“Any good show is backed up by a good team. The crew members, the performers, the audience members, the contributors —Chipola Theatre Department is a close-knit community that I personally have adopted as my second family. The experience I acquired here in just one year alone made such a profound impact on my outlook toward a solid career in the arts.”

Melody Ruano
Theatre Major
2005 Graduate

“I enjoyed being a student at Chipola. All of the staff showed me nothing short of encouragement and kindness and a real desire to help me succeed.”

2005 Graduating Student Survey

“Overall, I am glad I stayed at Chipola instead of beginning at a university. The advising, staff and faculty have all been extremely helpful”

2005 Graduating Student Survey

“I have thoroughly enjoyed my years at Chipola. I had the opportunity to participate in Show Choir and Musical Theater which was so much fun. In the Nursing Program, my teachers have been wonderful. I will always look at my time at Chipola as being some of the best years of my life!”

2005 Graduating Student Survey

Student Activities
Counseling and Advising
FACTS
Library
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 Chipola. All students with a 2.5 or higher Grade Point Average are eligible to run for an SGA executive office. A 2.0 GPA is required 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 Chipola student with a current I.D.

Theatre: Students are encouraged to participate in the college theatre 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 theatre 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 Chipola’s league, the Panhandle Conference.

The college provides a variety of opportunities for students to participate in individual and team sports through its intramural program. These activities are open to all Chipola students. They enrich the total educational experience by helping build friendships and by providing valuable social skills. Students should watch for announcements throughout the year concerning various tournaments and competitions. 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 Collegiate 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.

Chipola Yearbook. Yearbook members are responsible for producing and publishing the student yearbook under the direction of a faculty advisor.

Chipola 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.

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 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.

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 additional opportunities for students in business to develop career abilities and to display group programs and activities. Any student interested in business is welcome; students do not have to be a business major.

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 stu-
dents that has completed 23 or more hours of course work with an NUR prefix. The association prepares students for the assumption of professional responsibilities of a Registered Nurse.

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 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 Disability Services, Building A, Room 104.

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/AAS 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 chosen 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, Associate in Applied Science degree or a Workforce Development certificate should check the catalog for the course requirements of their programs, secure a curriculum guide from the Counseling/Advising Office in Student Services (located in Building A-112), and consult with the faculty advisor for their particular program of study.

Counseling services are available on campus each weekday, Monday through Friday during fall and spring semesters. During the two summer sessions counselors are available Monday through Thursday; the College is closed on Fridays. Appointments may be made for evening sessions.

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

FACTS

FACTS, the Florida Academic Counseling and Tracking System, has joined forces with the state community colleges and universities in Florida to provide students web-based access to unofficial transcripts, degree audits, degree shopping, career information and much more!

Unofficial Transcripts

The transcript function on FACTS allows you web-based access to review your courses, your grades and your GPA. Students should use this feature to access grades at the end of each semester. Grades are available, via FACTS, 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. Schedule an appointment with your advisor prior to enrolling each semester. 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. Resume and portfolio development are also available.

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 Transcripts, go to “College Transcripts and Grades” and follow the prompts. Be sure to check out the many other helps available.
What You Will Need

To access your Chipola information via FACTS, you will need your personal identification number (PIN) and Social Security number (SSN). All students enrolled at Chipola 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 Admissions and Records Office in the Student Services Building (Bldg. A-137) for assistance.

For help in navigating the FACTS website, visit www.facts.org and click on the “Tour” icon.

Library

The library is a comprehensive, learning resource center that is an integral part of the college’s instructional program. The print, electronic, and multimedia materials support the course offerings of the college and the professional and personal growth of the students, faculty, administration, and staff. The collection includes approximately 35,000 books, 3,000 audiovisuals and 275 periodical subscriptions. The Library is open 67 hours a week. The Library faculty and staff provide services that include class and individual library literacy instruction with orientations, reference and research support, plus course reserve materials. The Library has an audiovisual viewing area, photocopy machine, study rooms, and carrels. There are 13 computer stations for reference work. Users with Chipola I.D. can access the online catalog, databases, and electronic books 24 hours a day from LINCCWeb. The Library website (www.chipola.edu/library/library.htm) has information about LINCCWeb and other library services.

Students must present a current Chipola I.D. to check out materials and use reference workstations. Interlibrary loan services are available to students, faculty, and staff. Local community members may purchase lifetime membership cards to borrow items. Designated computers are available at specific times to community users who have the required identification and follow college guidelines.

The Information Technology Center (Tech Lab) on the second level of the Library has 25 computer workstations with word processing and software for specific courses. A current Chipola Photo I.D. is required to use the lab.

Student Center, Cafeteria, and Bookstore

Student Center

The Student Center Building (K) contains the Cafeteria and the Office of Student Activities/SGA on the main floor; the Bookstore is located on the lower level.

Special groups who wish to use areas of the Student Center must schedule with the Dean of Workforce Development.

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. Excessive noise or disorderly behavior will not be tolerated.
3. The cafeteria will not cash checks or extend credit.

College Cafeteria

The college cafeteria operates in conjunction with Jackson Hospital Morrison Health Care. The cafeteria operates during the fall and spring semesters offering breakfast and lunch selections. Summer hours and meal offerings are based on student demand. It is located in the Student Center. Vending machines are located in most buildings on campus.
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 receipt 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 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 Disability Services

Chipola 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 Disability Services located in A-104. Students must identify themselves and provide appropriate documentation which will be used to determine eligibility for reasonable accommodations. Documentation should be provided by a medical doctor, a psychologist or by other licensed or certified specialists recognized to treat the specific disability. Official documentation information can be no more than two years old. To ensure timely accommodations, students should request services prior to the beginning of classes for each semester. Accommodations, such as note takers, tutors, interpreters, extended testing time, and individualized pre-registration assistance are available. Specialized equipment such as cassette recorders and “Books on Tape” 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 College has established policies and procedures for reasonable substitutions for eligible students to meet admission and graduation requirements.

The college campus is accessible and special parking is available. The permit used for disability campus parking must be the official college disability student parking permit. All other disability permits will be ticketed. For information and assistance, students should contact the Office of Disability Services located in Building A-104, (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, disability, or death of a spouse. Services available include assessment, advisement and referrals, and financial assistance. This program is funded by a state grant and supplements PELL awards for the cost of tuition, books, and supplies for those who qualify.

Career Services

Students who have questions about various careers may visit the Career Center located in Student Services, A-108. Computerized career exploration programs provide career information to students. A variety of printed materials and career assessments are available. Check the Career Center website for online career exploration and information.
Educational Talent Search

The Educational Talent Search (ETS) Program is a one of several federal TRIO programs. Through this program, the College identifies and assists middle and high school students from disadvantaged backgrounds who have the potential to succeed in higher education. Special consideration is given to students who qualify financially and are potential first-generation college students. Services include academic, career, and financial counseling. The ETS Program also serves high school dropouts by encouraging them to reenter the educational system and complete their education. The goal of the ETS Program is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in a postsecondary education institution of their choice.

The many services provided by ETS include academic, financial, career, and/or personal counseling including advice on entry or re-entry to secondary or postsecondary programs; career exploration and aptitude assessment; tutorial services; information on postsecondary education; exposure to college campuses; information on student financial assistance; assistance in completing college admissions and financial aid applications; assistance in preparing for college entrance exams; mentoring programs; special activities for sixth, seventh, and eighth graders; and workshops for the families of participants. For more information, contact the ETS office in Student Services, A-119 or call (850) 718-2354.

Tech Prep

The purpose of the Chipola Consortium Tech Prep Program is to broaden the educational, career, and economic opportunities of all students in the Chipola district. This approach combines academic learning in the classroom with hands-on learning through a technical program, a work site, or in a simulated work setting.

The Tech Prep program also promotes a system of connecting activities that link Chipola College, Washington-Holmes Technical Center, civic and business partners, and the high schools in our five-county area.

The knowledge of Tech Prep students is enhanced with information on Bright Futures Scholarships, academic planning for the world of work or for post-secondary education, focus on the future, four + two year academic plans, preparation for post-secondary programs, opportunities for dual enrollment, and improvement in FCAT scores.

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 A-183 (718-2299 or 718-2207); or, during the evening, if an 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, staff will call 911.

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

Students have the responsibility of informing 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 A-107A, online, in this catalog, and in the student handbook/planner.

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 1006.063 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 and keep their room key in their possession. 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 by calling 911 or by contacting any college official.

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 by calling 911 and then notifying the Administrative Services Office (718-2299 or 718-2207), the Dean of Student Services (718-2228 or 718-2424), 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. For incidents of seizure or other medical emergencies contact the nearest college employee and then report immediately to the Administrative Services Office (718-2299 or 718-2207) or the Dean of Student Services (718-2228 or 718-2424) for assistance.