Online Tools for Students
Email, Fees, Grades, Registration, Schedules, Books
www.chipola.edu

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](http://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](http://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](http://chipolacc.bncollege.com)