### Registration Dates

**FALL SEMESTER 2002**  
(August 19 - December 11)  
Application deadline for new and re-admission students entering CJC in the Fall Semester is Aug. 8. Late applications, accompanied by a $15 fee, will be accepted from Aug. 9 until noon on Aug. 23. Classes begin Aug. 19.

<table>
<thead>
<tr>
<th>Returning Students</th>
<th>New &amp; Returning Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Students who were enrolled in Spring 2002, Summer I 2002 or Summer II 2002)</td>
<td></td>
</tr>
<tr>
<td><em>June 11, 13</em></td>
<td>Aug. 15 8:00 A.M. - 6:00 P.M.</td>
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<tr>
<td><em>June 10, 12</em></td>
<td>Aug. 16 8:00 A.M. - 3:00 P.M.</td>
</tr>
</tbody>
</table>
| Aug. 14 | Late Registration/Drop/Add  
All Students |
| *Registration is by total number of semester hours attempted. See calendar on page 48.* | Fee for late registration - $25 |

**SPRING SEMESTER 2003**  
(January 6 - April 30)  
Application deadline for new and re-admission students entering CJC in the Spring Semester is Dec. 6. Late applications, accompanied by a $15 fee, will be accepted from Dec. 7 until noon on Jan. 9. Classes begin Jan. 6.

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<tr>
<td>(Students who were enrolled in Fall 2002)</td>
<td></td>
</tr>
<tr>
<td><em>Nov. 4</em></td>
<td>Jan. 3 8:00 A.M. - 3:00 P.M.</td>
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</tbody>
</table>
| *Nov. 5-7* | Late Registration/Drop/Add  
All Students |
| Jan. 2 | Fee for late registration - $25 |
| 10:00 A.M. - 6:00 P.M. | Jan. 6-7 8:00 A.M. - 3:00 P.M. |
| *Registration is by total number of semester hours attempted. See calendar on page 48.* | Jan. 8 8:00 A.M. - 6:00 P.M. |
| Aug. 15-17 8:00 A.M. - 6:00 P.M. | Jan. 9 8:00 A.M. - 12:00 Noon |

**SUMMER I SEMESTER 2003**  
(May 6 - June 17)  
Application deadline for new and re-admission students entering CJC in the Summer I Session is Apr. 17. Late applications, accompanied by a $15 fee, will be accepted from Apr. 18 until noon on May 7. Classes begin May 6.

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<tr>
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<td></td>
</tr>
<tr>
<td><em>Apr. 7</em></td>
<td>May 5 8:00 A.M. - 3:00 P.M.</td>
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</tbody>
</table>
| *Apr. 8* | Late Registration/Drop/Add  
All Students |
| Jan. 2 | Fee for late registration - $25 |
| 10:00 A.M. - 6:00 P.M. | May 6 8:00 A.M. - 6:00 P.M. |
| *Registration is by total number of semester hours attempted. See calendar on page 48.* | May 7 8:00 A.M. - 12:00 Noon |

**SUMMER II SEMESTER 2003**  
(June 23 - August 4)  
Application deadline for new and re-admission students entering CJC in the Summer II Session is June 10. Late applications, accompanied by a $15 fee, will be accepted from June 11 until noon on June 24. Classes begin June 23.

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>(Students who were enrolled in Spring 2003 or Summer I 2003)</td>
<td></td>
</tr>
<tr>
<td><em>June 4, 10-12</em></td>
<td>June 19 8:00 A.M. - 3:00 P.M.</td>
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</tbody>
</table>
| *June 9* | Late Registration/Drop/Add  
All Students |
| 8:00 A.M. - 6:00 P.M. | Fee for late registration - $25 |
| *Registration is by total number of semester hours attempted. See calendar on page 48.* | June 23 8:00 A.M. - 6:00 P.M. |
| June 24 8:00 A.M. - 12:00 Noon | |

### Additional Class Opportunities

**Open Entry/Open Exit**  
Many of the Workforce Development Certificate Programs feature Open Entry/Open Exit, meaning that new students may begin classes at any time during the semester if space is available, and they may graduate at any time, if they have completed the requirements of the program.

**Open Enrollment**  
Students may register for certain open enrollment Office Technology classes without paying the late registration penalty. During a meeting with the instructor, the student works out his/her own schedule for completing the course work.

**Independent Study**  
The college offers a number of Independent Study classes, also known as Distance Learning classes. People taking these study on their own, coming to the campus only for the orientation session and for exams.

**Saturday & Evening Classes**  
For the convenience of working people, this schedule offers many college credit classes that meet either one evening a week or on Saturday mornings.

**Short Courses**  
Throughout the semester, the Office of Continuing Education offers a variety of short courses for fun—such as cake decorating, floral design and photography—as well as many courses for personal and professional development.
Fee Information

Students who register during early registration must pay their fees by 3 p.m. on the day prior to the first day of regular registration. All others must pay on the day they register.

All fees and policies are subject to change, even after this schedule has been printed. Call the CJC business office at 718-2204 or check out our website at www.chipola.edu/fiscal/fees.htm for current fee information before registering.

Visa & Mastercard accepted.

College Credit Courses
- College Credit Classes (Florida Residents) .................................................. $ 50.00 Per Semester/Credit Hour
  (Includes $3 financial aid fee, $3 student activity fee, a $1 capital improvement fee and a $1.80 technology fee)
- College Credit Classes (Non-Florida Residents) ........................................ 188.90 Per Semester/Credit Hour
  (Includes $11.65 financial aid fee, $4 student activity fee, a $4 capital outlay fee and a $5.40 technology fee)

Workforce Development Programs
- Florida Residents ..........................................................................................  $ 1.55 Per Clock Hour
- Non-Florida Residents .................................................................................. 6.22 Per Clock Hour

Other
- Late Application Fee ..................................................................................... 15.00
- Late Registration Fee .................................................................................... 25.00

Many courses have additional lab fees. Additional fees are reflected within the course schedule.

Summary of Refund Policy
1. Registration Fees: Resignation on or before noon, the last day for registration, 100 percent refund; resignation after this date, no refund.
2. Applied music fees or lab fees: No refund after noon, the last day for registration, to students who reduce their course load by officially dropping courses, except under extreme conditions (SBE Rule 6A-14.0541).
3. Full refund of fees will be made when the college administration cancels a class or program.
4. See the College Catalog for the full refund policy, including exceptions to the above for students receiving federal financial aid.
5. Graduation, late application and late registration fees are nonrefundable.
6. All fees and policies are subject to change, even after this schedule has been printed.

Special Admission Plans for High School Students

Dual Enrollment
The Dual Enrollment Program allows eligible high school students to enroll in college courses applicable toward a workforce development certificate or an associate degree. The Dual Enrollment program applies to students enrolled in district high schools that have an articulation agreement with Chipola. Students must have completed the 9th grade and be at least 14 years of age at time of admission. Students should see the College Catalog for a complete list of requirements for the program.

Academic students enrolled in the program may pursue up to 7 semester hours of college work during a summer session and up to 11 semester hours during the fall or spring semester while concurrently enrolled in high school.

Workforce Development students may enroll for up to 300 clock hours during the fall or spring semester and 134 clock hours during a summer session.

Early Admission
The Early Admission Program allows eligible students to enroll in college on a full-time basis, taking courses that are applicable toward the high school diploma and the associate degree or workforce development certificate. Students must have completed the 11th grade and twelve or more credits or units toward graduation and be at least 16 years of age at time of admission. Students should see the College Catalog for a complete list of requirements for the program.
Steps to Enrolling in College Credit Classes

To enroll in a Workforce Development program see page 35. For High School Dual Enrollment and Early Admission see page 3.

1. Application for Admission
   Call (850) 718-2211 or 526-2761, visit the Registrar’s Office in the Administration Building, write Registrar’s Office, Chipola Junior College, 3094 Indian Circle, Marianna, FL 32446, or visit the Chipola website at www.chipola.edu for an Application for Admission. Application deadlines are listed on page 2. Include the $15 late fee if you miss the deadline.

2. Transcripts
   All degree seeking students must request high school and/or all transcripts from previously attended colleges to be forwarded to the Registrar’s Office directly from the previous school(s) after completion of all grades and/or graduation.

3. Acceptance
   Once the Registrar’s Office has received all of the above items, you will be mailed a Card of Acceptance.

4. Testing
   For information concerning testing, call 718-2309. In the Card of Acceptance you will receive instructions on placement testing. Florida regulations require a placement exam score before registration for all students who intend to take college credit courses. If you have taken the ACT, SAT, or CPT, send a copy of your scores with your application and/or transcript. Chipola requires students with no scores to take a placement test at the college before registering for classes. Non-degree and transfer students who have completed their required English and Math classes will not be required to take the test. Test scores over two years old are not valid.

   These are the scores needed for placement in various classes.
   ENC 0004—Enhanced ACT English Usage score 0-16 or CPT English scaled score 0-82.
   REA 0004—Enhanced ACT reading score 0-17 or CPT reading scaled score 0-82. REA 0004 must be completed before enrollment in ENC 1101.
   REA 1205—Enhanced ACT reading score 18-19 or CPT reading scaled score 83-95. This course may be taken as a corequisite with ENC 1101 or ENC 0004.
   MAT 0024—Enhanced ACT math standard score 0-18 or CPT Algebra scaled score 0-71. Any student who has an Enhanced ACT math score of less than 19, but has had one or more successful years of high school algebra, should request administration of the CPT test for proper placement in a mathematics course.

Financial Aid
Apply for grants, loans, scholarships, student work study and VA benefits by contacting the Financial Aid Office in Room 130, Administration Building (telephone 850-718-2293) as soon as you decide to attend college. Students are encouraged to apply 4-6 weeks before classes begin. Don’t allow money problems to prevent you from furthering your education. Approximately 75 percent of CJC students are eligible for some type of aid.
Advising Appointment & Orientation
To assist new students with the registration process, an appointment card with the date, time, and adviser's name will be mailed to each student. Be sure to meet with your adviser during the specified time. Your adviser will help you with course selection and class scheduling. You cannot complete the registration process without a form signed by an adviser. All students with fewer than 12 semester hours and all former dual enrollment students, regardless of the number of hours, must enroll in a one-semester-hour orientation course (SLS 1101). Registration for college credit classes must be completed before the end of the late registration period. Late registration dates are listed on page 2. **Your adviser must sign your Registration Form before you register.**

Computer Registration
After you have talked with your adviser and he/she has signed your Registration Form, your adviser may register you or you may go to registration terminals on the dates/times set aside for your registration. Registration terminals are located in the following places: English - Building Z, Room 231; Social Science - Building C, Room 106A; Student Services - Building G, Room 107; and Vocational - Building N, Room 101B.

Payment of Fees/Verification of Classes
Your adviser or the computer operator will give you the pink student copy of your Registration Form. You MUST then go by the Cashier’s Window in the Administration Building. Students who register during early registration must pay their fees by 3 p.m. on the day prior to the first day of regular registration. All others must pay on the day you register or your registration will be cancelled. Visa and Mastercard are accepted. The Cashier will give you a white registration receipt which lists your classes. Compare this to the pink copy of your Registration Form. Both should list the same courses. Check course prefix letters, numbers and, most importantly, section numbers, as well as total hours. You are registered in the courses listed on the white receipt. If the information does not agree with your pink copy, you must go back to the registration terminal or your adviser and have the problem corrected immediately.

I.D. Cards and Books
The Cashier will validate the photo I.D. cards of returning students. New students should take their white registration receipt to Student Services and have a photo I.D. made. I.D.’s are $2. After securing a valid I.D. card, visit the bookstore on the lower level of the Student Center for your textbooks. Bookstore personnel will assist you in purchasing the correct books. Keep your registration receipt and your book store cash register receipt. If you have to exchange a book later, you will need both.

Parking Decals
If you drive a vehicle on campus, you must purchase a parking decal. You may do this in the Administration Building. You will need your car registration and your student I.D. Decals are $3.

First Class Meeting and Schedule Adjustments
You must attend the first meeting of each of your classes unless you are excused by the instructor. Take your white registration receipt to your first classes so the instructors can verify that you are in the right section. If for any reason you have a problem with a class, see your adviser immediately while there is time to drop/add.

Drop/Add
You may drop or add classes during the specified time period. See page 2. Be sure you do not drop under 12 hours if you are receiving financial aid from a program that requires full time enrollment.

Optional Steps
Withdraw
You may officially withdraw from a course and receive a W after the Drop/Add dates. To do so, you MUST fill out the proper form, have it signed and return it to the Registrar's Office; otherwise, you will receive an F instead of a W. Forms are available in the Registrar's Office.
About this Schedule

Class Periods
• Regular class periods on Monday through Friday are 50 minutes long with ten minutes between the end of one period and the beginning of the next. A few classes meet 75 minutes.
• Classes scheduled to begin later than 4 p.m. vary in length depending upon the credit involved, the nature of the course, and the number of meetings per week. Unless laboratory or similar activities are involved, evening classes meet 50 minutes per week for each semester hour of credit.
• Laboratory or similar activities will involve 100 minutes or more per week per semester hour.
• The 10 to 11 a.m. period on Wednesdays is reserved as an Activity Period—a time for organizations and intramurals to meet.
• Times shown are Central Standard.
• Any course listed with the section 400 is an independent study course. Refer to page 34 of the schedule for information about the mandatory orientation sessions for these courses.

Schedule Arrangement
• Every effort will be made to offer the classes listed in this schedule; it may be necessary to cancel or otherwise modify classes under certain conditions if the demand as indicated by registration does not justify teaching the course(s). Courses other than those shown may be offered if the demand justifies the offering and qualified instructors are available.
• Although notes concerning some courses are shown, the college catalog should be consulted for course prerequisites, corequisites, descriptions and transferability code.
• Classes are listed alphabetically by major discipline areas and within each major discipline area.

Abbreviations/Legend
• TBA means To Be Arranged or To Be Announced.
• Days of the week are indicated by M, Monday; T, Tuesday; W, Wednesday; R, Thursday; F, Friday; S, Saturday.
• See campus map for Buildings A, B, etc. identification:

  + Black bar indicates an evening class.