

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.

New students
begin here

1

Application for Admission

Call (850)718-2211 or 526-2761, visit Admissions and Records in Building A, Room 137, 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. See college calendar for Application deadlines.

Optional
Step

Financial Aid

Apply for grants, loans, scholarships, student work study and VA benefits as soon as you decide to attend college. It will take at least six weeks to complete the application process and have funds available to pay fees. If you have any questions you may contact the Financial Aid Office in A-157. Approximately 75 percent of Chipola students are eligible for some type of aid. **See college calendar for Financial Aid deadlines.**

2

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.

3

Acceptance

Once Admissions and Records has received all of the required items, you will be mailed a notification of acceptance.

4

Testing

For information concerning testing, call 718-2284. In the notification 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.

5

New Student Advising & Registration

To assist **NEW** students with the registration process, an appointment card with a date and time for advising will be mailed to each student. Be sure to report at the specified time. An advisor will help you with course selection and class scheduling. **You cannot complete the registration process without a form signed by an advisor.**

Continued

Returning students begin here

6 On-line Registration

Many currently enrolled students are eligible for on-line registration. To access on-line registration, go to the Chipola College website www.chipola.edu, click on current students, and then click on-line registration and follow the prompts. For assistance please contact your advisor.

Please note: Students who have completed fewer than 12 hours, students utilizing the State Employee Fee Waiver, students participating in the Dual Enrollment/Early Admission Program, students who have a cumulative GPA less than 2.0, students who have not declared a major, and students who are required to enroll in college preparatory classes are ineligible to register on-line.

7 Payment of Fees/Verification of Classes

Your advisor will give you the pink student copy of your Registration Form. If you register on-line be sure to print a copy of your registration and bring it with you to pay your fees. You **MUST** then go to the Cashier's Window in the Business Office, located in A165. Students who register during early registration must pay their fees by the date posted. All others must pay on the day they register or their registration will be cancelled. Visa, 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 your advisor and have the problem corrected immediately.

8 ID Cards

When you register for the first time at Chipola, a photo ID card will be issued after tuition has been paid. The Cashier will validate the card during each succeeding registration period by placing a special sticker on the back of the card. New cards are required for all students fall semester of each academic year. Go to Student Services (A 107) to have your photo ID made. Student ID cards are made daily during registration periods. After registration, check the times posted on the door to A-107 in the Student Services Building. Replacement ID cards are \$10 per academic year.

9 Parking Decals

If you drive a vehicle on campus, you must obtain a parking decal. You may do this at the Cashier's Window in the Business Office, located in A165. You will need your car registration and your student ID.

10 Books

After securing a valid ID card, visit the bookstore, operated by Barnes and Nobles, located in Building N. Bookstore personnel will assist you in purchasing the correct textbooks. Keep your registration receipt and your bookstore cash register receipt. If you have to exchange a book later, both will be needed. **Do not remove the plastic wrap from a textbook until certain you will remain in the class.**

11 First Class Meeting and Schedule Adjustments

You must attend the first meeting of each of your classes. Keep your white registration receipt with you so instructors can verify you are in the right section. If for any reason you have a problem with a class, see your advisor immediately.

Optional Steps

Drop/Add

You may drop or add classes during the specified time period. See college calendar. Do not drop below 12 hours if your financial aid/scholarship requires full time enrollment.

Withdraw

You may officially withdraw from a course and receive a grade of W after the Drop/Add period ends. To withdraw, complete the proper form, including all signatures and return it to the Admissions and Records Office by the posted deadline; otherwise, you will receive a grade of F instead of a W. Forms are available in the Admissions and Records Office.