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/ace.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.

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