“I have received a wonderful education and been given opportunities to become involved in organizations such as Phi Theta Kappa and Student Government that would not have been available to me at a larger university.”

Cassie Prichard
2006 Academic All-American
2006 Graduate

“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
2005 Graduate

“ACE is great! The staff will do anything in their power to help you learn, and that’s something you won’t find in a lab at any other college.”

2008 Graduating Student Survey
Student Activities

For the 2008-09 academic year, the Office of Student Activities/SGA will be temporarily located in Building Z, Rooms 224 and 236.

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 in the Student Handbook/Planner for special SGA sponsored events such as Fall Festival, Spring Frolics, Homecoming, seminars and more. Admission to these events is free to any Chipola student with a current ID.

Theatre: Students are encouraged to participate in the college theatre program, which presents a season of 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 music program at Chipola offers three musical ensembles open to all students. The Chamber Chorus is open to all students who enjoy choral singing and the Rock and Jazz Ensemble is open to all students who play musical instruments. Both Chorus and Jazz Band are non-auditioned ensembles. Show Choir combines both singing and choreography; it is an auditioned ensemble. All three ensembles perform throughout the district and on-campus. Chipola students interested in any of the musical ensembles or related music classes are asked 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, basketball and track. 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 enliven 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 at 10 a.m. so students may participate in organizations. Very few classes are scheduled during this activity period to allow for maximum student involvement.

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 an 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.

Future Educators Club. This organization provides support and positive feedback to the students enrolled or interested in one of the bachelor of education degree programs at Chipola College.

Honors Club. This organization consists of all Honors Program students. The members promote the ideals of Chipola College and provide peer mentoring and service learning opportunities.

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. This is a mutual support group for displaced homemakers.

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 (by invitation) 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.

Pre-Med Society. The organization provides support to students planning to pursue careers in professional and allied health fields.
Puertas Abiertas (Spanish Club). This group opens the door of different acculturative aspects from the Spanish culture and creates a link between the non-fluent Hispanic neighbors as well as increases awareness of the importance of diversity.

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 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’ interests 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. A Florida Voter Registration Application Form may be picked up in the Student Activities Office, Building Z, Room 224 or in the Office of Disability Services, Building A, Room 104.

Advising
Student Services advisors and faculty members work together to provide individualized academic advising for new and returning students.

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) and beginning January 2009, SLS 1106 (FYLE). Students planning to obtain an Associate in Arts degree and enroll in one of Chipola College’s bachelor degree programs or transfer to a university should discuss with an advisor the specific course requirements for the major and the chosen transfer institution. Student Services 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 Chipola and several area universities.

Any students who have not declared a major by the time they complete 24 semester hours of college level course work will be referred to the Career Center to complete online and/or written assessments and work with Center staff to determine a major. Undecided majors will be placed in the general college (1005) track. Students are encouraged to use the FACTS 2+2 program evaluation (go to www.facts.org and follow the links) and/or use the program and institution specific curriculum guides located on the college website to closely monitor progression toward graduation.

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 program, secure a curriculum guide from the Advising Office in Student Services (A-112), and consult with the faculty advisor for their particular program of study.

Advising services are available on campus each weekday, Monday through Friday during fall and spring semesters. During the two summer sessions advisors 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.

Online Registration

Many Chipola students are eligible for online registration. To access online registration, go to the Chipola College website, www.chipola.edu, current students, online registration, and follow the prompts. For assistance please contact your advisor.

The following restrictions prohibit students from registering online:
1. Students who have less than 12 credit hours at Chipola College.
2. Students who have not declared a major.
3. Students who have changed their major.
4. Students who have a restriction placed on their records, i.e. financial obligation, Business Office, Library, etc.
5. Students taking remedial courses.
7. Dual Enrollment Students
8. Early Admit Students
9. Students utilizing the State Employee Fee Waiver
10. Students who have cumulative GPA less than 2.0
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 compare courses you have already taken against a listing of courses required for your major. It can be used 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 registration each semester and take a copy of your degree audit with you.

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. Visit the Career Center in A108 for assistance.

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 Record’s 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.

Academic Center of Excellence (ACE)

The Academic Center for Excellence provides free peer tutoring or test reviews in almost every subject area, including accounting, biology, chemistry, most mathematics courses, physics, history, computer science, literature and humanities. Tutoring can be individual tutoring or in a study group.

Students come to ACE to work with a peer tutor and other students in discussions regarding class lectures, chapter readings, and course handouts. ACE peer tutors work closely with Chipola’s faculty to ensure proper communication of course content. They offer clarification of concepts and assist students in developing the proper study skills for success in class. More importantly, they provide consistent encouragement, motivation and positive reinforcement to Chipola students.

Tutoring begins the first week of class and concludes on the last day of finals. Schedules are posted on campus bulletin boards and on the ACE website. The ACE is temporarily located in Building Z due to campus renovations. For hours of operation or additional information, visit the ACE website at http://www.chipola.edu/grants/ace%20program/index.htm or call (850) 526-2761 ext. 3400.

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, 50,000 electronic books, 2,000 audiovisuels and 200 periodical subscriptions. The Library is open 67 hours a week. The Library staff provides 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 ID 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 Photo ID 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 32 computer workstations with word processing and software for specific courses. A current Chipola Photo ID is required to use the lab.

Copyright Policies

Procurement of Copyrights & Patents & Receipt of Royalties

Chipola College Board of Trustees Policy 1.091

Faculty, staff and students may procure copyrights and patents, and receive the royalties resulting there from, provided that (1) the idea came from the faculty member, staff or student, (2) the products were the results of the faculty member’s, staff or student’s independent labors, and (3) Chipola College was not held responsible for any opinion expressed therein.

If the products were in any way supported by Chipola College funds, personnel, facilities, equipment, or materials, the faculty member, staff or student shall report to the Chief Executive Officer the faculty member’s, staff or student’s interest in having the product copyrighted or patented. Within twenty (20) days after receiving such report, the Chief Executive Officer will inform the faculty member, staff or student whether Chipola College seeks an interest in the copyright or patent.

A written contract shall thereafter be negotiated between Chipola College and faculty member(s), staff or student(s) involved to reflect the interest of all parties. All such agreements shall conform to and satisfy any pre-existing commitments to outside sponsoring agencies, but the faculty member, staff or student shall not commit any act which deprives Chipola College of any vested interest in the copyright or patent.


Copyright Policy for Materials Developed

Chipola College Board of Trustees Policy 1.090

It is the policy of the Board that the College as an entity and its employees as individuals conform to the provisions of Florida Statutes and the US Code in respect to copyright of materials in all forms.

These forms may be text, graphic, musical, sculpture or computer programs and may exist on the printed page, on film, recorded on magnetic tape, vinyl record, optical disc, electronic memory or other form.

Departments or individuals may not copy or otherwise reproduce or alter any copyrighted materials without the express written consent of the copyright holder other than as provided in act or statute.

Penalties for violation of this policy shall be established by the President, and published in the Procedures Manual.

The President shall cause a procedure to be developed for implementation of this policy relative to the daily operation of the College.

The Chipola College Copyright Procedure, in its entirety, is available on the College web site at http://www.chipola.edu/studentservices/Copyright%20Policy.htm.

Student Center, Cafeteria, and Bookstore

The Student Center Building (K) will be under renovation for the 2008-09 year and will not be available for special groups or activities.

College Cafeteria

The cafeteria will not operate during the 2008-09 academic year nor will there be any food service concession on campus due to the facility renovation mentioned above. Vending machines are located in most buildings on campus.

College Bookstore

The Bookstore is now located in Building N.

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 ID 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. 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.

Students with disabilities who are admitted to a state university, community college, or a postsecondary vocational institution are eligible for reasonable substitution for any graduation requirement, or requirements for admission into a program of study or upper division where such a substitution does not significantly alter the nature of the program (FS 1007.264-265). Students, who request a substitution and/or waiver of any admission or graduation requirement, must initiate a request with the Student Disability Services Advisor. Appropriate required documentation must be on file. The Course Substitution Committee will convene and make the final decision relating to the request. Students will be provided written notification of the Committee’s decision.

Displaced Homemaker
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. To receive services from the Displaced Homemaker Program, individuals must meet all of the following criteria:

- Be 35 years of age or older;
- Have worked in the home providing unpaid household services for family members;
- Are not adequately employed (details available);
- Have had or would have difficulty securing adequate employment; and
- Have been dependent on the income of another family member but are no longer supported by such income; or who has been dependent on federal assistance.

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.

Students with disabilities who are admitted to a state university, community college, or a postsecondary vocational institution are eligible for reasonable substitution for any graduation requirement, or requirements for admission into a program of study or upper division where such a substitution does not significantly alter the nature of the program (FS 1007.264-265). Students, who request a substitution and/or waiver of any admission or graduation requirement, must initiate a request with the Student Disability Services Advisor. Appropriate required documentation must be on file. The Course Substitution Committee will convene and make the final decision.
decision relating to the request. Students will be provided written notification of the Committee’s decision.

Career Center
Students who have questions about various careers or need assistance in identifying a career field 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 federally funded program through TRIO. Through ETS, students in grades 6-12 who have the potential to succeed in postsecondary education are identified and assisted. Two-thirds of students served must qualify financially and be first-generation college students. The other one-third may be any students who have the potential to succeed in postsecondary education.

The goal of the ETS Program is to increase the number of youth with potential, but lack of motivation, to complete high school and transition into postsecondary education at an institution of their choice. Some of the services provided by the ETS Program include: academic, financial, or career information, including advice on entry into postsecondary education programs; career exploration and aptitude assessment; information on postsecondary education; exposure to college and technical center campuses; information on student financial assistance; assistance in completing college admissions and financial aid applications; assistance in preparing for college entrance exams; linking with mentoring programs; and activities for the families of participants.

For more information, contact the ETS office at Chipola College in Student Services, A-117 or call (850) 718-2363.

Career Pathways
The purpose of the Career Pathways 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 Career Pathways 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 through developed programs of study.

The knowledge of Career Pathways 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 an accident occurring on campus, students should contact the Human Resources Office in A-184 (718-2269 or 718-2205); 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.

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 expense of the student and/or parent(s); however, the Human Resources 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 offer health or hospitalization insurance. Students or parents should assume this responsibility.

Safety & Security
Access to Campus Facilities
The Chipola College campus is open to the public during normal class hours and at other times upon special notice. The public is invited to the college to pursue educational opportunities and to attend college functions and activities. The pursuit of educational opportunities may include attending classes, registering for classes, visiting with instructors or advisors, obtaining information about college programs, or simply becoming familiar with the college facilities and its amenities. When the college is officially closed, any person found on college property without authorization may be considered a trespasser and will be reported to campus security. Loitering and soliciting on college property are strictly prohibited and any person found loitering or soliciting will be asked to leave, or upon refusal will be reported to campus security. NOTE: During summer semesters I and II, the college is closed on Friday.

Campus Security
Chipola College maintains campus security through an agreement with the Jackson County Sheriff’s Department. College facilities fall within the jurisdiction of local law enforcement officials and any criminal activity occurring on campus is referred to campus security and/or local law enforcement officials for investigation and prosecution.
Campus Sex Crimes Prevention Act Notice
Pursuant to Sections 775.21, 943.0435, and 944.607, Florida Statutes requiring notification to institutions of higher education if a sexual predator or sexual offender is enrolled, or carrying on a vocation at an institution of higher education in this state, the Florida Department of Corrections will notify such institution. Information regarding such offenders attending Chipola College may be accessed online at http://www3.fdle.state.fl.us/sopu/index.asp.

Crime Awareness and Prevention Programs
All new Chipola students (and transfer students with less than 12 semester hours of transferable credit) are required to attend student orientation taught each fall and spring semester (students beginning during a summer semester attend a session during the following fall term). As part of the orientation program, students are given information about crime prevention and specific tips on personal safety and protection from crime. Students also receive instruction about how and where to report suspected criminal activity.

Crime Statistics
The annual campus security report contains campus crime statistics for years 2004, 2005, and 2006. Statistics concern criminal offenses as reported to campus security or local police agencies. Additional information can be found at OPE Campus Security Statistics website (http://ope.ed.gov/security) brought to you by the U.S. Department of Education.

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<tr>
<td>Murder/Non-negligent Manslaughter</td>
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<tr>
<td>Forcible Sex Offenses</td>
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<tr>
<td>Negligent Manslaughter</td>
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Campus Safety
Students and employees are encouraged to take the following precautions to help make the campus safer:
1. Carry your Student ID card with you at all times while on campus.
2. Keep car doors locked and all valuables out of sight and park only in designated areas.
3. Never leave your purse, bookbag, laptop computer, palm pilot, math calculator, etc., unattended. Carry your money, driver’s license, and credit cards on your person if possible.
4. Keep your Residence Hall room locked at all times; keep room key in your possession. Students should never leave laundry or other personal property unattended.
5. Mark all books and personal property for identification. Students should not leave them unattended.
6. Stay in well-lighted areas at night. Students should try to avoid traveling across campus alone and report any poorly lighted areas.
7. Stay on sidewalks as much as possible and watch for protruding roots and fallen limbs when traveling across campus.
8. Report any suspicious activities or persons by calling 911 or by contacting any college official.
9. Keep to the right at blind corners and use a handrail when using stairs.
10. Keep bicycles, roller blades, etc. off sidewalks, grass, tennis courts, or inside any building on campus. Skateboards are not allowed on campus.
11. Use caution when approaching cross-walks, and remember, the pedestrian has the right of way. Campus speed limit is 15 mph.
12. In case of fire, immediately evacuate the building in an orderly fashion. Reentry to the building will not be permitted until properly authorized by the fire department or College administration.
13. In case of bomb threat, immediately evacuate the building in an orderly fashion. If the campus is to be totally evacuated, 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.
14. Report any violence immediately by calling 911 and then notify the Special Assistant for Institutional Programs and Athletic Director (718-2299), the Dean of Student Services (718-2228 or 718-2424), or any other employee.
15. 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, call (850)526-2761 or tune in to one of the local television or radio stations.
16. For incidents of seizure or other medical emergencies contact the nearest college employee and then report immediately to the Human Resources Office (718-2269 or 718-2205) or the Dean of Student Services (718-2228 or 718-2424) for assistance.
**Classroom Safety**

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.

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, etc.

**Eye protective devices** - Florida Statute 1006.063 requires eye protection devices be worn by any student, instructor 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.

**Student ID Cards**

All students currently enrolled in at least one college, technical (PSAV) or preparatory credit course are required to obtain a Chipola College Photo Identification Card. Students must carry their ID cards at all time while on campus, present the card to campus security or campus personnel when requested for identification purposes, and must have the card to check out library materials and use computers in the library and tech center. Students must provide their tuition receipts showing that they have paid fees before a card will be issued. The student ID card is valid for the academic term identified by the sticker located on the back of the card. Students must have their card validated for each subsequent semester of enrollment. New ID cards are required annually, beginning with the fall semester of the academic year. Identification cards are made daily during each registration period and are available in A-107 during posted hours. A $10 fee will be charged for each replacement ID card.

**Children on Campus**

Chipola College values family life and is supportive of families. However, Chipola College employees, students, and visitors should not use the college in lieu of a childcare provider. Accordingly, minor children of employees, students, or visitors may be on campus only under the special circumstances below.

1. Minor children are permitted on campus when the purpose of their visit is to participate in activities, classes, or events specifically scheduled for their benefit (e.g. children’s theatre programs/workshops, athletic camps, etc.).