FALL SEMESTER 2005
(August 22 - December 13)
Application deadline for new and re-admission students entering Chipola in the Fall Semester is Aug. 4. Late applications will be accepted from Aug. 5 until noon on Aug. 26. Classes begin Aug. 22.

SPRING SEMESTER 2006
(January 5 - May 4)
Application deadline for new and re-admission students entering Chipola in the Spring Semester is Dec. 5. Late applications will be accepted from Dec. 6 until noon on Jan. 11. Classes begin Jan. 5.

SUMMER I SEMESTER 2006
(May 9 - June 20)
Application deadline for new and re-admission students entering Chipola in the Summer I Session is Apr. 21. Late applications will be accepted from Apr. 22 until noon on May 10. Classes begin May 9.

SUMMER II SEMESTER 2006
(June 26 - August 8)
Application deadline for new and re-admission students entering Chipola in the Summer II Session is June 8. Late applications will be accepted from June 9 until noon on June 27. Classes begin June 26.

Registration Dates
Returning Students
(Student who were enrolled in Spring 2005, Summer I 2005 or Summer II 2005)
*June 6 8:00 A.M. - 6:00 P.M.
*June 7-9 8:00 A.M. - 3:00 P.M.
July 18 8:00 A.M. - 6:00 P.M.
July 19-20 8:00 A.M. - 3:00 P.M.
Aug. 17 8:00 A.M. - 3:00 P.M.
*Registration is by total number of semester hours attempted. See calendar on page 48.

New & Returning Students
Aug. 18 8:00 A.M. - 6:00 P.M.
Aug. 19 8:00 A.M. - 3:00 P.M.
Late Registration/Drop/Add
Fee for late registration - $25
Aug. 22-24 8:00 A.M. - 3:00 P.M.
**Aug. 25 8:00 A.M. - 6:00 P.M.
**Aug. 26 8:00 A.M. - 12:00 Noon
**Registration for students utilizing state employee fee waivers.

Returning Students
(Student who were enrolled in Fall 2005)
*Nov. 7, 9, 10 8:00 A.M. - 3:00 P.M.
*Nov. 8 8:00 A.M. - 6:00 P.M.
Jan. 3 8:00 A.M. - 3:00 P.M.
*Registration is by total number of semester hours attempted. See calendar on page 48.

New & Returning Students
Jan. 4 8:00 A.M. - 6:00 P.M.
Late Registration/Drop/Add
Fee for late registration - $25
Jan. 5, 6, 9 8:00 A.M. - 3:00 P.M.
**Jan. 10 8:00 A.M. - 6:00 P.M.
**Jan. 11 8:00 A.M. - 12:00 Noon
**Registration for students utilizing state employee fee waivers.

Returning Students
(Student who were enrolled in Spring 2006)
*Apr. 11 8:00 A.M. - 6:00 P.M.
*Apr. 12 8:00 A.M. - 3:00 P.M.
*Registration is by total number of semester hours attempted. See calendar on page 48.

New & Returning Students
May 8 8:00 A.M. - 6:00 P.M.
Late Registration/Drop/Add
Fee for late registration - $25
**May 9 8:00 A.M. - 3:00 P.M.
**May 10 8:00 A.M. - 12:00 Noon
**Registration for students utilizing state employee fee waivers.

Returning Students
(Student who were enrolled in Spring 2006 or Summer I 2006)
*Apr. 11 8:00 A.M. - 6:00 P.M.
*Apr. 12 8:00 A.M. - 3:00 P.M.
*Registration is by total number of semester hours attempted. See calendar on page 48.

New & Returning Students
June 22 10:00 A.M. - 6:00 P.M.
Late Registration/Drop/Add
Fee for late registration - $25
**June 26 10:00 A.M. - 3:00 P.M.
**June 27 8:00 A.M. - 12:00 Noon
**Registration for students utilizing state employee fee waivers.

TABLE OF CONTENTS
Registration Dates ................................................................. 2
Fee Information ................................................................. 3
Special Admission for High School Students ................................................. 3
Steps to Enrolling in College Credit Classes ........................................ 4-5
College Credit Schedule .......................................................... 6
Fall 2005 .............................................................................. 6
Spring 2006 ....................................................................... 17
SSI 2006 .......................................................................... 28
SSI II 2006 ........................................................................... 32
Distance Learning Schedule/Independent Study .......................... 34-35
Workforce Development Schedule (Open Entry/Open Exit) ............ 36
Continuing Education Professional Development Center (Short Courses) .... 44
Bachelor’s Degree in Teacher Education Schedule ...................... 45
University Center ................................................................ 46
Campus Map ......................................................................... 47
Calendar 2005-06 .................................................................. Back Cover
Fee Information

All fees and policies are subject to change, even after this schedule has been printed.

Students who register during early registration must pay their fees by the posted early registration payment deadline. All others must pay on the day they register.

Call the Chipola Business Office at 718-2220 or check out our website at www.chipola.edu/fiscal/fees.htm for current fee information and payment deadlines.

Visa, American Express, Mastercard and Discover accepted.

2005-2006 Fee Schedule

College Credit Courses

<table>
<thead>
<tr>
<th>Type of Resident</th>
<th>Fee Per Semester/Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Residents</td>
<td>$64.00</td>
</tr>
<tr>
<td>Alabama and Georgia Residents</td>
<td>$65.00</td>
</tr>
<tr>
<td>Other Non-Florida Residents</td>
<td>$193.00</td>
</tr>
</tbody>
</table>

Workforce Development Programs

<table>
<thead>
<tr>
<th>Type of Resident</th>
<th>Fee Per Clock Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Residents</td>
<td>$1.54</td>
</tr>
<tr>
<td>Alabama and Georgia Residents</td>
<td>$1.87</td>
</tr>
<tr>
<td>Other Non-Florida Residents</td>
<td>$6.39</td>
</tr>
</tbody>
</table>

Baccalaureate Courses

<table>
<thead>
<tr>
<th>Type of Resident</th>
<th>Fee Per Semester/Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Residents</td>
<td>$74.00</td>
</tr>
<tr>
<td>Alabama and Georgia Residents</td>
<td>$75.00</td>
</tr>
<tr>
<td>Other Non-Florida Residents</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

Other

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing Fee</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

(Processing Fee includes Application, ID, Parking and Graduation Fees. Processing Fee will be charged at one-half the rate for those taking 6 or fewer credit hours or 225 or fewer clock hours.)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Per Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Noncredit Evaluation Fee</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

All fees and policies are subject to change, even after this schedule has been printed.

Many courses have additional lab/special 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 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 359 clock hours during the fall or spring semester and 179 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.

Application for Admission

Call (850)718-2211 or 526-2761, visit Admissions and Records in Building A, Room 137, or write Admissions and Records, Chipola 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.

Financial Aid

Apply for grants, loans, scholarships, student work study and VA benefits as soon as you decide to attend college. If you have any questions you may contact the Financial Aid Office in A-157. Don’t allow money problems to prevent you from furthering your education. Approximately 75 percent of Chipola students are eligible for some type of aid.

Transcripts

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

Acceptance

Once Admissions and Records has received all of the above items, you will be mailed a Card of Acceptance.

Testing

For information concerning testing, call 718-2284. 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. If you have questions, please visit the testing center in A-149.

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.

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Continued
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.

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 Business Office, located in A166. Students who register during early registration must pay their fees by the day as posted. All others must pay on the day you register or your registration will be cancelled. Visa, American Express, Mastercard and Discover 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. 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. Do not remove the plastic wrap from your textbook until you are sure you will remain in the class.

Parking Decals

If you drive a vehicle on campus, you must obtain a parking decal. You may do this at the Cashier's Office in the Student Services Building, A-166. You will need your car registration and your student I.D.

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.

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 Office of Admissions and Records; otherwise, you will receive an F instead of a W. Forms are available in the Admissions and Records Office.