STUDENT SERVICES

Student Activities
Financial Aid
Library
Residence Hall
Student Center, Cafeteria, & Bookstore
Services for Students with Special Needs
Accident, Illness, Medical Services
& Health Insurance
Safety
Student Activities

Student activities complement the academic programs of the college by providing opportunities for students to develop leadership skills, to pursue special interests and to interact socially.

The Student Government Association represents, through its elected members, the entire student body and is a voice for the students. All students enrolled at Chipola are SGA members and are invited to come to the meetings. It is a great opportunity to meet people, learn leadership skills, and be more interactive with your experience at CJC. All students with a 2.0 or higher Grade Point Average are eligible to run for an SGA office or to serve the Association through an appointed position. Elections are held twice a year, once in the fall and once in the spring.

Special Events: Check the calendar for special SGA sponsored events such as Fall Festival, Spring Frolics, Homecoming, seminars, blood drives and more. Admission to these events is free to any CJC student with a current I.D.

Theater: Students are encouraged to participate in the college theater program, which presents a season of two or three major productions each year. Students and community members are encouraged to audition for productions or to sign up for theater lab courses for credit. No previous experience is required.

Music: The Chamber Chorus and the Show Choir are coeducational performing groups evolving from credit courses. The Chamber Chorus and the Show Choir present programs to the public as well as the student body. The college also sponsors the Rock and Jazz Ensemble for instrumental students. All music organization personnel cooperate in the production of musical programs. Students interested in any of the music activities are urged to contact the Director of Fine and Performing Arts.

Sports and Intramurals: The Intercollegiate Athletics program at Chipola has a rich history and a winning tradition. The college participates in intercollegiate men's baseball and basketball and women's softball and basketball. The games that draw the most fans are those played against opponents in CJC's league, the Panhandle Conference.

The college provides a variety of opportunities for students to participate in individual and team sports through its intramural and extramural programs. These activities are open to all CJC students. They enrich the student's total educational experience by helping to build friendships and by providing valuable social skills. Students should watch for announcements throughout the year concerning various tournaments and competitions. Female students are encouraged to participate. Contact the Office of Student Activities for information.

Campus Organizations

Chipola sets aside an activity period on Wednesdays and Fridays at 10 a.m. so all students may participate in organizations. Very few classes are scheduled during the activity period.

Baptist Campus Ministry. Sponsored by the Florida Baptist Convention and local Southern Baptist churches, BCM is open to people of all denominations. Its purpose is to provide opportunities for Christian growth.

Black Student Union. The BSU hopes to improve and promote the educational, social and political environment on campus for black students.

Brain Bowl Team. This group of academically talented students represents Chipola at the Regional and State Brain Bowl Tournaments.

CJC Collegiate FFA Chapter. This organization is comprised of former members of local FFA Chapters who want to continue their leadership and service on behalf of the college. Its purpose is to provide service and support to the college, local FFA chapters and the state FFA organization through the agricultural community.

CJC Players. This organization provides service through theatre projects, awareness of theatre productions and social events. If you like acting, singing, or just being part of the show this is the ticket for you!

Cheerleaders. The cheerleaders promote school spirit at sports events. Membership is determined by competitive tryouts.

Chi Alpha. Sponsored by the West Florida Assemblies of God Association, Chi Alpha is open to people of all denominations. Its purpose is to provide worship experience and Christian fellowship for participating students.

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Fellowship of Christian Athletes. This is a national organization which exists to serve the athletic community, undergirded by God's Spirit, and operating in the lives of available persons.

Freshmen Student Nurses Association. The Freshmen Student Nurses Association begins preparing nursing students for the assumption of the professional responsibilities of a Registered Nurse.

Indian Princesses. This organization of young women volunteers hosts Chipola’s home basketball games and other sports related events.

Mu Alpha Theta. Mu Alpha Theta is a mathematics honorary society for junior college students. Members must have a 3.0 average overall and a 3.0 average in math.

New Beginnings. A mutual support group for single adult students.

Nightingales. This organization, open to students in the LPN program, provides opportunities for interaction with students in other programs.

Papoose. The Papoose members are responsible for producing and publishing the student newspaper under the direction of a faculty advisor.

Phi Theta Kappa. Phi Theta Kappa is Chipola’s honorary society, open to students with a 3.5 or better GPA.

Phi Beta Lambda. Phi Beta Lambda provides opportunities for students to develop skills in business and office occupations.

Science Club. The Science Club is a co-curricular organization open to all students taking at least two science courses (including math) per semester.

Show Choir. This auditioned music and dance performance group provides an opportunity for students to showcase their talents.

Sophomore Student Nurses Association. The Sophomore Student Nurses Association is a continuing group of nursing students that has completed 24 hours or more of course work. The association prepares students for the assumption of professional responsibilities of a Registered Nurse.

Students in Free Enterprise. SIFE exists to create an atmosphere of cooperation, creativity, competition and awareness of the free enterprise system.

Student Ambassadors. This organization of specially selected students represents Chipola at high school activities and assists in hosting events for high school students at the college. A GPA of 3.0 is required.

Student Government Association. All students enrolled at Chipola are members of SGA and are invited to come to the meetings. SGA sponsors student activities and represents students’ interest through contact with the college administration.

Voter Registration

Chipola Junior College offers the opportunity for each student to register to vote in the State of Florida. You may pick up a Florida Voter Registration Application Form in the Student Activities Office, Building K, Room 104 or in the Office of Students with Disabilities, Building G, Room 109.

Financial Aid

Students who need financial aid to attend Chipola, or to attend a university upon graduation from Chipola, should visit the Financial Aid Office, located in the Administration Building, or call (850) 718-2293. New scholarships are created and added to the list throughout the year, and the office receives many notices of university scholarships that are intended for graduates of community colleges.

The financial aid program at Chipola Junior College is designed to provide scholarships, grants, loans and part-time employment to students who would be unable to attend college without such aid and to provide scholarships to outstanding students as a reward for achievement.

Assistance based on financial need takes into consideration the financial resources of the student and his/her family, as well as any special problems. Such need is determined by completing the Free Application for Federal Student Aid (FAFSA) or applying over the internet with FAFSA on the web (www.fafsa.ed.gov). Financial Assistance may consist of scholarships, grants, loans, and part-time employment, individually or in various combinations.

Scholarships based upon achievement are not limited to students who show financial need; however, continuation of all aid is dependent upon meeting the financial aid Satisfactory Progress Standards. These requirements are outlined in the “Academic Standards” section of this catalog. Additionally, students who are in default on federal student loan or who owe the college for an overpayment of the grant are ineligible for additional financial aid until the debt is satisfied.

The following types of aid are administered:

Federal, State and College Assistance Programs

Federal Pell Grant. A federally-sponsored aid program is designed to provide assistance to those who show financial need to attend a postsecondary educational institution. This grant is gift aid and does not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG) program. This grant is designed to provide assistance for qualified students who have exceptional financial need. The amount of the grant will depend upon the degree of need and will not exceed $2,000 per academic year at Chipola. This is a grant and does not have to be repaid.

Federal Work Study Program. Provides part-time employment for students with financial need. Work is limited to a maximum of 15 to 20 hours per week, paid at minimum wage. Depending upon the availability of funds, students may also work during the summer term and other periods of non-enrollment. The FAFSA must be submitted to participate in this program.

Federal Subsidized Stafford Student Loan. Is designed for students for whom the costs of education may be a burden. Eligible students borrow money directly from a bank, credit union, or other eligible lender. Students may borrow up to $2625 during their fresh-
man year and $3500 during their sophomore year at CJC. Interest is paid by the Federal Government during periods of deferment. Repayment begins six months after studies are completed or the student is no longer enrolled at least half-time in an eligible institution. The interest rate is variable under a fixed repayment plan. The FAFSA must be submitted to participate in this program.

**Federal Unsubsidized Stafford Student Loan** is designed for students who may not demonstrate financial need but who require assistance to attend college. Terms are the same as for the Subsidized Stafford Loan except that the student must begin interest payments immediately. Repayment of the principal may be deferred until the student is no longer attending college at least half-time. The FAFSA must be submitted to participate in this program.

According to Federal Regulations for Stafford Loans, Chipola Junior College must delay payment to all first-time borrowers until 30 days after the first day of class. Students should note this delay in payment and make the appropriate financial arrangements. All borrowers must participate in pre-loan counseling prior to receiving the loan. Prior to leaving Chipola Junior College, Stafford Loan borrowers are required to undergo exit counseling. Loan recipients who graduate or drop below half-time status or will not return to Chipola Junior College should contact the Financial Aid Office to obtain the appropriate paper work.

(Exit Only) If a student has contacted the school, the lender, and the guarantor agency regarding a dispute on the loan(s) and the dispute has not been resolved, the student may contact the Department of Education’s Student Loan Ombudsman’s Office. An Ombudsman is available as a neutral party to work with the student and all agencies involved to assist in resolving disputes. The DE Ombudsman may be contacted at the address below:

Office of the Ombudsman,  
Student Financial Assistance  
Room 3012 ROB #37th and D Street SW  
Washington, DC 20202

**Federal Parent’s Loan for Undergraduate Students** is a loan made available to parents of dependent undergraduate students. The interest rate is variable.

**Industrial Education Scholarship** for recent high school graduates will pay a student’s tuition for one semester a year while he or she is enrolled in a vocational industrial program of study. For further information contact the Dean of the Workforce Development and Continuing Education Division.

**College Scholarships** offered by Chipola cover tuition for various types of students, as follows:

a. Music scholarships—Persons interested should contact the Director of Fine and Performing Arts, in addition to making application for aid.

b. Athletic scholarships—These are offered in men’s basketball and baseball and women’s softball and basketball. Interested persons should contact the Athletic Director.

c. Science lab assistantships—Awards are recommended by a committee of the natural science and mathematics faculty. Contact the Associate Dean of Mathematics and Sciences for further information.

d. The Papoose—Awards are made to outstanding leaders of The Papoose (student newspaper) staff. They are recommended by the Board of Student Publications.

e. SGA—One scholarship is awarded each year to the president of the Student Government Association.

f. Theater scholarships—The Theater Department recommends these awards. Contact the Director of Fine and Performing Arts for additional information.

g. Dual Enrollment—Fees are waived for dual enrollment students.

**Veterans Administration Benefits** are administered through the Financial Aid Office. The office will assist in determining eligibility for benefits and in making application for benefits to the Department of Veterans Affairs. Students who believe they qualify for benefits should contact the Office of Financial Aid at the college and read the Veterans Affairs Brochure carefully.

**Florida Student Assistance Grant (FSAG),** is a need based grant awarded to Florida Residents for educational purposes of at least one year, who demonstrate exceptional need, who are enrolled full-time by the end of regular drop/add. Part-time funding is also available to students. Funds are limited and CJC will notify students of their eligibility.

Students with a documented disability, as defined by the Americans with Disabilities Act, shall be eligible for consideration for State financial aid while attending Chipola Junior College on a part-time basis. The State Board of Education has established the necessary criteria for documentation of the student’s disability; Chipola Junior College will make the determination as to whether or not the disability is such that part-time status is a necessary accommodation.

**Florida Bright Futures Scholarships**

**Florida Academic Scholars** is a merit scholarship program for students with outstanding high school academic achievement. This scholarship pays 100% of tuition and those fees determined.
State Scholarships

"Chappie" James Most Promising Teacher Scholarship Program is a scholarship program for public high school seniors who plan to pursue a teaching career. Applications must be submitted by the high school.

Children of Deceased or Disabled Veterans Scholarship is for dependent students of deceased or 100% disabled veterans. Scholarship includes tuition and fees.

Robert C. Byrd Scholarship is a merit scholarship awarded to outstanding high school graduates. Nominations are made by high school principals.

Seminole/Miccosukee Indian Scholarship is for Seminole and Miccosukee Indians of Florida - amount of scholarships determined by tribe.

Additional state programs are described in the State of Florida brochure available in the Office of Financial Aid. For applications and further information, contact the Florida Department of Education, Office of Student Financial Assistance, 255 Collins, 325 W. Gaines Street, Tallahassee, Florida 32399-0400 or call 1-888-827-2004.

How to Apply

All students applying for financial assistance must complete a Free Application for Federal Student Aid (FAFSA). Applications are available in the Financial Aid Office and at most high school counselors’ offices. Paper processing requires four to six weeks; however, students may choose to access the federal internet website at www.fafsa.ed.gov and provide the CJC school code (001472). Applying on the Internet shortens the processing time to approximately two weeks. Students must reapply each year beginning in January using current income tax information.

Applications for financial aid should be made well in advance of registration. The PRIORITY CONSIDERATION DEADLINE for applying for financial aid at CJC for 2002-2003 fiscal year is May 1. If a student is determined to be eligible for financial aid by the Department of Education and meets the priority consideration date, he or she may expect to receive an award letter indicating the amount of available funds. Students who failed to meet the May 1 deadline are not guaranteed to receive an award letter before the registration deadline and must assume responsibility for any necessary payments for fees and books.

In addition, all applications dated May 1 or earlier will be given first priority in determining eligibility for the Florida Student Assistance Grant, Federal Supplemental Education Grant and Federal Work-Study Program.

Foundation Assistance

The Chipola Junior College Foundation, a nonprofit support organization for the college, provides a means for individuals, groups and businesses to make tax deductible contributions which can be used to support scholarships, staff development, library development, and the fine and performing arts.

As the need has grown, Chipola alumni and friends have responded by funding additional scholarships. During the 2000-01 fiscal year, over $663,000 was expended by the Foundation for tuition and books for the students on scholarships administered by the Foundation.

Some Foundation scholarships are designated for specific majors; others are designated by county of residence or high school attended. Many scholarships are based on financial need and merit; some are based on merit alone.

Students who need scholarships in order to attend Chipola should apply first to the Office of Financial Aid to determine if they are eligible for federal or state aid before applying for foundation funds.

A list of scholarships, including application deadlines, may be obtained by calling the Foundation Office at (850) 718-2370 or by writing to the Foundation at 3094 Indian Circle, Marianna, FL 32446-2053.

The list is also available from high school counselors in the Chipola District.

Library

The library is a comprehensive, learning resource center providing information in print, electronic, and multimedia formats to support the educational objectives of the College. The collection consists of more than 38,000 print books, 15,000 electronic books, 3,800 audiovisuals and over 220 periodical subscriptions to magazines, journals, and newspapers. Computers with Internet access offer a gateway to the CJC online catalog and numerous full-text databases. LINCCWeb, Florida's Library Information Network for Community Colleges, can be accessed on the Internet at http://www.linccweb.org, either on campus or remotely from any computer. Chipola’s e-books are available through NetLibrary at http://www.netlibrary.com. The Library also has connections to NewsBank for online newspaper articles and the Electric Library for multimedia articles.

Library services include “Ask-A-Librarian,” local reference assistance available 24-hours a day through LINCCWeb. Reserve materials for courses, audiovisual viewing/listening equipment, photocopy machines, study rooms, and individual carrels are also provided. The Library instructional program offers reference and research support, print “how-to” guides, orientations, as well as group and individual instruction on use of information resources.

Currently enrolled students and College employees may check out Library materials. The CJC photo ID card serves as a Library card. Reciprocal borrowing privileges are extended to students and staff of Florida’s public colleges and universities. Members of the local community are invited to purchase lifetime membership cards to borrow items.

The Information Technology Center on the second level of the Library is equipped with 25 computer workstations operating state-of-the-art hardware and software. Admittance to the lab requires current CJC photo ID.

Library and Information Technology Center hours are posted each semester at the building entrance.
Student Center, Cafeteria, and Bookstore

Student Center

The Student Center Building (K) contains the Cafeteria and Office of Student Activities/SGA on the main floor, and the Bookstore in the basement.

Special groups who wish to use areas of the Student Center must schedule with the Vice President, Administrative Affairs.

The Student Center is subject to much use and the cooperation of everyone is necessary in keeping it neat and attractive. The following rules are in effect:

1. Trash should be deposited in appropriate containers.
2. Used dishes and glasses should be returned to the dish-receiving room.
3. Excessive noise or disorderly behavior will not be tolerated.
4. The cafeteria will not cash checks or extend credit.
5. No gambling or profanity is allowed in the Student Center.

Collegio Cafeteria

The college cafeteria operates in conjunction with the Culinary Management instructional program. The cafeteria operates during both the fall and spring semesters offering breakfast and lunch selections. It is located in the Student Center. Vending machines are located in most buildings on campus.

College Bookstore

Refund Policy: New and Used Books

Students may return any purchased textbook(s) and receive a refund providing the following conditions are met:

1. Students must present the cash register when books are returned. A receipt will be given when books are purchased. It is the responsibility of the student to keep it.
2. Books purchased prior to the beginning of the Fall or Spring semester must be returned no later than the tenth class day (14 calendar days) into the current semester, and the fourth class day into the Summer terms.
3. A student I.D. and the student’s official drop/add form must be presented at time of refund request.
4. To receive a 100% refund, all new books must be clean and in absolutely new condition when returned. Students should not remove any plastic covering or “shrink wrap” from books nor should they write in or make any notations within the books until they are absolutely positive they will keep the purchase.
5. A 75% refund will be given to students who return new books if the plastic covering or “shrink wrap” has been removed, or if the books have been written in or are not clean and in absolutely new condition.
6. A 100% refund will be given to students who return used books, with register receipt, no later than the tenth class day (14 calendar days) into the Fall or Spring semester, and the fourth class day into the summer terms if those books are in the same condition as when purchased.

7. Books purchased after the tenth class day (14 calendar days) into the Fall or Spring semester, and the fourth class day into the Summer terms, must be returned within three days from date of cash register receipt or with proof of schedule change. Books must be in original condition to receive 100% refund of purchase price.

Defective Books

If a student purchases a new textbook and it is found to be defective, it should be returned to the bookstore immediately. It will be replaced at no charge.

If a student purchases a used textbook and it is found to be defective, it should be returned to the bookstore immediately. It will be replaced with another used book, if one is available. If no used books are available, a new textbook will be offered to the student; however, the student must pay the difference between the cost of the used textbook and the cost of the new textbook.

Cancelled Classes

If Chipola Junior College cancels a class, the refund policies outlined above apply to the return of textbooks purchased for that class.

Services for Students with Special Needs

Office of Students with Disabilities

Chipola Junior College is committed to making all programs and facilities accessible to anyone with a disability. 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 Building G. Students who identify themselves and provide necessary documentation will be eligible for support services. Documentation should be provided by a medical doctor, a psychologist or by other licensed or certified specialists recognized to treat the specific disability. To ensure timely accommodations, students should request services prior to the beginning of classes for each semester. Accommodations such as note takers, tutors, interpreters, untimed testing, and individualized pre-registration assistance are available. Specialized equipment such as cassette recorders for “Books on Tape” and closed caption TV are available. The Kurzweil Reading System, a voice synthesized computer aid, may be used in the math lab, both English labs and the Success Center. Wheelchair desks are available as needed.

The Board of Trustees of Chipola Junior College has established policies and procedures for reasonable substitutions for eligible students to meet admission and graduation requirements. A student may appeal a denial of the course substitution request. To begin the appeals process, the student should contact the Dean of Student Services, located in Building G.

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The college campus is accessible and special parking is available. The decal used for disabled campus parking must be the official disabled student parking decal. All other disability decals will be ticketed. For information and assistance, students should contact the Office of Students with Disabilities located in Building G, (850) 718-2417.

Note: The college does not provide personal attendant care or transportation.

**Displaced Homemaker**

Usually referred to as “New Beginnings,” this program is designed for the single parent who would like to return to school. Assistance is available for Workforce Development Certificate Programs, Associate Degree Programs, or Continuing Education Classes. This program serves students who are 35 years old, or older, and have lost their main source of income due to divorce or death of a spouse. Services available include assessment, advisement and referrals, and financial assistance. This program is funded by a state grant and provides for cost of tuition, books, and supplies for those who qualify.

**Success Center**

The Success Center is a learning program designed to assist all students and potential students in identifying academic deficiencies which may prevent them from achieving their college goals. Students are encouraged to visit the Success Center and take an assessment test in math, reading, and language. Any academic deficiencies can be corrected with an individualized learning program. Students work at their own pace and trained personnel assist students individually. For further information, see page 99.

**Career Services**

Students who have questions about various careers may visit Student Services located in Building G. Career information and CHOICES—a computerized career exploration system—provide career information to students. Student Services has catalogs from several public and private institutions in Florida available for student use, as well as a variety of printed materials. Check the Career Center website for online career exploration and information. Applications for all state universities in Florida are also available.

**Accident, Illness, Medical Services and Health Insurance**

In the case of accident or illness occurring on campus, students should contact the Administrative Services Office in Room 146, Building A (Extension 2207 or 2202); or, during the evening, if an actual emergency exists, dial 911 and report the emergency to the Jackson County Sheriff’s Office. A Jackson County Sheriff’s officer is assigned to this campus. The officer will be dispatched immediately to the emergency location. Although the college has no medical facilities, Jackson Hospital is located only blocks away. Emergency First Aid kits are located in each building on campus.

**Medical Services**

Student fees do not include any medical service, health or accident insurance. The college has no medical clinic or hospital. In case of serious illness or accident on the campus, the parents and/or the family physician are notified immediately.

Emergency treatment by private physicians or hospitalization is at the students’ or parents’ expense; however, the Administrative Services Office or the Student Services Office should be notified in the event of illness or accident.

Students have the responsibility of informing Student Services counselors or instructors of personal physical problems which may affect their performance in class.

**Health Insurance**

The college does not provide health or hospitalization insurance for any student. Students or parents must provide health insurance.

**Safety**

**Student Rights**

The college seeks to prevent disease and accident by maintaining a healthful environment. Students are furnished with safeguards to reduce or eliminate accidents and injuries. Faculty responsible for supervision of students and student activities take precautions to protect the health and safety of every student. Students who work or study in areas where accidents are more likely to happen will be properly oriented in the use of equipment, safety procedures to help protect fellow students, and proper action in case of an emergency.

The annual Crime Statistics report is available to all students in the Student Services Office, G-105.

In case of emergency, call the Vice President for Administrative and Business Services, ext. 2202 or 2207, or the Dean of Student Services, ext. 2228 or 2424.

**Student Responsibilities**

Students are required to wear safety devices and protective clothing and take such safeguards as are necessary to reduce or eliminate accidents and injuries. Refusal or failure by a student to use or wear such devices or protective clothing or equipment shall be grounds for appropriate disciplinary action. Students who work or study in areas where accidents are more likely to happen (i.e., pool, drama workshop, science labs) will be required to follow instructions regarding potential dangers (i.e., tools, chemicals). Students should note the location of fire extinguishers, first aid kits, blood-borne pathogen kits, and evacuation routes. Safety diagrams are posted in all classrooms and hallways in campus buildings.

**Eye protective devices** - Florida Statute 232.45 requires eye protection devices be worn by any student, teacher or visitor involved in an activity likely to cause injury to the eye.

**Foot protection** - Bare feet are not allowed on campus. Sandals or footwear exposing the feet are not permissible during activities requiring foot protection, such as chemical laboratory work, shop work and photo processing.
Campus Safety

Students and employees are encouraged to take the following precautions to help make the campus safer:

1. Students should keep car doors locked and all valuables out of sight and park only in designated areas.

2. Students living in the Residence Hall should keep their room locked at all times. Students should never leave laundry or other personal property unattended.

3. Students should mark all books and personal property for identification. Students should not leave them unattended.

4. When on campus at night, students should stay in well-lighted areas. Students should try to avoid traveling across campus alone and report any poorly lighted areas.

5. Since the Chipola campus is set in "natural" surroundings, students should stay on sidewalks as much as possible when traveling across campus and watch for protruding roots and fallen limbs.

6. Students should report any suspicious activities or persons to any college official or call 911.

7. When walking, particularly at blind corners, students should keep to the right and use a handrail when using stairs.

8. Bicycles, skate boards, roller blades, etc. are not allowed on sidewalks, grass, tennis or handball courts, or in any building on campus.

9. The speed limit is 15 mph. Students should use caution when approaching cross-walks, and remember, the pedestrian has the right of way.

10. Emergency information showing locations for fire extinguishers, fire alarms, first aid kits, blood-borne pathogen kits, disabled student exits, and safe areas is strategically posted throughout each building. Students should locate and be familiar with this information for each building.

11. In case of fire, students should immediately evacuate the building in an orderly fashion to the predetermined, designated safe areas. Reentry to the building will not be permitted until properly authorized by the fire department or College administration.

12. In case of bomb threat, students should immediately evacuate the building in an orderly fashion to the predetermined, designated safe area and remain there until inspection is carried out and further instructions are received. If total evacuation is ordered, students should leave campus at once in a safe and orderly manner.

If you see any unusual object, notify the proper authorities, but do not touch it.

13. Any violence on campus should be reported immediately to the Vice President of Administrative Affairs (718-2202), the Dean of Student Services (718-2228), or any other employee.

14. In case of hurricane or other disaster, the decision to close the College will be based upon whether a life threatening situation is determined to exist or is projected to exist during the time classes are scheduled. For information concerning school closure, students should call 526-2761 or tune in to one of the local television or radio stations.

15. Incidents of seizure or other medical emergencies should be reported immediately to the Vice President of Administrative Affairs (718-2202), the Dean of Student Services (718-2228), or any other employee for appropriate medical attention.

16. CJC Safety and Security Manuals are located in each office on campus.