CEEB’s recommendation for scores 3, 4, or 5.

For the CLEP tests, CJC awards credit for each Subject Examination as approved by the State Department of Education. The
maximum credit for the Subject Exams is 45 semester hours. CLEP credit in English Composition with Essay will satisfy the writing requirements of the Gordon Rule (SBE 6A.10.30) English Composition without Essay will NOT satisfy the writing requirement of the Gordon Rule.

Although Chipola awards credit for both Advanced Placement and CLEP scores, the college does not guarantee that all other colleges and universities will do so. According to an articulation agreement between Florida’s public community colleges and universities, Florida public institutions will accept credit as noted above. This does not apply to all out-of-state institutions.

No CLEP credit will be allowed in a course if the student has previously attempted or earned college credit in that course.

Students who score unusually high on college aptitude tests, or on the pre-registration achievement tests, may be placed in the more advanced courses of required sequences of the discipline(s). This applies especially to mathematics for which entering students may qualify for placement in any of the five courses more advanced than the most elementary college-level course. Such advanced placement does not involve the granting of credit for lower level courses exempted. It does, however, enable the student to greatly enrich his program of study and allows him to pursue more advanced courses throughout his college career.

High school graduates who complete a Tech Prep program of study in Business may receive credit-by-exam for selected courses which are included in Associate of Science degree or Workforce Development Certificate programs. Testing must be completed prior to first semester enrollment.

Specific information about required test scores and testing dates is available from the Testing Center (718-2309) and from the Chipola Junior College Testing Website: http://www.chipola.cc.fl.us/studentservices/testing/testing.htm

Counseling & Advising

Counselors and faculty members work together to provide academic advising for new and returning students.

A counselor or faculty member will provide academic advising on an individual basis for each student. All entering first year AA/AS degree students and all transfer students with less than 12 semester hours of credit are required to enroll in SLS 1101 (Orientation).

Students planning to obtain an Associate in Arts degree and transfer to a university should discuss with a counselor/advisor the specific course requirements of the transfer institution. The counseling staff prepares curriculum guides that list the general requirements for an AA degree, as well as the necessary prerequisite/recommended courses for a variety of majors at several area universities.

Students planning to obtain an Associate in Science degree or a Workforce Development certificate should check the catalog for the course requirements of their programs, secure a curriculum guide from Student Services (located in Building G), and consult with the faculty advisor for their particular program of study.

Counseling services are available on campus each weekday; appointments may be made for evening sessions.

Students should contact the college Articulation Officer at (850) 718-2290 for problems unique to their enrollment in postsecondary institutions in Florida. He acts on their behalf as a mediator.

FACTS

FACTS stands for Florida Academic Counseling and Tracking System. The State of Florida, the Florida Community College System and the State University System have joined forces to provide students web-based access to unofficial transcripts, degree audits, degree shopping, career information and much more!

Unofficial Transcripts

The transcript function allows you web-based access to look at your courses, your grades and your GPA. Many students will use this feature to find out what grades were earned in a semester. At Chipola, your grades/courses are available as soon they are entered into the school’s database.

Degree Audit

After you have enrolled in a state university or community college, a degree audit will help you determine which of the courses you have taken will count toward the degree you have chosen. The degree audit will compare courses you have already taken against a listing of courses required for graduation in your major. You can use it as your roadmap for graduation. REMEMBER: A degree audit is just a TOOL to help you along your way. Always schedule an appointment with your advisor prior to enrolling each semester. Be sure to take a copy of your degree audit with you when you meet with your advisor.

Degree Shopping

Degree shopping allows you the luxury of performing “what if” scenarios with different majors. For instance, “what if” you want to change majors? The degree shopping function will evaluate the courses you have already taken against the course requirements for the new major.

You can degree shop at other institutions as well. For instance, “what if” you are attending Chipola and want to transfer to the University of Florida and major in electrical engineering? The degree shopping function will allow you to see which of your Chipola courses will count towards the requirements of the electrical engineering program at UF.

Career Information

You may access career information and explore career choices via FACTS. New career information on resumes and portfolios will be available soon.
More to Come

FACTS is a system that keeps on growing. New online functions yet to come include:
- financial aid applications and status checks
- fee payments

How to Get to FACTS

Visit the FACTS site at WWW.FACTS.ORG. Once there, select the option you want. For Degree Audits and Transcripts, go to “Academic Advising and Transcripts”. Make your choice from the options listed there.

What You Will Need

You will need your personal identification number (PIN) and Social Security number (SSN) to access your Chipola information. All students enrolled at CJC beginning with Fall 2000 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 (i.e. January = 01, February = 02, December = 12, etc.)
- The last two digits of the PIN equal the numeric YEAR of your birth.

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 the next 6-8 years. If you forget your PIN or you would like to change your PIN, please drop by the Registrar’s Office in the Administration Building (Bldg. A) for assistance.

For help in navigating the FACTS website, visit WWW.FACTS.ORG, go down to How do I Use FACTS and click on Getting Started.