



NEW STUDENT CHECKLIST

___ **ADMISSION:** Complete the application for admission and bring or mail it to the Student Services Office at one of our four locations.

___ **HIGH SCHOOL TRANSCRIPT:** Have a copy of your high school transcript or GED certificate sent to the Records Office, 100 Hobart Dr., Hillsboro, OH 45133. You may either contact the high school yourself or complete the high school transcript request form that is attached to the application for admission and have the Records Office contact your high school. If your high school charges for transcripts, you will be responsible for payment of that fee.

___ **SELECTIVE ADMISSION PROGRAMS:** Nursing (RN and LPN), Respiratory Care, Emergency Medical Services, Law Enforcement and ATS are selective admission programs. You must complete the specific application for the program you desire to be considered for admission to that specific program.

___ **TRANSFER STUDENTS:** If you have previously attended another college, have an official copy of your college transcript sent to the Records Office, 100 Hobart Dr., Hillsboro, OH 45133. If you have previously completed English and/or math you may be exempt from the placement assessment requirement.

___ **FINANCIAL AID:** Complete the FAFSA (Free Application for Federal Student Aid) which is available in the Student Services office on any campus. Call the campus of your choice if you would like assistance in filing for financial aid and determining eligibility.

___ **ORIENTATION:** If you are a first-time entering freshman, you will receive a letter containing dates and information about participating in an orientation session. Orientation will include placement assessment, a review of college services, advising, and registration.

___ **PLACEMENT ASSESSMENT:** Placement Assessment is required of all degree-seeking students and any student wishing to take a math or English course. Students will take a Placement Assessment while attending the new student orientation session. If you are a transfer or returning student who needs to complete placement assessment, contact the Student Services Office on the campus of your choice to schedule an appointment.

___ **ADVISING:** All full-time and/or degree seeking students are to meet with an advisor prior to registering for classes. If you participate in an orientation, advising will be done at that time. If you do not participate in an orientation, you may schedule an appointment with an advisor by contacting the Student Services Office on the Campus you plan to attend.

___ **ONLINE COURSES:** Before registering for an online course, students must read all information posted on the **Welcome to My Blackboard** page on the college's website:

https://helpdesk.sccc.edu/Student_Portal/bboard.htm

This page states requirements that all online students must meet, provides instructions for getting started in an online course, and offers guidelines to help students decide if online learning is right for them.

___ **REGISTRATION FOR CLASSES:** You may register for classes during orientation or by taking your completed registration form to the Student Services Office on the campus you plan to attend. See the quarterly schedule of classes for deadline dates for payment, drop/add, and withdrawal if you need to make any change after your initial quarterly registration.

___ **ATTENDANCE:** Students are expected to attend every class session of each scheduled course. The College is required to verify attendance for any student receiving financial aid before financial aid will be disbursed.

___ **HELP!:** If you have any type of question during the quarter, please contact the Student Services Office on the campus you are attending.

Central Campus – 1-800-628-7722
100 Hobart Dr., Hillsboro, OH 45133

Fayette Campus – 1-800-575-8225
1270 US Rt. 62 SW, Washington CH, OH 43160

North Campus –1-800-344-6058
1850 Davids Dr., Wilmington, OH 45177

South Campus – 1-800-334-6619
12681 US Rt 62, Sardinia, OH 45171

Revised 5/13/08