Complete a general Application for Admission as soon as you decide to attend college, there is no application fee. Chipola accepts applications through the last day of registration as listed in the college calendar. However, submitting your application six-eight weeks prior to the semester will improve your registration opportunities in desired classes and increase your financial aid opportunities. Submit to the Admissions and Records Office located in the Student Services Building, Room 137 or mail to Admissions and Records, Chipola College, 3094 Indian Circle, Marianna, FL 32446-2053

Office Hours:
- Fall and Spring Semesters: Monday—Friday 7:30 a.m.—4:00 p.m.
- Summer Sessions: Monday—Thursday 7:00 a.m.—4:30 p.m.

General College Information/Switchboard: 526-2761
- Admissions and Records: 718-2211
- Bookstore: 718-2258
- Business Office/Cashier: 718-2204
- Distance Learning: 718-2295
- Financial Aid and Veterans Affairs: 718-2366
- Foundation Office: 718-2370
- Health Sciences—CNA, EMT, Paramedic: 718-2316
- Public Service—Criminal Justice, Law Enforcement, Firefighting: 718-2394
- Student Affairs: 718-2266
- Student Affairs—Disability Support Services: 718-2239
- Testing Center: 718-2284
- Workforce Development Office: 718-2270

Chipola College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, creed, national origin, age, sex, veteran’s status, disability, or marital status in its employment practices or in the admission and treatment of students.
Steps to Enrolling

Check each step as completed.

☐ #1 Apply for Admission to the College

All new students are required to submit a general Application for Admission and Residency Affidavit. Chipola College accepts applications for general admission through the last day of registration as listed in the college calendar. However, submitting your application 6 – 8 weeks prior to the semester will improve your registration opportunities in desired classes and increase your financial aid opportunities. Re-Admission students who have not attended Chipola within the last 12 months must submit a new general Application for Admission and Residency Affidavit. Students will be assigned a Chipola Student Email after submitting an Application for Admission. The Chipola Student Email address will be used as the primary method for transmitting and delivering official college correspondence. It is imperative that students check their Chipola Student Email on a regular basis. Details and instructions will be mailed to the student’s permanent mailing address.

Students applying to a Bachelor program, a limited access program (CNA, EPI, EMT, Nursing ADN, Paramedic, Correctional Officer, Law Enforcement, Firefighter, etc.) or a high school dual enrollment/early admission program must, also, submit a separate admission packet for that specific program. Admission to the college neither constitutes nor guarantees admission to any particular program or course.

☐ #2 Request Official Transcript(s)

An official transcript is one sent directly to Chipola Admissions and Records from the educational institution attended. The student may hand deliver them as well, as long as they are received in a sealed, unopened school envelope. It is the student’s responsibility to have all official transcripts forwarded to the Admissions and Records Office prior to the first term of enrollment. Failure to do so will result in a delay in admission and registration. Chipola does not accept faxed transcripts.

First time in college degree seeking students are required to provide proof of completing high school graduation requirements.

Public high school graduates must request an official transcript be sent after completion of all grades and/or graduation. Students who took the GED, may present their original test scores/transcript (diplomas are not accepted). If original scores are not available, a Florida GED transcript can be requested by visiting http://ged.fldoe.org or call 1-877-352-4331. If the GED is from out-of-state, contact that state’s Department of Education.

Home school students need to request and complete an Affidavit of Home School Completion. Private school transcripts will be validated on an individual basis. The student is responsible for supplying documentation.

Returning students who have attended another college(s) since last enrolled at Chipola must provide official final transcripts from all colleges. Transfer students must provide an official high school or GED transcript and official college transcripts from all colleges previously attended regardless of age or accreditation.

Transient students must submit a Transient Student Form for each term they plan to enroll. Unofficial transcripts may be required to demonstrate student has met the pre- and co-requisites for the desired classes.

Non-degree students must provide high school or college transcripts. There may be limited course selection without all transcripts.

Workforce Development Students - Admission, transcript, testing requirements, and registration dates depend upon the program of study. Several programs do not require a high school diploma. The certificate programs in Health Science and Public Service have strict entrance requirements as well as limited enrollment. Contact the college for specific program information at (850) 718-2270.

☐ #3 Complete Testing Requirements

College Credit Programs – First time in college degree seeking students are encouraged to provide official scores from an approved placement test prior to registering for classes. Florida approved tests: American College Testing (ACT), Scholastic Aptitude Test (SAT), or Postsecondary Education Readiness Test (PERT). Placement test scores can be no more than 2 years old. Students who requested test scores to be sent to Chipola should verify that scores are on file at the college by calling (850) 718-2284. Scores are used to adequately assess academic skills in mathematics, reading and writing and to determine which courses are best for you. Transfer, transient, and non-degree seeking students who have completed the required English and math courses may not be required to take the placement test; however, course selection may be limited without verification of test scores and/or transcripts.

Workforce Development Programs – Students entering a workforce development program may be required to come to the college for an interview and/or testing. Contact the college for program information and testing requirements at (850) 718-2270.

Official test scores can be requested from the following sites:

- www.collegeboard.com - AP, CLEP, SAT, and TOEFL
- www.actstudent.org - ACT

College Board identification number for Chipola College is 5106. ACT identification number for Chipola College is 0722.

The Chipola Testing Center administers the PERT to students who have not taken the ACT or SAT or who do not have the minimum placement score. No pre-registration is required and students will be admitted on a first-come, first-served basis. For more information visit the Testing Center located in Room 149, Student Services Building or http://chipola.edu/instruct/testing.

Testing Center Hours for Fall and Spring Semesters

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday &amp; Wednesday</td>
<td>8:00 a.m. – 3:30 p.m.</td>
</tr>
<tr>
<td>Tuesday &amp; Thursday</td>
<td>8:00 a.m. – 7:00 p.m.</td>
</tr>
</tbody>
</table>

Testing Center Hours for Summer Sessions I and II

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:00 a.m. – 4:30 p.m.</td>
</tr>
</tbody>
</table>
#4 Apply for Free Federal and State Student Aid and Scholarships

The primary purpose of the student financial aid programs at Chipola College is to provide financial assistance to academically qualified students and parents to further their education. Students applying for financial aid should complete the appropriate application and forms as soon as the decision is made to attend college. Submitting applications at least 6-8 weeks prior to the semester will increase your financial aid opportunities. Corrections and timeliness directly affect the amount and types of financial assistance you receive. Financial aid priority deadline dates are published in the college calendar.

A variety of financial aid programs are available:
- **Free Application for Federal Student Aid (FAFSA)** – Chipola College FASFA Title IV Code is 001472. Complete the Free Application for Federal Student Aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial Aid files must be submitted by the deadline published in the college calendar. Students who do not have a completed or free federal financial aid file by registration must be prepared to pay for tuition, fees, and books out-of-pocket.
- **State Scholarship** – See available scholarships at [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org). Examples include: Florida Bright Futures Scholarships, First Generation Matching Grant (FGMG), Children of Deceased or Disabled Veterans Scholarship
- **Federal Work-Study** – Financial aid through employment on campus. Complete FAFSA to determine eligibility.
- Check with the [Chipola Foundation Office](http://www.chipola.edu/foundation/index.htm) for various scholarship opportunities.

**Veterans Benefits** is an excellent way for veterans to use their educational entitlements in pursuing an approved course of study at an institute of higher learning. All programs of study must be approved by the State Approving Agency in order to be certified by DVA for payment of benefits. All degrees and most certificate programs at Chipola College are currently approved by the State Approving Agency. The chapter under which you are filing will determine the documentation required by the DVA to certify your benefits. Once acceptance to the College is granted, contact the Office of Veterans’ Affairs, in the Financial Aid Office on campus to apply for benefits.

#5 Prior to Advising and Registration

Prior to advising and registration review the current class schedule, available at [www.chipola.edu](http://www.chipola.edu) for course options. Whenever possible, students should use one of the pre-planned Academic Plans available with advisers in Student Affairs and on the college website [http://chipola.edu/studentservices/guides/index.html](http://chipola.edu/studentservices/guides/index.html). It is in the student’s best interest to choose a major and transfer school as soon as possible and to work closely with an academic advisor in selecting courses. This will facilitate academic advising and should prevent you from taking courses unrelated to your major. The College advising staff will assist by providing up-to-date information about appropriate courses which should satisfy requirements for the student’s major at Chipola and at the chosen transfer institution. The Florida Virtual Campus at [www.flvc.org](http://www.flvc.org) is available to all students to access program specific requirements for all majors within the state public university system.

#6 Acceptance – Advising – Registration

An acceptance notice will be sent once all required admission documents are received. Approximately two weeks before registration students who have been accepted for admission will receive an advising and registration appointment. An advisor from Chipola will assist in selecting and scheduling classes and completing the registration process. Student Affairs provides academic and career advising with recommended course requirements for a variety of majors. The dates of registration and drop/add are available in the college calendar.

#7 Tuition and Fees – All fees must be paid in full on the day of registration.

It is the student’s responsibility to alert the Business Office of any scholarship or financial awards at the time of registration. Students can pay in person, by phone, mail or online. Payment options include cash, check, MasterCard, Visa, Discover, scholarship or financial aid. Partial payments are not allowed. Registration will not be complete until all fees are paid and the student has received a Business Office receipt. Students, who have not completed their financial aid file by the college deadline, must be prepared to pay for tuition, fees, and books out-of-pocket. Failure to pay fees will result in the cancellation of classes.

#8 Parking Decal

All students driving a vehicle on campus must obtain and display a current Chipola College parking decal from the Business Office, Room 165, in the Student Services Building. You will need your vehicle registration and provide documentation of paid tuition. See the college catalog for parking rules and regulations.

#9 Student I.D.

After all fees are paid, students are required to obtain a Photo I.D. Card by the end of the first week of each academic term. This card must be carried at all times for identification. I.D. cards are made in Room 107, Student Services Building.

#10 Books

After registration is completed and tuition and fees have been paid, visit the campus bookstore in Building WD, operated by Barnes and Nobles, or online at [http://chipolacc.bncollege.com](http://chipolacc.bncollege.com).

Congratulations! You completed all the steps and are a Chipola College student!
Bachelor in Science Degrees* Students enrolling in a bachelor's program must also submit a Baccalaureate Supplemental Application.

- Business Administration-Accounting 4040 Exceptional Student Education 4079 Secondary Education, Mathematics 4010
- Business Administration-Management 4041 Middle School Mathematics Education 4015 Secondary Education, Science 4020
- Elementary Education 4059 Middle School Science Education 4025
- English Education 4065 Nursing 4120

Associate in Arts Degrees Designed for students who plan to transfer to a Florida public university as a junior after graduation.

- General College/Undecided 1005 Early Childhood Education 1097 Music Education 1069
- Agriculture Education 1054 Elementary Education 1059 Nursing 1120
- Animal Science 1145 Engineering 1080 Nutrition/Dietetics/Exercise Science 1012
- Architecture 1016 English 1060 Pharmacy 1130
- Art History/Studio Art 1051 English Education 1065 Physical Education 1071
- Art Education 1052 Food & Resource Economics 1046 Political Science 1137
- Biology 1019 Forensic Science 1116 Psychology 1138
- Biology FSU Teach 1073 Forestry Resources & Conservation 1091 Recreation, Tourism, & Events 1087
- Business 1020 Geomatics 1011 Social Science Education 1076
- Cardiopulmonary Sciences 1013 Health Science-Occupational Therapy 1127 Social Science Interdisciplinary 1133
- Chemistry or Chemical Science 1034 Health Science-Physical Therapy 1043 Social Work 1139
- Communication Sc. and Disorders 1128 Information Technology 1047 Special Education 1079
- Communications/Journalism 1101 Management Information Systems 1038 Sports Management 1044
- Computer Science BS 1035 Mathematics Education 1067 Sports Medicine/Athletic Training 1113
- Computer Science BA 1036 Microbiology & Cell Science 1015 Theatre/Drama 1141
- Criminal Justice/Public Safety & Sec 1040 Music 1068

Associate in Science Degrees ** Designed for students with career goals that lead to employment in specific fields after graduation.

- Business Administration 2185 Culinary Management 2140 Networking Services Technology 2173
- Computer Information Technology 2172 Early Childhood Education 2197 Nursing (RN)* 2194
- Criminal Justice Technology 2168 Fire Science Technology 2166 Recreation Technology 2151

** These programs do not include the full general education sequence necessary for transfer to a four-year college or university after graduation.

College Credit Certificates Designed for students with career goals that require specialized training in one of the areas listed.

- Child Care Center Management 5297 Emergency Medical Technician 5279 Paramedic 5280
- CISCO CCNA CCC 5230 Information Technology Management 5240

Workforce Development Certificates Designed for students with career goals that require vocational training.

- Applied Welding Technologies 2275 Cosmetology* 2235 Fire Fighter* 2210
- Automotive Service Technology 2215 Crossover Trng./Correct. To Law Enfnt.* 2221 Law Enforcement Officer* 2213
- Correctional Officer* 2212 Crossover Trng./Law Enfnt. To Correct.* 2222 Nursing Assistant (CNA)* 2218

Special Student Status

- Non-Degree Seeking—College Credit 9001 Dental Hygiene—TCC 9096 Teacher Certification 9094
- Non-Degree Seeking—Work Force Dev 9002 Education Preparation Institute (EPI) 9084

*Admission to the college neither constitutes nor guarantees admission to Limited Access Programs. If you plan to enter one of these programs, you must request and submit a separate application packet for the specific program.
First time in college degree seeking students are encouraged to provide official scores from an approved placement test prior to registering for classes. Florida approved tests: American College Testing (ACT), Scholastic Aptitude Test (SAT), or Postsecondary Education Readiness Test (PERT). Placement test scores can be no more than 2 years old. Scores are used to adequately assess academic skills in mathematics, reading and writing and to determine which courses are best for you. Students who requested test scores to be sent to Chipola should verify that scores are on file at the college by calling (850) 718-2284.

For students who have not taken the ACT, PERT, or SAT, can visit the college Testing Center and take the Postsecondary Education Readiness Test (PERT) which is an online placement test. All of the PERT assessments are untimed so the student will have as much time as needed to consider each question before submitting an answer. Each of the three subtests includes 25 questions, and the student should expect to spend approximately 45-60 minutes on each subtest. The student is not allowed to bring a calculator; however, for certain questions on the math subtest, a pop-up calculator will be available. Scores on each assessment will be available immediately after completion of the PERT, and the student will receive a copy of the results. The PERT Study Guide is available at http://chipola.edu/instruct/testing/P.E.R.T_Study_Guide.pdf A free practice test is available when you create an account at http://www/pertes.com

Testing Center Hours for Fall and Spring Semesters
Monday & Wednesday 8:00 a.m. – 3:30 p.m.
Tuesday & Thursday 8:00 a.m. – 7:00 p.m.

Testing Center Hours for Summer Sessions I and II
Monday – Thursday 8:00 a.m. – 4:30 p.m.

- Students must know their social security numbers.
- No pre-registration is required.
- All testing must be completed by the closing times noted above.
- Students must present a photo ID before testing. No exceptions.
- NOT allowed in the testing area: Calculators, Cell Phones, Dictionaries, Food, Drink, or Hats

Location: Testing Center, A149, Student Services Building
Cost: $15.00 for the entire battery, $5.00 per sub-test  Fees are non-refundable.
Cash, check, or money order payable to Chipola College at the time of testing.

(High school students who are attempting to qualify for Dual Enrollment Program must bring a letter from their counselor to have the $15 fee waived. The fee is not waived for graduating seniors who need to take the PERT for scholarship purposes.)

Minimum scores are subject to change by the Florida Department of Education.
The primary purpose of the student financial aid programs at Chipola College (CC) is to provide financial assistance to academically qualified students and parents to further their education. The Financial Aid Office at CC and CC Foundation make available to eligible students a variety of scholarships, grants, and work opportunities. Although students and their parents are expected to make every effort to meet the cost of education, many students do qualify for some form of financial aid and are encouraged to apply for aid by submitting a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). A variety of financial aid programs may be available to eligible students at CC including:

- Federal Pell Grant (PELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- First Generation Matching Grant (FGMG)
- Florida Public Postsecondary Career Education Student Assistance Grant Program (FSAG-CE) Vocational
- Florida Student Assistance Grant (FSAG)
- Florida Bright Futures Scholarship Program
- State of Florida Scholarships
- CC Foundation Scholarships
- CC Institutional Scholarships

**Am I eligible for financial aid?**

To be eligible for any government financial aid, you must:

1. Be a U.S. citizen or eligible non-citizen.
2. Have a valid social security number.
3. Be admitted into a degree or Certificate seeking program approved by the U.S. Department of Education. You may apply early for aid, but must be enrolled before aid will be awarded or disbursed to you.
4. Be registered with selective service (males at least 18 years of age).
5. Retain eligibility by maintaining satisfactory academic progress for financial aid.
6. Have a valid high school diploma, GED, affidavit of home school completion.

**How do I apply for financial aid?**

College is a significant investment. But by following the simple steps below, you will be well on your way to reaping maximum returns from a well-planned education.

**Step 1** Complete the Free Application for Federal student Aid (FAFSA) as soon as possible. The application is available online at [www.fafsa.gov](http://www.fafsa.gov), and typically takes 5-7 business days to process. Make sure that you properly enter CC’s Title IV Code (001472). Your most recent federal tax return should be completed before completing the FAFSA. Make sure to utilize the IRS Data Retrieval Tool to populate your recent tax data on your application.

**Step 2** Allow 5-7 business days for federal processing of your online application. The financial aid office will send correspondence to student via mail to notify students of additional documents needed to complete their financial aid file.

**Step 3** The United States Department of Education may want to verify (audit) your application. If this occurs, we will request you provide additional documentation to verify your FAFSA application. This may include you and/or your parents’ tax transcripts, W2s, and/or any other documents necessary to ensure accuracy.

**Step 4** If you are just graduating from high school, make sure you have completed the Florida Financial Aid application online at [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org). This is required for some state scholarships.

**Step 5** Explore local financial sources with high school and community organizations.

**Step 6** Check with Chipola Foundation office about available scholarship opportunities.

**Step 7** Submit high school and academic transcripts from all previous schools (college and technical) attended. Financial aid will not be awarded until all transcripts have been received and evaluated.

**Step 8** Financial aid priority deadline dates will be published each year in the college calendar.

For additional information contact the Financial Aid Office:
Located in the Student Services Building, Room A-157
Phone: (850) 718-2366

02/2014
How much will college cost?

The cost will depend on the number and type of courses for which the student enrolls each term. To calculate the total cost, simply multiply the total number of hours you plan to take by the cost per hour; then, add laboratory and/or special fees assigned to each class. The cost per hour depends on the student’s residency status, which is provided on the Application for Admission. The current Fee Schedule is listed in the class schedule and college catalog. The following Estimated Cost is for information only and is not a final amount.

Payments options are cash, check, Master Card, Visa, Discover, financial aid, scholarship, Veterans Benefits or other aid programs. **It is the student’s responsibility to notify the Business Office on how fees will be paid. If fees are not paid, registration will be voided and classes dropped.** The Fee Schedule and the Refund Policy are listed in the class schedule and college catalog, [www.chipola.edu](http://www.chipola.edu). All fees and policies are subject to change.

### Bachelor’s Programs

<table>
<thead>
<tr>
<th></th>
<th>Cost Per Sem Hour</th>
<th>Hours</th>
<th>Tuition</th>
<th>Lab Fees</th>
<th>Books</th>
<th>Estimated Cost For One Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Resident</td>
<td>$115.00</td>
<td>15 hrs</td>
<td>$1530.00</td>
<td>$40.00</td>
<td>$400.00</td>
<td>$1970.00</td>
</tr>
<tr>
<td>Alabama/Georgia Resident</td>
<td>$116.00</td>
<td>15 hrs</td>
<td>$1545.00</td>
<td>$40.00</td>
<td>$400.00</td>
<td>$1985.00</td>
</tr>
<tr>
<td>Non-Florida Resident</td>
<td>$309.35</td>
<td>15 hrs</td>
<td>$4445.25</td>
<td>$40.00</td>
<td>$400.00</td>
<td>$4885.25</td>
</tr>
</tbody>
</table>

### AA, AS, and College Credit Certificate Programs

A typical full-time college credit student, will take between 12-18 hours per semester; however, if the student takes less than 12 credit hours, then the classification is part-time student.

**Estimated** cost per semester for a college credit student taking 15 semester hours toward an AA, AS, or AAS degree:

<table>
<thead>
<tr>
<th></th>
<th>Cost Per Sem Hour</th>
<th># of Hours</th>
<th>Tuition</th>
<th>Processing Fee</th>
<th>Estimated Books</th>
<th>Estimated Cost For One Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Resident</td>
<td>$102.00</td>
<td>15 hrs</td>
<td>$1530.00</td>
<td>$40.00</td>
<td>$400.00</td>
<td>$1970.00</td>
</tr>
<tr>
<td>Alabama/Georgia Resident</td>
<td>$103.00</td>
<td>15 hrs</td>
<td>$1545.00</td>
<td>$40.00</td>
<td>$400.00</td>
<td>$1985.00</td>
</tr>
<tr>
<td>Non-Florida Resident</td>
<td>$296.35</td>
<td>15 hrs</td>
<td>$4445.25</td>
<td>$40.00</td>
<td>$400.00</td>
<td>$4885.25</td>
</tr>
</tbody>
</table>

### Workforce Development

Certificate programs are generally based upon the number of clock hours spent in class. Many programs allow you to enroll on a full-time or part-time basis.

**Estimated** cost per semester for a workforce development student taking 450 clock hours:

<table>
<thead>
<tr>
<th></th>
<th>Cost Per Sem Hour</th>
<th># of Hours</th>
<th>Tuition</th>
<th>Processing Fee</th>
<th>Estimated Books</th>
<th>Estimated Cost For One Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Resident</td>
<td>$2.55</td>
<td>450 hrs</td>
<td>$1147.50</td>
<td>$20.00</td>
<td></td>
<td>$1167.50</td>
</tr>
<tr>
<td>Alabama/Georgia Resident</td>
<td>$2.56</td>
<td>450 hrs</td>
<td>$1152.00</td>
<td>$20.00</td>
<td></td>
<td>$1172.00</td>
</tr>
<tr>
<td>Non-Florida Resident</td>
<td>$9.21</td>
<td>450 hrs</td>
<td>$4144.50</td>
<td>$20.00</td>
<td></td>
<td>$4164.50</td>
</tr>
</tbody>
</table>

Additional cost for books, supplies, and equipment must be considered; it will vary depending on the program of study.

**All fees and policies are subject to change.**
**Calendar 2013-2014**

**FALL SEMESTER 2013**

**August**

01 Deadline to Have Financial Aid Files Complete for Fall A&B; 8 am - 6 pm
02 CAAP Exam for All AA Graduates - 8 am - 3 pm
04 Last Day for Vertical Transfer for Fall C
06 Early Spring A&B Registration for Currently Enrolled Students with 45+ Hrs.; 8 am - 3 pm
08 Early Spring A&B Registration for Currently Enrolled Students with 16+ Hrs.; 8 am - 6 pm
09 Early Spring A&B Registration for Currently Enrolled Students with 1+ Hrs.; 8 am - 3 pm
08 Early Spring A&B Registration for New & Returning Students; 8 am-3pm
09 ACT Registration Deadline for December Test
11 Veteran’s Day – College Closed
12 Early Spring A&B Registration for New & Returning Students; 8 am-3pm
13 Last Day to Resign from All Classes for Fall A
14 Deadline to Have Financial Aid Files Complete for Financial Aid to Pay Spring 2014 Tuition/Fees
16 College Application Deadline for Spring A&B, 2014
17 Last Day to Withdraw from a Class for Fall C
27-29 Thanksgiving Holidays – College Closed

**September**

02 Labor Day Holiday – College Closed
10 Last Day for Vertical Transfer for Fall B
16 Deadline to Submit Fall Athletic Eligibility Roster
18 Deadline to Apply to ADN Program for Spring 2014
21 ACT Exam
25 Fall Festival – Classes Dismissed from 10 am – 2 pm
26 Last Day to Withdraw from a Class for Fall B
27 ACT Registration Deadline for October Test

**October**

01 Last Day for Vertical Transfer for Fall A
High School Counselor Appreciation Day
02 Deadline to Designate Honor Sections;Deadline for Spring Class Schedule Changes
03 Last Day to Resign from All Classes for Fall B
04 CAAP Registration Deadline for November Test
05 Date-All Fall AA Graduates
10 Last Day for Fall B Registration Fall C; 8 am-3 pm
11 Grades for Fall B Due By 8 am
Classes Begin – Fall C
Late Registration, Drop/Add & Employee Fee Waiver Registration for Fall C; 8 am-3 pm
Senior Day
24 Deadline to Apply for Fall Term Graduation - All Degrees
26 ACT Exam
30 Last Day to Withdraw from a Class for Fall A

**November**

01 Early Spring A&B Registration for Currently Enrolled Students with 45+ Hrs.; 8 am - 3 pm
02 CAAP Exam for All AA Graduates
04 Last Day for Vertical Transfer for Fall C
06 Early Spring A&B Registration for Currently Enrolled Students with 30+ Hrs., 8a.M.-3 pm
05 Early Spring A&B Registration for Currently Enrolled Students with 15+ Hrs.; 8 am - 6 pm
06 Early Spring A&B Registration for Currently Enrolled Students with 1+ Hrs.; 8 am-3 pm
07 Early Spring A&B Registration for New & Returning Students; 8 am-3 pm
08 Early Spring A&B Registration for New & Returning Students; 8 am-3 pm
09 ACT Registration Deadline for December Test
10 Veteran’s Day – College Closed
12 Early Spring A&B Registration for New & Returning Students; 8 am-3 pm
13 Last Day to Resign from All Classes for Fall A
14 Deadline to Have Financial Aid Files Complete for Financial Aid to Pay Spring 2014 Tuition/Fees
16 College Application Deadline for Spring A&B, 2014
17 Last Day to Withdraw from a Class for Fall C
27-29 Thanksgiving Holidays – College Closed

**December**

04 Last Day to Resign from All Classes for Fall C
05 Early Spring A&B Registration Payment Due
06 Last Class Day for Fall A - Academic Class
07 New Student Testing Begins
09 Final Exams for Fall A
10 Final Exams for Fall A
11 Last Class Day for Fall A - Workforce Development
12 Last Class Day for Fall A - Academic Class
13 Grades For Fall Term C -- (Including “I” Grades from SS I & II) – Due 12 Noon
15 Last Faculty Work Day – Fall Term
16 ACT Exam
17-31 Christmas Holidays – College Closed

**SPRING SEMESTER 2014**

**January**

01 New Year’s Holidays – College Closed
02 Faculty Returns – Spring Term
03 New Student Testing Begins
04 Returning Student Registration & Drop/Add for Spring A&B; 8 am - 3 pm
05 New and Returning Student Registration, Drop/Add Spring A&B; 8 am – 6 pm
06 Classes Begin - Spring A & B
07 Last Day to Withdraw from a Class for Spring B
08 Last Day to Withdraw Spring A&B Ends At 12 Noon
09 Dro Add/Employee Fee Waiver Registration for Spring A&B; 8 am - 3 pm
10 ACT Registration Deadline for Spring B
11 ACT Registration Deadline for Spring A&B; 8 am - 12 Noon
12 Last Day to Withdraw from a Class for Spring A
13 Deadline to Submit Spring Athletic Eligibility Roster
14 Martin Luther King Holiday - College Closed
15 Departments Development 2014-15 Class Schedule
16 Late Day for Vertical Transfer for Spring B

**February**

03 Deadline for Spring C Changes
07 CAAP Registration Deadline for March Test Date- All Spring AA Graduates
08 ACT Exam
10 Last Day to Withdraw from a Class for Spring B
12 Last Day for Vert for Spring A
13 Last Day to Withdraw from All Classes for Spring B
17 Deadline for 2014-15 Schedule Of Classes;
Deadline to Designate Honor Sections
25 Deadline to Apply for Spring Term Graduation – All Degrees
26 Last Class Day for Spring B
Registration Spring C; 8 am - 3 pm
27 Grades for Spring B-Due 8 am
Classes Begin -Spring C
Late Registration, Drop/Add & Employee Fee Waiver Registration for Spring C; 8 am-3 pm

**March**

03 Deadline for Spring 2014 Schedule Changes
07 ACT Registration Deadline for April Test
15 CAAP Exam for All Spring Graduates
17 Last Day to Withdraw from a Class for Spring A
20 Last Day for Vertical Transfer for Spring C
28-28 Spring Break Holidays -College Closed

**April**

01 Last Day to Resign from All Classes for Spring A
02 Spring Frolics – Classes Dismissed from 10 am - 2 pm
05 Last Day to Withdraw from a Class for Spring C
07 Early Registration Summer I & II for Currently Enrolled Students; 8 a.m. - 3 pm.
08 Early Registration Summer I & II for Currently Enrolled Students; 8 a.m. - 3 pm.
10 Last Day to Withdraw from a Class for Spring C
12 ACT Exam
16 Deadline for Financial Aid for Summer I&II
17 Last Day to Resign from All Classes for Spring C
18 ACT Registration Deadline for May Test Date
20 College Application Deadline for Summer I, 2014
21 Last Day for Spring A – Academic Classes Summer I Early Registration Payment Due
25 Final Exams for Spring A
28-29 Final Exams for Spring A
29 Last Class Day for Workforce Development Classes
30 Last Day to Withdraw from Term C
Grades Due By 12 Noon for Spring Terms A&C--(Including “I” Grades from Fall Term)

**May**

01 Commencement - 7 pm
02 Last Faculty Work Day for Spring

**SUMMER I & II SEMesters 2014**

05 Faculty Returns – Summer I at 10 am
06 New & Returning Student Registration Summer I Drop/Add; 8 am - 6 pm
College Begins Four-Day Work Week
07 Classes Begin Summer I
08 Late Registration, Drop/Add & Employee Fee Waiver Registration; 8 am-6 pm
09 Last Day to Withdraw from a Class for Summer II
10 ACT Registration Deadline for June Test
11 CAAP Exam for All AA Summer Graduates
Last Day for Vertical Transfer for Summer I
13 Memorial Day Holiday - College Closed
Deadline to Apply for Summer I Graduation-- All Degrees
College Application Deadline for Summer II, 2014

**June**

03 Last Day to Withdraw from a Class for Summer I
Deadline to Apply for LPN to RN and Paramedic to RN Programs for Summer II 2014
04 Early Fall A&B Registration for Currently Enrolled Students with 45+ Hrs.; 8 am - 3 pm
05 Early Fall A&B Registration for Currently Enrolled Students with 30+Hrs.; 8 am - 6 pm
Last Day to Withdraw from a Class for Spring I
06 Early Fall A&B Registration for Currently Enrolled Students with 1+ Hrs.; 8 am – 3 pm
07 Last Day to Withdraw from a Class for Spring II
08 Early Fall A&B Registration for Currently Enrolled Students with 45+ Hrs.; 8 am - 3 pm
09 Last Day to Withdraw from a Class for Spring II
10 Early Fall A&B Registration for Currently Enrolled Students with 30+ Hrs.; 8 am - 6 pm
11 Last Day to Withdraw from a Class for Spring II
12 Last Day to Withdraw from a Class for Spring II
13 Early Fall A&B Registration for Currently Enrolled Students with 1+ Hrs.; 8 am – 3 pm

**July**

03 Independence Day Holiday - College Closed
07 Currently Enrolled Student Registration Fall; 8 am - 3 pm
08 Currently Enrolled, New & Returning Student Registration; Fall; 8 - 6 pm
09 Currently Enrolled, New & Returning Student Registration- Fall; 8 am - 3 pm
Deadline to Apply for Summer II Graduation-- All Degrees
10 Currently Enrolled, New & Returning Student Registration- Fall; 8 - 6 pm
14 Last Day for Vertical Transfer for Summer II
Last Day to Withdraw from a Class for Summer II
15 Last Day to Withdraw from a Class for Summer II
Last Day to Withdraw from a Class for Summer II
16 Last Day to Withdraw from a Class for Summer II
Deadline to Have Financial Aid Files Complete for Financial Aid to Pay Fall 2014 Tuition and Fees

**August**

04 Last Class Day for Summer II - All Classes
05 Last Day for Summer II Ends At 12 Noon
Grades Due 8 am
06 Early Fall A&B Registration Payment Due
College Application Deadline for Fall A&B, 2014
Places of Interest on Chipola’s Campus

The **Academic Center for Excellence (ACE LAB)** 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. Academic assistance can be individual tutoring or in a study group. Tutoring begins the first week of class and concludes on the last day of final exams. The ACE Lab is located in Building L, directly behind the Student Services Building. Schedules are posted on campus bulletin boards and the **ACE website**: [http://chipola.edu/ACE/csi.htm](http://chipola.edu/ACE/csi.htm)

The **Library** is a comprehensive, learning resource center that offers print, electronic, and multimedia materials to students. The Library has an audiovisual viewing area, photocopy and scan capability, study rooms, and carrels. There are 14 computer stations for reference course software, and work processing work. Users with a current Chipola Student Photo ID can access the online catalog, databases, and electronic books 24 hours a day from LINCC Web. The Library website ([www.chipola.edu/library/library.htm](http://www.chipola.edu/library/library.htm)) has information about LINCC Web, LibGuides and other library services. Students must present a current Chipola Student Photo ID to check out materials and use computer 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 24 computer workstations with word processing and software for specific courses. A current Chipola Student ID is required to use the lab.

The **Student Center** Building (K) contains the **Cafeteria** and the Office of Student Activities/SGA. The college cafeteria operates in conjunction with Sodexo School Food Service. The cafeteria operates during the fall and spring semesters offering breakfast and lunch selections. Summer hours and meal offerings are based on student demand. The cafeteria is located in the Student Center. Vending machines are located in most buildings on campus.

The **College Bookstore** is operated by Barnes and Nobles and located in Building WD. Students can check the cost of textbooks before buying at [http://chipolacc.bncollege.com](http://chipolacc.bncollege.com).

**Return Policy**

**TEXTBOOKS**
- A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt.
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes.
- No refunds on unwrapped loose leaf books or activated eBooks.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.

**GENERAL READING BOOKS, SOFTWARE, AUDIO, VIDEO & SMALL ELECTRONICS**
- A full refund will be given in your original form of payment if merchandise is returned within 14 days of purchase with original receipt.
- Opened software, audio books, DVDs, CDs, music, and small electronics may not be returned. They can be exchanged for the same item if defective.
- Merchandise must be in original condition.
- No refunds or exchanges without original receipt.

**ALL OTHER MERCHANDISE**
- A full refund will be given in your original form of payment with original receipt.
- Without a receipt, a store credit will be issued at the current selling price.
- Cash back on merchandise credits or gift cards will not exceed $1.
- No refunds on gift cards, prepaid cards, phone cards, newspapers, or magazines.
- Merchandise must be in original condition.

**Office of Students with Disabilities**
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 Students with Disabilities 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.

02/2014
**CHIPOLA COLLEGE**

**Application for Admission**

Please print in Blue or Black Ink

Social Security Number -

<table>
<thead>
<tr>
<th>Legal Name</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Maiden</th>
</tr>
</thead>
</table>

List all previous names under which documents may be sent

<table>
<thead>
<tr>
<th>Permanent Mailing Address</th>
<th>PO Box/Street/Route</th>
<th>Apt.#</th>
<th>City</th>
<th>County</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

| Local Address, if different | |
|-----------------------------| |

| Home Phone | |
|------------| |
| Cell Phone | |
| Work Phone | |
| E-mail address | |

<table>
<thead>
<tr>
<th>Date of Birth*</th>
<th>/ /</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Place of Birth</th>
<th>/</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

| Country of Birth* | |
|-------------------| |

Citizenship*  
- United States  
- Other Country  
- Permanent Resident Alien  
- Non-Resident Alien  
- Visa Type  

Gender*  
- Male  
- Female  

Race* Choose one or more:  
- American Indian/Alaskan Native  
- Asian  
- Natives Hawaiian/Other Pacific Islander  
- Black/African American  
- White

Ethnicity* Choose one:  
- Hispanic/Latino  
- Non-Hispanic/Latino

Date of Birth* / /  

Place of Birth /  

Country of Birth*  

(Passport, Visa and/or Alien Card Required at Admissions) Additional Forms must be completed by international students.

*Information is voluntary and will not be used discriminatively, but will aid the college in its commitment to equal education opportunity.

**Education Background**

<table>
<thead>
<tr>
<th>Date Received/Anticipated</th>
<th>State/County/Country</th>
</tr>
</thead>
</table>

- Home Schooled (Notarized affidavit required)  
- GED Diploma  
- Standard High School Diploma  
- Special Diploma/Certificate of Completion

Name of High School  

Name of High School  

Did not complete High School or GED

Does your father/guardian have a Bachelor’s degree or higher?  
- Yes  
- No  
- Unknown

Are you a Veteran?  
- Yes  
- No

Discharge Date  

Branch

Does your mother/guardian have a Bachelor’s degree or higher?  
- Yes  
- No  
- Unknown

Have you taken the SAT, ACT, or PERT test in the past two years?  
- Yes  
- No

If yes, please have official scores sent to the Testing Center.
List the full names of ALL technical schools, colleges and universities previously attended, including Chipola College. **DO NOT USE ABBREVIATIONS.** Failure to list all institutions could result in your application being denied or your admission rescinded. **Use a separate sheet if necessary and attach to the application.**

**STUDENT IS RESPONSIBLE FOR PROVIDING AN OFFICIAL TRANSCRIPT FROM ALL TECHNICAL SCHOOLS, COLLEGES, OR UNIVERSITIES ATTENDED.**

<table>
<thead>
<tr>
<th>NAME OF COLLEGE/UNIVERSITY (DO NOT USE ABBREVIATIONS)</th>
<th>CITY &amp; STATE</th>
<th>DATES ATTENDED</th>
<th>HOURS OR DEGREE Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am enrolling as:
- [ ] First time in any college student
- [ ] Returning Student – Previously enrolled at Chipola;
  Indicate last year of enrollment ________
- [ ] Transfer Student, planning to graduate from Chipola
- [ ] Transient Student/one term; not graduating from Chipola
- [ ] High School Early Admission/Dual Enrollment Student
- [ ] Educator Preparation Institute (EPI)
- [ ] Upper Level Special - Teacher Certification
- [ ] Non-degree seeking; enrolling in classes for personal reasons
- [ ] Non-degree – TCC Dental Hygiene Student

What do you plan to study? **Refer to Programs of Study/Academic Plans**
- [ ] Bachelor in Science (Requires supplemental application)
  Program __________________________ Code # __________
- [ ] Associate in Arts
  Program __________________________ Code # __________
- [ ] Associate in Science
  Program __________________________ Code # __________
- [ ] College Credit Certificate
  Program __________________________ Code # __________
- [ ] Workforce Development Certificate
  Program __________________________ Code # __________

**DISCIPLINARY HISTORY**

**Answer the next two questions**, if your answer to any of the following is **yes**, you must submit a full statement of relevant facts by requesting a Disciplinary Disclosure Form from the Admissions Office. **Failure to answer the questions below will delay processing your application.** You may be required to furnish the college with copies of all official documentation explaining the final disposition of the proceedings. If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to #1 or #2, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

#1 [ ] Yes [ ] No  Are you currently or have you ever been, charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution? (If Yes, you must submit a full statement of relevant facts by requesting a Disciplinary Disclosure Form from the Admissions Office.)

#2 [ ] Yes [ ] No  Have you ever been charged with a violation of the law which resulted in, or, if still pending, could result in probation, community service, a jail sentence, the revocation or suspension of your driver’s license (including traffic violations which resulted in a fine of $200 or more)? (If Yes, you must submit a full statement of relevant facts by requesting a Disciplinary Disclosure Form from the Admissions Office.)

**VERIFICATION STATEMENT**

In compliance with Florida Statute 119.071(5), the college collects your Social Security Number for use in the performance of the College’s duties and responsibilities. Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security Number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for colleges to collect the Social Security Number of every student. A student may refuse to disclose his/her Social Security Number to the College, but refusing to comply with the federal requirement may result in fines established by the IRS.

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran’s status, disability, gender, genetic information, marital status or any other protected class under applicable federal and state laws, in any college program, activity or employment. Inquiries may be directed to Karan Davis, Associate Vice President of Human Resources and Equity Officer, 3094 Indian Circle, Building A, Room 184B, Marianna, FL 32446, 850-718-2205, davisk@chipola.edu

I acknowledge by my signature I understand the College is collecting my social security number for the purpose of complying with federal and state statutes related to employment, financial and academic assistance, and inter-institutional articulation or transfer, and that the College may disseminate that information in some communications with outside organizations, while taking precautions to safeguard use of the number. I certify that the answers given herein are true and correct. I further understand that a false statement in this application or any admission document will subject me to penalties pursuant to 837.06, Florida Statutes; and is grounds for denial of admission or, upon further discovery, grounds for dismissal and invalidation of college credit or degree based on such credit. I agree to the release of all my transcripts and test scores to this institution. I hereby authorize Chipola College to transfer my student records electronically from any Florida school previously attended or to any institution of my choice. I agree that if any credentials are not complete within three weeks after registration, I may be suspended from classes without a refund of fees.

**STUDENT’S SIGNATURE** __________________________ **DATE** __________

The Residency Affidavit for Tuition Purposes must be completed and submitted with this application for all prospective students.
# Residency Affidavit for Tuition Purposes

A “resident for tuition purposes” is a person who has, or a dependent person whose parent or legal guardian has established and maintained legal residence in the state for at least twelve months. Living in or attending school in a state will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

The form is an abbreviated format and is not reflective of the entire statute (FS1009.21), which governs the decisions rendered by state colleges and universities. Residency classifications are determined by state law and not by Chipola College. For additional information, please refer to the statute, state rule and the guidelines-all of which may be viewed at: [www.facts.org/applyingforcollege/residencyguidelines](http://www.facts.org/applyingforcollege/residencyguidelines)

## Check state of residency:

- **Florida**
- **Alabama**
- **Georgia**
- **Other**

Complete Non-Resident Statement at bottom of page if any of the following statements are true.

| 1. | I am an independent person and have maintained legal residence in the state checked above for at least 12 months immediately preceding the first day of classes in term for which this application is submitted. (If under age of 24 years, you must provide one of the following: (1) marriage certificate, (2) copy of birth certificate for student’s legal dependent(s), or (3) proof of self-supporting income along with copy of your and your parent’s most recent tax return). |
| 2. | I am a dependent person under age 24 and my parent/legal guardian has maintained legal residence in the state checked above for at least 12 months. (The Parent or Legal Guardian must complete the claimant information below.) (Legal Guardian must provide documentation of court-appointed guardianship.) |
| 3. | I am a dependent person under age 24 who has resided for five years with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in state checked above for at least 12 months. (Provide copy of tax returns or other proof.) |
| 4. | I was previously enrolled at a Florida institution of higher education and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than twelve months ago and am now reestablishing Florida legal residence. (Documentation Required) |
| 5. | I am a permanent resident alien or other alien according to the Bureau of Citizenship and Immigration Services, granted indefinite stay and have maintained a domicile in the state listed above for at least 12 months. (Required: Copy of Permanent Resident Alien card or other immigration documents, proof of state residency) |
| 6. | I am an active duty member of the Armed Services of the United States residing or stationed in the above state; active drilling member of the state National Guard; or military personnel not stationed in the state whose home of record or state residence certificate, DDForm 2058, is the state listed above; or spouse/dependent children s. 1009.212(10(a). FS) (Provide copy of military orders.) |
| 7. | I am an active duty member (or spouse, dependent child of a member) of the Armed Services of the United States attending public community college or university within 50 miles of the military establishment where the member is stationed, if such establishment is within a county contiguous of Florida. |
| 8. | I am a full-time instructional or administrative employee employed in the state checked above by a public school, community college or institution for higher education or I am the employee’s spouse or dependent child. (Provide copy of employment verification.) |
| 9. | I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program. S.240.551,F.S.(Copy Florida Pre-Paid card and claimants residency) |
| 10. | I am a full-time employee of a state agency or a political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Provide copy of employment verification.) |

For additional information, exemptions and special qualifications visit [www.facts.org/applyingforcollege/residencyguidelines](http://www.facts.org/applyingforcollege/residencyguidelines)

## Residency Claimant Information

This section must be completed by the claimant. Additional information is listed on the back of this form.

| Name of Student ________________________________ | Student’s SSN ____________________________ |
| Name of Claimant ________________________________ | I am the [ ] student | [ ] parent | [ ] Legal Guardian | [ ] Other | |
| Claimant's permanent legal address: ________________________________ | County of Residence ____________________________ |
| Date Claimant Began Establishing Residence ______/_____/______ | In the State of ____________________________ (Florida, Alabama, or Georgia) |

### Two (2) documents

Supporting the establishment of legal residence must be dated, issued or filed at least 12 months before the first day of classes of the term for which residency is sought. Documentation is subject to verification. Failure to establish residence will result in student being classified as out-of-state for tuition purposes.

- **Driver’s License:**
  | State ______ | Number ________________________________ | Current Issue Date ______/_____/______ |
- **Voter Registration:**
  | State ______ | County ______ | Number ________________________________ | Issue Date ______/_____/______ |
- **Vehicle Registration:**
  | State ______ | Lic. Tag Number ________________________________ | *Current Issue Date ______/_____/______ |
  | (List last 2 consecutive years of registration dates, if using vehicle registration as proof.) | *Previous Issue Date ______/_____/______ |

I do hereby swear to affirm that the above named student meets all requirements indicated in the checked category above for classification as a resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06 Florida Statutes.

Signature of CLAIMANT ________________________________ Date ____________

## NON-RESIDENT STATEMENT

I understand that I do not qualify as a resident of Florida, Alabama, or Georgia for tuition purposes for the term for which this application is submitted. If I should qualify for a future term I must file the required documentation prior to the beginning of the term to be considered for residency reclassification.

| Signature of Non-Resident Student ________________________________ | State of Residence ________________________________ | Date ____________ |
RESIDENCY FOR TUITION PURPOSES

Florida Students – A Florida “resident for tuition purposes” is a person who has or a dependent person whose parent or legal guardian has established and maintained legal residence in Florida for at least 12 months prior to the first day of classes.

Alabama and Georgia Students – Beginning 2003, the Florida legislature allowed Chipola College the option of providing residents of Alabama and Georgia differential tuition assessment. This means eligible Alabama and Georgia students will pay the current in-state tuition and an additional $1.00 per credit hour.

Determining a Claimant - The claimant is the person who will provide the necessary documentation for establishing Florida residency for tuition purposes. The following individuals may act as claimants:

1. Student – the student can act as his or her own claimant if any one of the following applies:
   - Student is 24 years of age or older by the first day of classes of the term for which residency is sought at a Florida institution;
   - The student is married (provide marriage certificate or joint tax return);
   - The student has children who receive more than half of their support from the student (provide birth certificate and tax returns);
   - The student has other dependents who live with and receive more than half of their support from the student (provide tax returns);
   - The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training (provide DD-214 or military orders);
   - Both of the student’s parents are deceased or the student is or was until age 18, a ward/dependent of the court (provide proof)

2. Parent / Legal Guardian – a parent or legal guardian will be the claimant for any student under 24 who does not otherwise qualify as a claimant; when a legal guardian is other than the student’s parent acts as claimant, provide proof of court-appointed guardianship

3. Adult Relative – for students under the age of 24, when the adult relative has claimed the student on his/her taxes for the past five consecutive years; provide tax returns and proof of physical presence in Florida for past 12 months for both student and adult relative

To be classified as a resident for tuition purposes the claimant must provide evidence of physical and legal ties to Florida. The residency determination must be documented by the submission of written or electronic verification that includes two or more of the following documents dated at least 12 months prior to the first day of classes. Failure to provide the information could result in “out-of-state resident” classification for tuition purposes. Living in or attending school in a state will not, in itself, establish legal residence.

Primary Documents (at least one of the two documents must be from this list)

- State Driver's license issued 12 months prior to the first day of classes
- State Identification card issued 12 months prior to first day of classes (only for individuals who do not or cannot drive) accompanied by notarized statement indicating that the claimant does not drive, does not hold a driver's license in any state, and does not own a vehicle.
- Voter’s registration card or Florida voters can visit the voter registration confirmation web page and print results from http://registration.election.myflorida.com/
- Vehicle registration (last 2 consecutive years) A history print out may be obtained from the Tax Collector's Office.
- Proof of a permanent home that is occupied as a primary residence of the claimant.
- Proof of homestead exemption – Current property tax form to verify homestead exemption or do a property search from county property appraiser’s website and print page with sales history and exemptions.
- Transcripts from a high school for multiple years (at least 2 academic years), if high school diploma or GED was earned within last 12 months.
- Proof of permanent full-time employment – A letter from employer on official letterhead stating claimant's name, address, start date and end date of employment, and indicating full-time employment for at least 30 hours per week for a 12 month period.

Other Documents (may be used in conjunction with one Primary Document)

- Declaration of Domicile (Must show 12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court.)
- A professional or occupational license
- State incorporation
- Proof of membership in state-based charitable or professional organizations
- Any other documentation that supports the student's request for residency; including, but not limited to:
  - utility bills and proof of 12 consecutive months of payments
  - lease agreement and proof of 12 consecutive months of payments
  - official state or court documents evidencing legal ties to state

Unacceptable Documents (may not be used) Hunting/fishing licenses, Birth Certificate, Insurance cards, Library Cards, Passport

Reclassification – Contact the Admissions and Records Office for additional information.

Additional Information flvs.org is Florida’s official online student advising system. It is provided by the Florida Department of Education to help students make informed choices about their education. For further information regarding Residency Guideline, visit http://files.flvc.org/pdfDocuments/manuals/ACC_Residency_Guidelines_October_24_2012.pdf 04/2013
Office 365

What is my email address?

Your e-mail address will look similar to your network id; it will be your last name (without any suffix), first initial of first name and last 4 digits of your social followed by @my.chipola.edu. For example, if your name is John R. Smith Jr. and your social is 123-45-6789, your email address will be as follows: smithj6789@my.chipola.edu

What is my password?

Your default password is the last 4 digits of your social followed by the mm and yy of your birthday. For example, if your social security number is 123-45-6789 and your birthday is January 6, 1965, your default password would be 67890165.

- You must change your password when you first sign into your Outlook Live account.

How do I access my e-mail?

To access your e-mail you will go to http://www.outlook.com/my.chipola.edu. Sign in using your email address and your default password

How to configure my mobile phone to access my Outlook - Office 365 account?

Microsoft has detailed instructions on how to set up your mobile phones, go to http://help.outlook.com/ to view their instructions.

Do I have to use Office 365?

Yes, from now on the Student Email @my.chipola.edu will be used as a primarily method for transmitting and delivering official college correspondence. Therefore, it is imperative that you check your student email on a regular basis.

Can I forward or redirect my Outlook mail to another account?

Yes, you should be able to set a rule in Office 365 to redirect your e-mails, but you are responsible for making sure you are receiving all your e-mails; once you redirect your e-mails to a different account some e-mails may end up in your 'Junk or Trash' boxes. Chipola is not responsible for any missing e-mails that have been sent to a redirected account.

Where can I get more information about Office 365 e-mail setup?

Microsoft has detailed instructions on how to use Office 365, go to http://help.outlook.com/en-us/140/cc325690.aspx to view their instructions.
Students are encouraged to use the online tools available at www.chipola.edu. Students can browse the class schedule, check the availability of a class, print student schedule, print grades/transcript, pay fees and check the cost of books before buying. Go to www.chipola.edu and follow the prompts.

- **Current Students** or **Prospective Students**
- **Online Tools**
- **Student Email** – Students will be assigned a Student Email after submitting an Application for Admission. It is imperative that students check their Chipola Student Email on a regular basis.
- **Browse Schedule of Classes** – Look at the schedule and availability of classes being offered.
- **Online Registration** – Read the Help File first to determine if you are eligible to register online.
- **Online Fee Payment** – MasterCard, Visa, and Discover are accepted.
- **Student Class Schedule** – View and print Student Class Schedule.
  1. Enter your Student ID (Social Security Number). Press the tab key.
  2. Enter PIN (Personal Identification Number). Press the tab key.
     *You will need your personal identification number (PIN) and Social Security number (SSN) to access your schedule. All students enrolled at Chipola 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 (e.g., January = 01, December = 12, etc.).
     - The last two digits of the PIN equal the last two digits of your birth year.
     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 at least 2 years.
  3. Choose the Semester of classes you wish to view, press the tab key.
  4. Click on Verify PIN to display schedule.
     If any of the fields above are not complete, a warning window will pop up explaining the error.
- **Grades and Unofficial Transcript** – View and print your grades and unofficial transcript.

You will be directed to www.flvc.org (Florida Virtual Campus)

- My Records
- Unofficial Transcript - At the bottom center of the page, click “You must log in with a Login ID to use this feature.” It will give you an option to (1) Log In or (2) Create Account.
  You must have a FLVC account before you can view your records.

To Create a Florida Virtual Campus account. Go to www.flvc.org

1. Select User Type: College or University Student.
2. Complete Name, Date of Birth, and Email information.
3. Create a Login ID.
4. Create a Password using the format provided.
5. Answer the security questions.
6. You have now created your FLVC ID. Remember it. Chipola does not have access to this information.

If you have an account or after you create an FLVC account, follow these prompts:

- My Records
- Unofficial Transcript
- Log In with your FLVC ID. Choose your school (Chipola College).
- Enter your Student ID (Social Security Number).
- Enter your Chipola Pin/Password (Last 4 of SS# MMYY of birthday, Example: 67890192)

- Check the cost of textbooks at http://chipolacc.bncollege.com