2024-25

STUDENT HANDBOOK

SOUTHERN STATE
COMMUNITY COLLEGE

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ABOUT SSCC

Welcome to Southern State Community College!

Here at Southern State, we are confident that we are the right choice for you. Whether you are taking your career to the next level with a degree, revisiting an unfinished education experience, or graduating from a local high school, this is the place for you. Of the many higher education institutions you may have considered, Southern State will prove to be an affordable, accessible, and high quality choice.

You can pursue a two-year technical degree that can put you directly to work, or a two-year associate degree that can take you to another college for a bachelor's degree — all at a fraction of the cost of a larger university. With small class sizes, hybrid and online learning options, and friendly, knowledgeable faculty and staff, Southern State strives to be the first and best choice in the area.

In this handbook, you'll find a wide variety of academic and student services that are centered around one goal: your success. Our faculty and staff work hard every day to make you feel welcome here and motivated to achieve your goals.

I wish you the very best as you pursue your academic and career aspirations and thank you for choosing Southern State Community College.

Sincerely,

Nicole Roades

Nicole Roades, Ph.D.

President

Mission

Southern State is committed to its mission to provide accessible, affordable and high quality education to people in southern Ohio.

Vision

The College's vision is to produce student outcomes and superior service to students and our community that render Southern State indispensable.

Core Values

1. Accessibility – With multiple locations, we remove barriers while providing the tools and people to help students navigate college and be successful.
2. Community Engagement – We are a central contributor to our communities' successes through partnerships with employers, social agencies, local government and schools to help build a well-trained workforce.
3. Quality-driven – Our academic programs prepare students for life and the workforce, supports continuous improvement processes, and professional development efforts as well as provides transferable, meaningful, credible credentials.
4. Personal Connection – Our campuses maintain a friendly and welcoming environment for all. We demonstrate respect and concern for each individual.
5. Unity – Our campuses maintain a friendly and welcoming environment for all. We demonstrate respect and concern for each individual.
6. Life-Enrichment – We meet students where they are by providing a pathway to life-long learning and a place where students can find or pursue their passion.

Priority Areas

1. Enrollment – Accessibility is a hallmark of Southern State's mission. Open, convenient access is necessary for learners of all ages and backgrounds, and must be reflected in the College's enrollment profile.
2. Workforce Development – Higher education in Ohio faces unprecedented pressure to meet an expected employment surge stemming from major employers entering the area and anticipated suppliers to those large employers.
3. Student Success – Adopting an holistic approach to student support with an emphasis on a student's sense of belonging will serve as a cornerstone for success. Quality learning environments, well-designed courses, clear processes, and an institutional appreciation for regulatory standards and protocols indirectly influence student success.
4. Relevance and Excellence – Relevance is only realized when the outcomes or outputs of our work are significant to others. Continuous efforts to "be better" in doing what matters is the key to the College's continued existence and reputation for excellence. The College must deliver service, learning experiences, and outcomes so well that stakeholders couldn't imagine southern Ohio without Southern State.

Non-Discriminatory Practices

Southern State Community College does not discriminate, in its programs or activities, against applicants, employees, or students on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, genetic information, or sexual orientation. Questions about this should be directed to the Lead Title IX Coordinator.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Peggy Chalker, Title IX Coordinator
351 Brooks-Malott Road, Mt. Orab, OH 45154 | pchalker@sscc.edu | 937.393.3431, Ext. 2880

Southern State Community College has two locations serving Adams, Brown, Clinton, Fayette, and Highland Counties

CENTRAL CAMPUS
100 Hobart Drive
Hillsboro, OH 45133
937.393.3431
Student Affairs: x2613
Administrative Assistant: x2535
Director Jeff Montgomery: x2530

BROWN COUNTY CAMPUS
351 Brooks-Malott Road
Mt. Orab, OH 45153
937.444.7722
Student Affairs: x3600
Administrative Assistant: x3520
Director Peggy Chalker: x2880

REGISTRATION and FINANCIAL AID

REGISTRATION

Now that you are an SSCC student ….

Here is some information that may help you stay on track. Remember, you can always contact the Records Office if you have questions!

BEFORE RETURNING NEXT TERM

You should meet with your Advisor.
Meeting with an academic/career advisor can be one of your best investments of time. In fact, all new students meet with an advisor to plan their academic path and register for classes.

After the first several weeks of your first term, your academic/career advisor will help you to identify your faculty advisor. Your academic/career advisor and faculty advisor work together to keep you on track to ensure timely degree completion.

Online Registration
Students may register online after their first semester of attendance through MyRecords, https://myrecords.sscc.edu/ics

When registering online, your user ID is required. Make sure you confirm your registration before exiting so that your registration is saved. (You will want to print a copy of your schedule to use when you purchase your books.)

In Person Registration
Students may register in person on either campus in the Student Affairs Office.

Complete and submit the registration form to either Student Affairs Office. You will be given a copy of your schedule once your registration is complete.

It is always a good idea to talk to your advisor first before changing your academic plan.

Changing or Adding Classes
A student can typically change or add a class during the first five days of the fall and spring semesters and the first three days of a given summer term. Any course change is dependent on course availability and permission from the instructor. To officially complete a course change, you must complete a Drop/Add Form, have "adds" signed by the instructor, and submit the form to the Student Affairs Office.

Dropping Classes
Students can drop a course with a 100% refund within the first two weeks of the term. Complete the drop/add form and submit it to the Student Affairs Office. If you receive financial aid, contact the Financial Aid Office to discuss your responsibilities.

Withdrawing
Anytime you choose to withdraw from a course, your decision must be carefully considered and discussed with your instructor regardless of the reason for the withdrawal. Withdrawing from a course has many implications that are often overlooked and unexpected. Student financial aid and enrollment status are two of the most critical factors that are affected by your decision to withdraw from a course. Depending on the timing of the withdrawal, you could jeopardize your financial aid and end up being responsible to pay back a portion of the financial aid to the federal government. Financial aid students should contact the Financial Aid Office at 800.628.7722 x2515 prior to withdrawing from any class.

It is vital that you speak with your instructor prior to withdrawing. SSCC instructors recognize that students have to withdraw for various reasons including reasons in which they can offer little assistance; however, in many cases, they can help but must be notified of your challenges first. Regardless of your reason to withdraw, always speak to your instructor first.

Lastly, it is vital that you follow procedures for properly withdrawing. Withdrawal forms are available on each campus, but the form must be completed and submitted before you are "officially" withdrawn. Never assume that by simply not attending class, you have officially withdrawn.

Important dates that you will want to remember regarding withdrawing from a course are found on page 11.

Attending Classes

Class lists are verified on the first day of class. Taking attendance on the first day is the only way the instructor can verify the class list and determine possible openings. So, if you miss the first day of class and do not make arrangements with the instructor, your space in that class could be jeopardized.

Attendance is NOT optional … If you receive financial aid, you must attend each course you are registered for during the first two weeks of the semester to be eligible to receive financial aid. You should be aware that not attending any class meetings does not constitute an automatic drop, nor does it relieve you of tuition and/or fee liability.

More details on Southern State's attendance policy can be found on page 38.

Please remember to…

Meet with Your Advisor

Prior to registering for classes next term, full- time and degree-seeking students should meet with their academic/career advisor.

Register for Classes

Register for classes at your campus' Student Affairs office or online (second term students). Register early!

Access MySSCC

Check your records, including grades, bills, and announcements on your MySSCC account.

Buy Your Books

All books and supplies are available at the bookstore on the Hillsboro campus, or by ordering online.

Pay Fees or Assure Financial Aid is Complete

If payment is not made, or financial aid properly in place, your schedule may be deactivated. Remember, the College is required to verify attendance for any student receiving financial aid before financial aid will be disbursed.

Help!

For further help, feel free to contact your academic/career advisor or the Student Affairs office on your campus.

Fall Semester 2024

- Registration Begins for Veterans- **March 18**
- Registration Begins for Sophomores- **March 25**
- Registration Begins for Freshmen- **March 26**
- Graduation Application Deadline- **One month before start of term**
- Bookstore Charge Account Opens- **August 6**
- Last date for Payment or Arrangements for Payment- **August 16**
- Last date for Regular Registration- **August 24**
- Semester Begins- **August 26**
- Residency Application Deadline- **August 26**
- Labor Day, College Closed- **September 2**
- Last date for Semester Class Drop with 100% Refund- **September 7**
- Bookstore Charge Account Closes- **September 12**
- Fall Financial Aid Disbursement- **September 23**
- First Time Loan Borrower Disbursement- **October 1**
- Columbus Day, College Closed- **October 14**
- Middle of Term- **October 14-19**
- Veteran's Day, College Closed- **November 11**
- Thanksgiving Break, College Closed- **November 27-30**
- Last date for official withdrawal from courses- **December 7**
- Classes End- **December 7**
- Final Exams- **December 9-14**
- Semester Ends- **December 14**
- Textbook Rental Due Date- **December 16**
- Holiday Break – All Campuses Closed- **December 24 – January 1**

Spring Semester 2025

- Registration Begins for Veterans- **October 21**
- Registration Begins for Sophomores- **October 28**
- Registration Begins for Freshmen- **October 29**
- Graduation Application Deadline- **One month before start of term**
- Bookstore Charge Account Opens- **December 9**
- Last date for Payment or Arrangements for Payment- **January 3**
- Last date for Regular Registration- **January 11**
- Semester Begins- **January 13**
- Residency Application Deadline- **January 13**
- Martin Luther King's Birthday, College Closed- **January 20**
- Last date for Semester Class Drop with 100% Refund- **January 25**
- Bookstore Charge Account Closes- **January 30**
- Deadline to purchase graduation caps and gowns with financial aid- **January 30**
- Spring Financial Aid Disbursement- **February 10**
- President's Day, College Closed- **February 17**
- First Time Loan Borrower Disbursement- **February 18**
- Deadline to purchase graduation caps and gowns out of pocket- **February 28**
- Spring Break / Middle of Term- **March 10-15**
- Last date to pick up ordered caps and gowns from bookstores- **May 2**
- Last date for official withdrawal from courses- **May 3**
- Classes End- **May 3**
- Final Exams- **May 5 – 10**
- Graduation- **May 9**
- Semester Ends- **May 10**
- Textbook Rental Due Date- **May 12**

Summer Semester 2025

- Registration Begins for Veterans- **February 18**
- Registration Begins for Sophomores- **February 24**
- Registration Begins for Freshmen- **February 25**
- Graduation Application Deadline- **One month before start of term**
- Bookstore Charge Account Opens- **May 5**
- Last date for Payment or Arrangements for Payment- **May 16**
- Last date for Regular Registration- **May 24**
- Semester Begins- **May 27**
- Residency Application Deadline- **May 27**
- Memorial Day, College Closed- **May 26**
- Bookstore Charge Account Closes- **June 12**
- Middle of Term- **June 23-28**
- Summer Financial Aid Disbursement- **June 23**
- Juneteenth, College Closed- **June 19**
- First Time Loan Borrower Disbursement- **July 1**
- Independence Day, College Closed- **July 4**
- Classes End- **August 2**
- Final Exams- **August 4-5**
- Semester Ends- **August 5**
- Textbook Rental Due Date- **August 5**

An up-to-date Academic Calendar can always be found online at: https://www.sscc.edu/academics/academic-calendar.shtml

TUITION & FEES

Fee Schedule- **Effective Fall 2024**

(See catalog for complete fee schedule)

Hours	Resident	Non-Resident
1	202	386
2	402	767
3	603	1155
4	805	1538
5	1006	1922
6	1205	2305
7	1408	2691
8	1607	3077
9	1809	3462
10	2008	3842
11	2212	4230
12	2573	4905
13	2620	4993
14	2667	5079
15	2716	5169
16	2716	5169
17	2716	5169
18	2716	5169
19	3521	6708
20	3721	7088
21	3921	7474
22	4121	7856
23	4323	8240
24	4522	8627
25	4724	9012

*All on campus classes (that are not considered hybrid) will have an additional fee charge of $6 per credit hour. Returned checks for insufficient funds will have a $35.00 fee added to the student's bill.
**The College reserves the right to change the fee schedule prior to the start of a semester. In the event this happens, students will receive a new billing statement which reflects revisions.

COLLEGE COSTS

Direct Costs … consists of tuition, books, supplies, and fees paid directly to the college.

Indirect Costs … As a commuter college, there is not an annual food and housing charge assessed to students. For more information on the Cost of Attendance, visit https://www.sscc.edu/admissions/tuition.shtml.

Online/Hybrid Course Fees

All online classes scheduled will involve a special online fee. This fee is in addition to the amount charged for instructional fees and laboratory fees. The online fee will be $25 per credit hour. Such online fees will be designated in the semester schedule and/or published through other college materials.

Estimated Book and Supplies Charges

The Financial Aid Office estimates the average book and supplies costs is $816 per term based on the enrollment status and type of courses. However, all books are priced individually, and prices may vary based upon the book vendor. You may find the list of required books along with the prices at www.sscc.edu/services/bookstore.shtml.

Facility Fees

All on campus classes (that are not considered hybrid) will have an additional fee charged of $6 per credit hour. Such facility fees will be designated in the semester schedule and/or published through other college materials.

Laboratory Fees

Certain classes scheduled will involve a special or laboratory fee. This fee is in addition to the amount charged for Instructional Fees. These fees will be designated in the semester schedule and/or published through other college material.

Career Services Fee

This $10 per credit hour fee is to support new career exploration and choice resources to directly support students as they explore career options and choose their academic major.

Course Fees or Materials

Courses may have additional costs for equipment, tools and uniforms. Thes costs are usually incurred by the student outside of SSCC. For more information, contact your advisor or academic program coordinator for information.

ESTIMATE YOUR COST

You may access a tool which allows prospective students to calculate an estimated net price at Southern State using the basic formula of price of attendance minus grant aid.

Based on the information entered by the student, an average net price of attendance is generated based on what similar students paid the previous year. Access the Net Price Calculator at: www.sscc.edu/_private/npcalc.html

PAYMENT OPTIONS

One of the smartest things you can do (besides getting a college education!) is to figure out the least expensive way to pay for it.

After completing the Free Application for Federal Student Aid (FAFSA), you will know what your financial aid eligibility looks like. Remember, you will need to complete your FAFSA annually.

All registered students must make payment or arrangements to pay or have their Financial Aid Application submitted to the Office of Financial Aid by the deadline date listed on page 10.

Arrangements to pay (see below) include:

A. financial aid, Pell grant and student loans
B. an approved third-party agreement
C. a completed deferred payment plan

Students that do not pay, or make arrangements to pay, by the posted deadline will be dropped from classes. Once a student is dropped from a class, any waitlisted student for that class will automatically take the place. If a student chooses to re-register, they must make payment at that time for any course that is still available.

Students registering during the late registration period (listed in the Class Schedule) must make payment, or arrangements to pay, at the time of registration.

Late FAFSAs may not be processed in time for the normal financial aid disbursement to student accounts during the fifth week.

A. FINANCIAL AID

Federal financial aid is available for those who qualify by completing the following steps:

#1 – Create a Federal Student Aid ID
The FSA ID – a username and password must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically signs Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to: studentaid.gov/h/apply-for-aid/fafsa

For further information refer to the link:
Create a FSA ID

#2 – Gather Required Info to Apply for the FAFSA
The following information is required for the completion of the FAFSA:

- Student's social security number and a household parent's social security number and birth date (if a dependent)
- Federal income tax information for all members of the student's household (student, spouse, and parents if dependent) for the 2022 calendar year.
- Untaxed income received in the household for the 2022 calendar year (child support, veteran's benefits, social security, etc.)
- Information on any investments or assets (not including the home)

#3 – Complete the FAFSA
All students must complete and submit the FAFSA (Free Application for Federal Student Aid) each year to have eligibility determined for federal, state, and some types of institutional financial aid.

Apply at: studentaid.gov

a) Select "Apply for Aid"
b) Select "Complete the FAFSA Form"
c) Select "Start Here"
d) Enter your personal required information.
e) Select the appropriate academic year for processing.
f) Answer all the questions.

#4 – Student Loans
Student loans are available for all who qualify. They typically offer low-interest rates and do not need to be repaid until you complete your college program. Besides the amounts listed below, additional loans may be available for independent students

Freshman Loan Amount:
$3500 (+$2000) for a total of **$5500**
Sophomore Loan Amount:
$4500 (+$2000) for a total of **$6500**

B. THIRD PARTY AGREEMENTS

Examples are:

- ITA
- TAA
- Payment by employer

C. DEFERRED PAYMENT PLAN

Southern State offers the option of dividing one single term's payment over the period of the term to be paid by the end of the semester. To apply, students must complete the Deferred Payment Application. This must be completed prior to each semester. Contact the Business Office for further information.

Note: Financial aid is NOT automatically renewed each year. Students must reapply each year to be considered for financial assistance.

Additional Note: Classes taken that are not required in the student's major will not be covered by federal financial aid.

Additional Help

Scholarships

Southern State annually offers scholarships to new and continuing students. SSCC uses a single application designed to match you to the scholarships for which you are eligible. Matter of fact, the online application is powered by Award Spring Online so do not be surprised if it feels like you have been redirected from our site. Some basic preparation tips have been offered but you may prefer a Step-By-Step Guide on how to apply.

Be sure to check out the list of scholarships offered, view the scholarship dates or complete the scholarship application online at: www.sscc.edu/financialaid/scholarships.shtml.

Work Study

Interested in working on campus for some extra cash? The Federal Work-Study Program gives students an opportunity to work part-time on campus and gain work experience at the same time. Students can earn extra money by up to 20 hours a week in such areas as Advising Services, Student Affairs, and lab assisting.

To be eligible, a FAFSA must be on file at Southern State indicating a demonstrated need. Students must be enrolled in at least six semester hours at Southern State and a background check will be performed on applicants prior to placement in a position. Contact x2515 for more information.

Senior Citizens

Southern State offers discounted tuition to senior citizens aged sixty or over who meet the residency requirements for tuition. Fees where applicable will be charged. Enrollment is limited to courses in which classroom space is available. To apply, complete the Senior Citizen Discount form and submit it to the Office of Financial Aid.

Veterans' Benefits

Southern State is an attractive option for veterans and their families because of its affordability, program options, convenience, and flexible scheduling.

If you are a veteran or a dependent of a veteran, you may qualify for educational benefits. Financial assistance for college may also be available if you have served in the military, Selected Reserve or National Guard.

Apply for GI Bill® Benefits Online: For veterans or dependents using education benefits for the first time, apply online at gibill.va.gov.

Southern State Community College (SSCC) seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. To better serve this population, SSCC has adopted the "Valuing our Veterans Support and Assistance Policy" as required by Ohio Revised Code section 3345.421 (B). The purpose of this policy in its entirety can be found at the following link: www.sscc.edu/admissions/forms/policy-veteran-and-service-member.pdf

HOW TO MAKE PAYMENTS

Once you know what payment options you are eligible to use, now you need to know how and when to make the payments. Whether you prefer in person, online or over the phone, you have several options.

Six Ways to Pay

1. Online by accessing your MyRecords account (24/7 service).
2. Automated phone system - 1-800-628-7722, press 8 when prompted - Have your id number and payment amount ready (24/7 service).
3. Mail to P.O. Box 880, Hillsboro, OH 45133.
4. In person at the Business Office on Central Campus.
5. After hours at the payment Drop Box located outside the Student Affairs window at the Central Campus.
6. By phone, call 1-800-628-7722 Ext. 2652

The Business Office oversees the financial operations of Southern State, including accounts payable, student billing and collection, payroll, loan administration, grants administration, financial reporting, and budget management. The office is committed to providing excellent service to the college community.

The office is located in room 152 on Central Campus and operates from 8:00am to 5:00pm, Monday through Friday.

REFUND POLICY

When written withdrawal procedures are followed, the College will refund fees, within a reasonable period of time, according to the following schedule:

Withdrawal completed:

Before start of course (course drop) 100%
By last day of second week* or first 20% of course if shorter than 8 weeks (course drop) 100%
After second week or after first 20% of course if shorter than 8 weeks** (course withdrawal) .....No Refund

**Week is defined as seven (7) consecutive days, beginning with the first day of the semester.*

**Students who receive Title IV financial aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans) who do not complete their classes for a semester will be responsible to return unearned aid back to the Department of Education. Failure to return unearned aid will result in loss of future eligibility for any Title IV financial aid.

Any flexibly scheduled course (course beginning with an "F" prefix) receives a 100% refund during the first 20% of the course only.

Note: Refund of fees for accelerated terms (Summer, etc.) will be pro-rated accordingly.

PAYMENT DEADLINES

All tuition and fees must be paid in full before registration is complete, and all registered students must make payment or arrangements to pay prior to each term. Arrangements to pay include financial aid, an approved third-party agreement, or a completed Deferred Payment Plan application.

FOR MORE INFORMATION

To learn more about payment options offered through Southern State Community College, please call our Office of Financial Aid at 800.628.7722, x2515. The primary purpose of the Office of Financial Aid is to enable qualified students to afford college.

Southern State reserves the right to refuse registration if there is a balance of fees from a previous semester. Any requests for exceptions to this policy must be submitted to the Business Office.

ACADEMIC REQUIREMENTS for RECEIVING FINANCIAL AID

Failure to abide by these regulations will adversely affect your federal financial aid eligibility.

- To receive federal financial aid, you must be degree or certificate seeking (officially declare a major).
- You cannot receive federal aid for any courses not required in your declared major. Payment for courses taken outside the major will be your responsibility. The only exception to this regulation is that you may take necessary remedial courses. Additionally, electives

required by the declared major still qualify for federal aid as long as they do not exceed the number of elective hours required by that major. If you have questions about whether or not a course qualifies, it is recommended that you would meet with an advisor before enrolling in the course.

- You must stay enrolled and attending at least 60% of the term or you will be required to return the unearned portion of federal financial aid (See Return of Title IV regulations in the college Catalog).
- You must keep the required cumulative grade point average of 1.75 as a freshman (earned 1 thru 29 semester hours) or a 2.00 as a sophomore (earned 30 or more semester hours).
- You must have passing grades (D or above in at least 67% of attempted hours each term) (see Satisfactory Academic Progress Policy in the College Catalog).
- You may only repeat a course for which you have received a passing grade (D or above) ONE TIME.
- You must complete your degree within 150% of the required number of hours for the declared major. For example, if a program requires 60 semester hours, you can receive financial aid for up to 90 semester hours (see Maximum Time Frame regulations in the college Catalog).
- All semester/quarter credit hours attempted, including transfer hours, count toward the number of hours that are counted toward the 150% Maximum Time Frame regulation.

SATISFACTORY ACADEMIC PROGRESS FINANCIAL AID POLICY

Federal regulations require that all student financial aid recipients must be degree or certificate seeking and must make Satisfactory Academic Progress toward achieving a certificate or degree within the required standards as set forth by the U.S. Department of Education. The standards apply to all semesters regardless of whether or not the student received financial aid for that semester.

The Satisfactory Academic Progress of each Southern State student is measured at the end of each semester. The student SAP is measured by three components as listed below:

1. *Qualitative* – Cumulative grade point average:
   a. A student with between 1 and 29 earned semester hours must maintain a cumulative grade point average of at least a 1.75 or above.
   b. A student who has earned 30 and above semester hours will be considered a sophomore and must maintain a 2.0 or higher grade point average.
   Note: Graduation in certain programs require a minimum of 2.0 or higher, see individual academic programs for the required grade point average requirements.
2. *Pace* – Students must successfully complete a minimum of 67% of total attempted hours each term. Pace is calculated as cumulative successful hours/cumulative hours attempted. NOTE: Satisfactory grades consist of A, B, C, D, and S. Unsatisfactory grades are F, W, WI, N, U, and Y or any other grade that does not result in semester hour completion.
3. Cumulative Maximum Time Frame – The maximum amount of semester hours attempted toward obtaining the student's degree is known as Maximum Time Frame. The student must complete all course requirements within 150% of the required number of semester hours for their particular degree program. For example; a student is in a degree program that requires 60 semester hours to complete the degree program. The student may take up to 90 semester hours towards completion of that degree.

WITHDRAWAL (W and WI grades)

A grade of "W" is given when a student has enrolled, stayed enrolled through the drop period and officially withdrawals from a class. A grade of "WI" is given by an instructor who has a student who is not attending their class and has not officially withdrawn from that class, and has missed too much to continue in the class. Courses with the grade of "WI" or "W" still count in the Maximum Time Frame attempted but not earned.

INCOMPLETE GRADES

Courses that are assigned an "I", or incomplete grade, are included in the cumulative semester hours attempted, but not hours completed until the faculty turns in a grade of completion. The faculty and student will work out a contract of required work and timeframe to complete that work. The contract will be submitted to the Office of the Vice President for Academic Affairs for approval. If the work is not submitted per the agreement, the grade will be updated to an “F” grade and count as a non-completed course. “I” and “F” grades are calculated in the grade point average with zero quality points.

REPEATED COURSES

Federal aid students may retake a course one time only for grades "D" or above. Grades of F, W, WI, N, or U may be repeated more than one time, or until a passing grade has been achieved. An exception to this regulation would be if the course is required for selective admission into a program. Contact the financial aid office for assistance. The repeating of courses do affect a student's financial aid pace and Maximum Time Frame adversely because each course is counted towards the number of hours attempted and the student only receives an additional 50% more semester hours over the required semester hours. The original title and grade will remain on the student's permanent record, but only the quality points from the course with the highest grade will be computed into the grade point average.

TRANSFER CREDITS

Transfer hours are reviewed by the College Registrar's Office. Transfer hours count in both the attempted and completed hours in the evaluation towards the financial aid Satisfactory Academic Progress Policy. The Transfer grade point average does not affect the SSCC grade point average. The transfer hour applicability to the student's major will be determined at the time a student is evaluated for a possible Maximum Time Frame Appeal for Federal Financial Aid purposes. The applicability is also evaluated by the College Record's Office at the time of graduation evaluation.

ADDITIONAL DEGREE

Students who are enrolled in a second degree program who may need additional semester hours of eligibility must appeal to Financial Aid by completing the Maximum Time Frame Appeal Form. Documentation is required to accompany the MTF appeal as to why the student needs a second degree, i.e. cannot find a job in the area of the first degree. The approval or denial is solely the decision of the Financial Aid Office and the decision is final.

CONSORTIUM STUDENTS

Students who are taking classes at more than one institution during the same semester and who want to have their financial aid based on the combined number of semester hours may obtain a form known as a Consortium Agreement from the DEGREE GRANTING institution. The Consortium allows the student to receive financial aid from the degree-granting institution based on the combined credit hours being taken from both institutions. The degree granting or HOME school will process all financial aid, measure SAP, and all other federal requirements and the visiting institution or HOST school agrees to not disburse any financial aid to this student, but notify the HOME school of any withdrawals or academic progress issues. The HOST school will also send the grade transcript to the HOME school at the end of each grading period.

CLEAN SLATE

Southern State Community College has a Clean Slate Policy which allows students to petition to have prior grades expunged from their academic record. Financial aid recipients who petition for a clean slate for any prior coursework as outlined in the Clean Slate Policy are still subject to meeting all requirements of the Satisfactory Academic Progress standards listed above. All attempted courses are considered in the evaluation of both qualitative (grade point average) and progress. Students may appeal their eligibility for federal student aid due to not meeting satisfactory academic progress to the financial aid office.

CONSEQUENCES OF NOT MEETING THE SATISFACTORY ACADEMIC PROGRESS POLICIES & REGAINING ELIGIBLE

Students who fail to meet any of the required two components of the SAP (GPA or PACE) when measured at the end of each semester will have consequences as outlined below:

1. If a student fails to meet the SAP Policy for one semester, he/she will be placed on an Academic Warning Status. Students who are placed on Academic Warning will be notified of their academic status and will be allowed to continue to receive federal financial aid for the next semester of enrollment.
2. Students who fail to meet the SAP Policy for the second consecutive semester will be placed an Academic Probation status. While on Academic Probation, the student is not eligible to receive any financial aid unless the student submits a Request for Academic Probation Appeal to the Financial Aid Office and the appeal is accepted.
3. If the Academic Probation Appeal is accepted, the student will be required to meet with the Student Advising Center to create an academic plan. As long as the student continues to make Satisfactory Academic Progress according the financial aid policies and the approved Academic Plan, the student may continue to register, attend and receive financial aid as long as financial eligibility is determined.
4. If the student fails to meet the Satisfactory Academic Progress standards as outlined in the Academic Plan the student will no longer be eligible for federal financial aid at Southern State Community College unless the student is able to regain satisfactory academic progress without use of federal financial aid.

REGAINING ELIGIBILITY: MAXIMUM TIME FRAME

Federal regulations require a student to complete their degree program within 150% of the required number of credit hours for the student's particular program, i.e., the student's major requires 60 credit hours for completion; the federal financial aid will pay for up to 90 credit hours for program completion for that major. There are times when a student has extenuating circumstances that will cause a student to not be able to complete their degree within the 150%, i.e., change of major, or transfer hours. The Office of Financial Aid will monitor the Pace in which the student is heading toward completion. When it appears that the student cannot complete their program within the 150% time frame, the Office of Financial Aid will notify the student of the Maximum Time Frame issue. The student may complete a Maximum Time Frame Appeal process giving proof of what situation caused the student to not be able to complete their program within the required time frame. Additional documentation may be required for evaluation. The Registrar and Financial Aid Director will evaluate the circumstance and determine the coursework still needed to complete the student's program. The student will be notified of the approval or denial along with a listing of the remaining classes required to complete their program. At that point, the student may ONLY take the courses approved by the Registrar.

PAYMENT POLICY

All registered students must make payment or arrangements to pay or have their Financial Aid Application submitted to the Office of Financial Aid by the deadline date listed in the Class Schedule. Arrangements to pay include financial aid, an approved third-party agreement, or a completed deferred payment plan. Students registering during the late registration period (listed in the Class Schedule) must make payment, or arrangements to pay, at the time of registration. Students whose financial aid application is not dated by the posted deadline cannot charge their tuition without setting up the Deferred Payment Plan. Late FAFSAs will not be processed in time for the normal financial aid disbursement to student accounts during the fifth week. FAFSAs received by the deadline will be given priority for payment. Students that do not pay, or make arrangements to pay, by the posted deadline will be dropped from classes. Once a student is dropped from a class, any waitlisted student for that class will automatically take the place. If a student chooses to re-register, they must make payment at that time for any course that is still available.

PELL GRANT POLICIES

Pell Regulations

The institution must receive an ISIR/SAR with an official SEI with a processed date prior to a student's last day of enrollment.

Pell Grant Recalculation Regulations

Southern State policy is to disburse aid after the official college drop/add period. This is referred to as

the college's census date. However, for Pell Grant purposes only, there are some regulations that require the recalculation of the Pell Grant after the census date.

Required Pell Recalculations after Census Date

If the student's Pell grant changes due to corrections, updating or an adjustment, and the change would change the amount of the Pell award, the college must recalculate the Pell award for the entire award year.

Pell Recipients Selected for Verification

If a student is selected for verification and submits all documentation and the funds are disbursed during the semester, the student's Pell Grant will be based on hours locked in at the college's census date and the valid SAI.

If the student selected for verification submits verification documentation after the term has ended and is still enrolled, the amount of disbursement will be based on the valid SAI and hours attempted at the college' census date.

If the student is no longer enrolled or ceases to be eligible, the student can submit verification documentation and receive a late disbursement (120 days after the last date of enrollment). However, the amount of disbursement will be based on the highest SEI and credit hours completed.

FORMS AND RESOURCES

Please visit: www.sscc.edu/financialaid/forms.shtml for additional forms and resources beyond the Free Application for Federal Student Aid (FAFSA). There are some other forms and resources that may prove beneficial in your search for financial aid.

RETURN OF TITLE IV FUNDS INFORMATION

Federal financial aid (Title IV funds) is awarded under the assumption that a student will attend SSCC for the entire payment period. In the event that a student totally withdraws from or ceases attendance in Title IV eligible courses, SSCC is required to determine the portion of federal financial aid the student earned for that payment period. The process to review and calculate the earned amount of federal aid is called "Return of Title IV Funds." If a student has not earned all of the awarded federal aid they may be responsible to return unearned aid to SSCC or the US Department of Education (ED). Failure to return unearned aid will result in loss of future eligibility for any Title IV financial aid.

Title IV funds include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Iraq and Afghanistan Service Grants
- Federal Direct Loans (student and parent PLUS)

SSCC's payment period is a semester. Courses that are scheduled for a period of weeks less than a full semester are considered modules.

Determination of Attendance

A student is considered to have established attendance with at least one of the following academically related activities:

- Physical class attendance where there is the direct interaction between instructor and student
- Submission of an academic assignment
- Examination, interactive tutorial, or computer-assisted instruction
- Study group assigned by the school
- Participation in an online discussion about academic matters (excludes introductory posts)
- Initiation of contact with the instructor to ask questions about an academic subject

Logging into MyCanvas is NOT considered academic in nature and therefore should not be used to report attendance.

Student Never Established Eligibility for Federal Financial Aid – Title IV Aid

The R2T4 requirements do not apply to a student who never establishes eligibility for Federal Financial Aid. A student who never attends any classes, or for whom Southern State Community College cannot document attendance in at least one Title IV eligible class, is not eligible for federal financial aid. Any aid disbursed based on anticipated enrollment must be returned to the applicable Title IV programs (this

includes anticipated aid used to purchase books and/or supplies from the campus bookstore).

Determination of Withdrawal Date

Students may withdraw from classes up to and including the week before final exams by giving written notice of their intent to the Department of Student Affairs. Courses withdrawn after the drop/add period will be assigned a grade of "W". Faculty may request to withdraw students who have missed more than 20% of the total scheduled classes by completing the Faculty Initiated Withdrawal Form. A faculty-initiated withdrawal will result in a final grade of 'WI'.

The withdrawal date for R2T4 calculation review is the later of one of the following:

- The date the student began the institution's withdrawal process or officially notifies the college's Records Office of their intent to withdraw: or
- The last known attendance at a documented academically-related activity (i.e. exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment, or attending a study group that is assigned by the institution); or
- The midpoint of the period for a student who leaves without notifying the institution.

The student may rescind his or her withdrawal if the student declares in writing his or her intent to complete the period of enrollment and continues attendance. However, if the student does then withdraw before completing the period, the withdrawal date is the later of:

- The date the student first (originally) notified the institution; or
- The last date of attendance at a documented "academically related activity".

Determination of Earned Aid

Determination of earned aid for students enrolled in all full-semester courses:

During the first 60% of the payment period (semester), a student earns Title IV funds in direct proportion to the length of time they remain enrolled. To determine how much aid was earned, the number of days completed, the total number of days in the semester, and the total federal aid award is taken into consideration. A student who remains enrolled beyond the 60% point earns all aid for the period.

Determination of earned aid for students enrolled in at least one course offered as a module:
****Effective July 1, 2021****

To determine if a student is considered withdrawn and subject to the R2T4 calculation, the following have to be considered:

1. Is the student still enrolled in an active, Title IV eligible course for the payment period?
2. Did the student complete all graduation requirements for their program of study?
3. Did the student successfully complete, with passing grades, Title IV eligible coursework in a module or combination of modules that consist of 49% or more of the countable days in the semester?
4. Did the student successfully complete, with passing grades, Title IV eligible coursework equal to or greater than what the school considers to be half-time enrollment (6 credit hours) for the semester?
5. Did the student confirm attendance in writing for a Title IV eligible course(s) for a later module in the semester?

If the answer is "yes" to any of these questions, a student is not considered to be withdrawn and no R2T4 calculation is required.

R2T4 Calculation

The Financial Aid and Business Offices are responsible for the Return of Title IV Funds process.

Step One: Determine the number of days attended, and divide by the number of days in the period. The result is the percentage of days completed by the student.

NOTE: Enrollment percentage will be determined by the number of days in the semester (including weekends) divided by the number of days enrolled (including weekends). However, scheduled breaks five days long would be excluded from the calculation.

Step Two: Multiply the total accepted and eligible federal aid award by the percentage of days completed by the student. The result is "earned aid".

NOTE: Enrollment in modules will affect this step of the calculation. In addition, federal loans cannot be included in total aid if they are not accepted or if Entrance Counseling and/or the Master Promissory Note are incomplete or expired. First-time student loan borrowers who do not complete the first 30 days of the term will not be eligible to have loans included in the calculation of earned aid.

Step Three: Subtract earned aid from disbursed aid. The result is unearned aid.

If earned aid exceeds disbursed aid, additional funds may be disbursed (Late Disbursement). Additional disbursements are not allowed if the amount of earned aid is LESS than the total Title IV aid disbursed before the institution's determination that the student withdrew.

The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution's share is the lesser of:

- The total amount of unearned aid; or
- Institutional charges multiplied by the percentage of aid that was unearned.

Institutional charges are tuition, course fees, and required books/supplies purchased with federal student aid from the campus bookstore. The calculation assumes that Title IV funds are directly disbursed to a student only after all institutional charges have been covered and that Title IV funds are the first resource applied to institutional charges. Institutional charges are those assessed prior to the student's withdrawal, not a reduced amount that might result from any institutional refund policy.

The student's share is the difference between the total unearned amount and the institution's share. The institution's share is allocated among the Title IV programs, in an order specified by statute before the student's share:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Parent Plus Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

After the student's share is fully allocated among the Title IV programs, the amount owed to a grant program is reduced by 50%.

The unearned Title IV funds must be returned to ED no later than 45 calendar days after the institution determines that the student withdrew. At SSCC, the institution returns all shares of unearned aid to the Department of Education. Any subsequent balance created due to this return of unearned aid is the responsibility of the student to make payment arrangements with SSCC's Business Office within 45 days of notification. Any remaining, earned loan funding still functions under the terms and conditions of the master promissory note.

Post Withdrawal Disbursements (PWD)

If a student completely withdraws from classes prior to their federal financial aid being fully disbursed, a calculation is completed to determine the amount of financial aid earned and is subsequently owed to the student in the form of a Post-Withdrawal Disbursement (PWD). If the student is due a portion of their grant funding in the PWD, SSCC will apply the earned funds to the student's account up to the outstanding balance. Written notification will be sent to the student regarding their PWD if:

- There is no outstanding balance owed to the institution
- The PWD of grant funding exceeds the outstanding balance
- A PWD of direct loans is owed

The PWD of grants exceeds the outstanding balance, or if a PWD of loans is owed. The student must respond to the Financial Aid Office within 14 days, in writing, to accept these earned funds. If the student does not authorize within 14 days the grant and/or loan will be canceled on the student's behalf.

Examples:

Example One:

Sarah enrolls as a first-year, first-time undergraduate for the 2021 Fall semester, which begins on August 23, 2021. On September 13, the Records Office confirmed that Sarah had established attendance in all of her Fall classes. On September 15, Sarah begins

the school's official withdrawal process. The school determines Sarah completed 20 percent of the payment period and has, therefore, earned 20 percent of her Title IV aid.

Sarah withdrew before completing the first 30 days of her program of study, and the first disbursement of her loan was scheduled for September 25. Because the school does not originate first-time borrower Direct Loans until the 31st day (September 24 for the Fall semester), the loan is not considered aid that could have been disbursed when Sarah withdrew from classes.

Aid Offered for Period:

- $3,248.00 Federal Pell Grant
- $150.00 SEOG
- $1,732.00 Direct Subsidized Loan (net proceeds)

Anticipated Aid (August 23, 2021):

- $3,248.00 Federal Pell Grant
- + $150.00 SEOG
- $3,398.00

Ineligible Aid:

- $1,732.00 Direct Subsidized Loan subject to 30-day delayed disbursement

Earned Aid:

$ 3,398	x 20 %	= $ 679.60
Disbursed Aid	Percentage Completed	Earned Aid

Example Two:

Chrystal, a federal aid recipient, enrolls for 15 credit hours Spring semester. The dates of the Spring semester are January 10, 2022 through May 7, 2022. The semester includes a Spring Break that begins March 6 and ends March 13; classes resume March 14. In January, Chrystal missed two weeks of classes due to illness. Feeling overwhelmed by all the coursework she must make up; she officially withdraws on January 28. What percentage of Chrystal's Title IV aid for the semester did she earn?

Number of calendar days in the semester = 110 (excluding the 9-day scheduled break)

Number of calendar days attended = 19
19 days attended
110 days in the semester = 0.1727 = 17.3%

TITLE IV LOAN CODE OF CONDUCT

Southern State participates in the William D. Ford Federal Direct Student Loan Program. The Office of Financial Aid will process loans at the students request if eligible through the federal financial aid programs.

I. Southern State does not have revenue-sharing arrangements with any lender. Advisory boards will not receive compensation from a lender.
II. Employees in the Office of Financial Aid are prohibited from receiving gifts from lenders, guaranty agencies or loan servicers.
III. The Office of Financial Aid does not contract with any lender and does not receive any staffing assistance from lenders.
IV. The Office of Financial Aid at Southern State will process loans in a timely manner.
V. Students will be advised to borrow loans through the federal student loans programs. Private loans will not be packaged or offered from any specific private lender.

GRANTS AND LOANS

Grants are a form of financial aid that does not have to be repaid! Loans, however, do.

How To Apply

You can apply for all federal, state, and some institutional financial aid programs by completing the Free Application for Federal Student Aid (FAFSA) online at: www.studentaid.gov. For more information on completing the FAFSA, contact the Financial Aid Advisor at x2515.

Federal Pell Grant

A Pell Grant is based on financial need and full payment can be made if the student carries 12 or more credit hours per semester. A student carrying one to 11 hours may be able to receive a proportionately reduced award if eligible. Pell Grant award amounts are determined by the information reported on the FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a federal grant intended to assist a student with exceptional financial need. Priority is given to those who are Federal Pell Grant recipients. The

amount awarded is based on federal funding levels and college policy.

Federal Student Loans

Southern State Community College understands the importance of managing the cost of education. In addition to grants, scholarships and federal work study, Southern State Community College participates in the William D. Ford Federal Direct Student Loan Program. The loan program is designed to assist students with low-interest educational loans. The loan money comes from the federal government directly to Southern State. The loan proceeds are applied to the student account toward tuition, fees, and other approved charges. If students borrow more than the direct charges (tuition, fees, and books) the remaining money is mailed by check to the address that the student has on file with the College.

To obtain and determine eligibility for the loan, students must complete the FAFSA (Free Application for Federal Student Aid). Student loans are not offered in the Financial Aid Award letter. To obtain student loans complete a Student Loan Request form. Information regarding this process will be mailed to the student once their FAFSA results are received by the college. This loan may be subsidized, unsubsidized or a combination of both. The loan is in the student's name and is repaid by the student. Loan amounts are based on cost of attendance, the grade level, dependency status and other financial aid resources of the student. Students must be enrolled and attend at least half time (6 semester hours) to be eligible for a student loan.

Subsidized Loan – This is a need based loan. The government pays the interest while the student is in school at least half time.

Unsubsidized Loan – This is a non-need based loan. Students are responsible for the interest from the time of disbursement until the loan is paid in full. The student may pay the interest while in school or the interest may be capitalized (added) to the principal amount. Students are encouraged to pay the interest to the loan servicer while they are in school.

Loan Fees – Currently the U.S. Department of Education will charge 1.057% as an origination fee for processing the loan. This fee is deducted from each disbursement of the loan.

Interest Rates – The interest rate for student loans is determined by the time when it was disbursed not when it is in repayment. Therefore, from year to year interest rates may vary.

For undergraduate loans disbursed July 1, 2024 – June 30, 2025 student loan interest rate is 6.53%.

Disbursements – The first disbursement of a loan for a first-time borrower to Southern State must be delayed until 30 days into the first semester. Returning borrowers loan funds are disbursed about the fifth week of the semester.

Master Promissory Note – All students who borrow a Federal Direct Loan are required to complete a Federal Direct Loan Master Promissory Note (MPN). This is a contract with the U.S. Department of Education and is the promise to repay student loans. The MPN is good for up to 10 years and additional loans may be obtained using the same MPN.

Repaying Student Loans

Student Loans must be repaid to the federal government beginning six months after graduation or dropping below half-time enrollment. This six months is called a grace period. The federal government offers several repayment plans as well as deferments, forbearances, and consolidation. Students may choose the repayment plan that best suits their financial situation. The following list includes the different types of payment plans:

Standard Repayment Plan – This plan requires fixed monthly payments with repayment of the loan in full within 10 years (not including periods of deferment or forbearance) from the date repayment begins.

Graduated Repayment Plan – Under this plan, payments are lower at first, and usually increase every two years for amounts that will ensure that loan(s) will be repaid in full within 10 years from the date the loan entered repayment.

Extended Repayment Plan – This plan will allow students to repay the loan within a period not to

exceed 25 years from the loan date payment begins. Loan payments may be fixed or graduated. Students are eligible for this repayment plan only if their outstanding loan balance with the Direct Loan Program is in excess of $30,000.

Income Contingent Repayment Plan – Under this plan monthly payment amounts will be based on annual income (and that of spouse if married), family size and the total amount of Direct Loan debt.

Income-Based Repayment Plan - Under this plan, required monthly payments are capped at an amount that is intended to be affordable based on income and family size. To initially qualify for the plan students must have a partial financial hardship. To be considered to have a partial financial hardship the monthly amount students would be required to pay on eligible loans under a Standard Repayment Plan with a 10-year repayment plan is more than the monthly amount required under the Income Based Repayment Plan. If payments are made under this plan for 25 years and after meeting other requirements students still have an outstanding balance this debt may be forgiven.

Pay As You Earn Repayment Plan - Under this plan if student loan debt is high relative to income and depending on when the student first borrowed a loan, borrowers may qualify for this plan. This plan helps keep the monthly payments affordable and usually has the lowest monthly payment of the plan options.

For additional information regarding the different payment plans and options visit studentaid.gov.

Debt Management

Student loan debt awareness is critical to the success of students at Southern State. Unfortunately, not every student qualifies for free or non-loan financial assistance. The Office of Financial Aid at Southern State strives to help students with debt awareness and borrowing wisely.

Borrow Only What You Need

Education is an investment in the future. Borrow only the amount of loan that is needed. Federal Subsidized and Unsubsidized Loans are offered to students to provide the full financial aid based on the cost of attendance at Southern State. Before accepting student loans, students should determine what is needed to cover expenses. The award offer provides estimated expenses per semester in addition to all financial aid awards. The award letter will provide a breakdown of direct costs (money owed to the college) such as tuition and books, as well as indirect cost (money not charged directly to students) such as transportation.

Accepting loan money can be easy. Repayment can be more difficult. To determine potential salary and job information for the degree or major you are seeking, visit mappingyourfuture.org. It is important to understand the comparison between what you are borrowing and the anticipated salary range for the job or career you choose. This information can help assist in budget preparation. Look at the total loan debt but also at the monthly payment associated with the loan. This will help to determine what students can reasonably expect to repay upon entering repayment of the student loan.

Recommended Counseling

Before borrowing a student loan or continuing to borrow on student loans, visit studentaid.gov/h/manage-loans and complete the Financial Awareness Counseling. To assist in completing the counseling, have a copy of the student loan award letter that was sent by the Office of Financial Aid. The Awareness Counseling provides budgeting, repayment information and resources that are important to student success. This online tool provides students with their current loan obligation, if any, and repayment information.

Required Counseling

Entrance Counseling – Prior to receiving student loan funds, first time borrowers are required to complete entrance counseling. Entrance Counseling is completed online at studentaid.gov. Students will need his/her FSA ID from the US Department of Education to complete this process. Students are provided the instructions on how to complete this in their initial award packet. Students who are first time borrowers must wait 30 days after the start of the term and attendance has been verified to receive the first disbursement of their loan.

Exit Counseling – Exit counseling at studentaid.gov/h/manage-loans is also a requirement

any time a student borrower takes a break from enrollment, is enrolled less than 6 credit hours, or graduates. The Office of Financial Aid at Southern State will also notify students when counseling is required. Exit Counseling pertains primarily to repayment of the loan debt.

The following is a list of some of the items reviewed in exit counseling:

- A current description of the loan, including the average monthly payment
- Tips to avoid delinquency and default
- Deferment and forbearance options (temporary postponements of the student loan)
- The amount of total debt (principal and estimated interest), current interest rate and the total interest charges on the loan
- An explanation of the fees that might be charged during the repayment period such as late charges
- A reminder of available options for loan consolidation and a reminder that students can prepay the loan without penalty at any time
- Repayment options, monthly payment amounts and advice about debt management
- Notification that borrowers must provide expected permanent address and the name and address of the expected employer

Students can access financial aid counseling at studentaid.gov/h/manage-loans, as well as complete a Master Promissory note or obtain information about loan history. Students will need the FSA user ID and password assigned by the Department of Education.

Know Your Current Student Loan Debt

As a student loan borrower, students can check on how much in loans they have borrowed to-date by logging on their account at www.studentaid.gov. Tools within the website are designed to assist with understanding repayment amounts based on the size of student loan debt.

Parent Plus Loans

Parents may borrow a Parent Plus Loan for their dependent student. A parent may borrow for their child up to the cost of attendance minus any other accepted aid. To be eligible to borrow a parent loan they must be the biological or adoptive parent (or in some cases step-parent) of the student for whom they are borrowing. The child must be a dependent student who is enrolled at least half- time (6 semester hours). Credit history will be checked to determine eligibility.

Repayment of the parent loan is made by the parent and cannot be transferred to the student. The repayment period begins 60 days after the last installment of the loan was disbursed for a school year. To request to postpone payments until after the student is graduated or withdrawn parents should contact the loan servicer.

To apply for a Parent Plus Loan a parent must complete the *Request for Direct Plus Loan* at studentaid.gov/h/manage-loans. Southern State does not automatically package parent loans unless requested by the student or parent.

Private Education Loans

These are loans based upon the credit rating of the student or parents. Eligibility is determined by the lender. Southern State does not promote any vendor but will certify any qualified candidate.

SCHOLARSHIPS

Earning a college degree does not come free. Good thing there are resources available to help ease the financial burden! In addition to the different kinds of financial aid available through federal and state programs, Southern State offers a variety of Trustee and Foundation Scholarships. In fact, we award nearly 100 scholarships each year. One of them could be yours. You will find them listed at: www.sscc.edu/financialaid/scholarships.shtml

The application can be found at: https://southernstate.awardspring.com/

How to Apply for Scholarships

To keep the process simple and relieve you from the pressure of having to figure out which scholarships are a good match for you, Southern State uses a single application designed to match you to the scholarships for which you are eligible. Matter of fact, the online application is powered by Award/Spring Online so do not be surprised if it feels like you have been redirected from our site. Some basic

preparation tips have been offered but you may prefer a Step-By-Step Guide on how to apply at,www.sscc.edu/financialaid/assets/directions-online-scholarship-application.pdf.

Before you begin your online application be sure you can answer the following:

- Do you have a valid email address? If not, you should get one because it's essential.
- What about a Student ID number? If you are a current SSCC student, remember to have your student ID handy. For new students, the system will generate an Awards/Spring ID for you. (Note: The Award/Spring ID is NOT your SSCC ID but rather, the ID you use for the scholarship application process.)
- Do you know your current GPA? For current college students use your college GPA. Use your high school GPA if you do not currently have earned college credits.
- If you have already earned some college credits, find out how many.
- Be prepared to answer some basic questions about your personal and professional goals and why you are choosing Southern State.
- A transcript and letter of recommendation are optional uploads.
- What if I get stuck? If you are still stuck give us a call or drop us an email. You can reach the scholarship support team by emailing scholarships@sscc.edu or by calling 800.628.7722 x2515. Do not be afraid to leave a message—we may have to give you a call back.

STUDENT RIGHTS and RESPONSIBILITIES

You Have the Right To:

- know what financial aid programs are available at Southern State;
- know the deadlines for submitting applications for each of the financial aid programs available;
- know how financial aid will be distributed, how decisions on that distribution are made and the basis for these decisions;
- know how your eligibility was determined (this includes the costs for Tuition & Fees, food and housing, travel, books, supplies, course materials, personal and miscellaneous expenses, etc. are considered in your budget);
- know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your eligibility;
- request an explanation of the various programs in your student aid package;
- know the College's Refund Policy and how it affects your financial aid package;
- know what portion of the financial aid you receive must be repaid and what portion is grant aid (if the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, length of time you have to repay the loan and when repayment is to begin); and
- know how the College determines whether you are making satisfactory academic progress and what happens if you are not.

You Have the Responsibility To:

- complete all application forms accurately and submit them on time to the right place;
- provide correct information (in most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense that could result in indictment under the U.S. Criminal Code);
- return all additional documentation, verification, corrections and/or new information requested by either the Office of Financial Aid or the agency to which you submitted your application as requested;
- read and understand all forms that you are asked to sign and to keep copies of them;
- accept responsibility for all agreements that you sign;
- request an explanation of the various programs in your student aid package;
- perform the work that is agreed upon in accepting a federal Work Study award;
- be aware of and comply with the deadlines for application or reapplication for aid;
- repay, according to the repayment provisions of the loan fund, all loans that you accept and use for educational expenses;

- be responsible for maintaining a minimum registration of 6 credit hours as a student loan borrower; and
- comply with the standards of Satisfactory Academic Progress for renewal of federal financial aid.

Important Reminder!

You are encouraged to apply for financial aid as early as possible each year. Campus-based aid is subject to the availability of funds and the Pell Grant and loans have deadlines. Students and parents needing assistance in the financial aid process should call the Financial Aid Office at 937-393-3431 x2515.

ACADEMIC RESOURCES

FINDING SUCCESS AT SSCC

ACADEMIC/CAREER ADVISING

The Academic/Career advisors in the Student Success/Advising Center are your central resource for academic advising while you are at Southern State. We will help you develop your academic pathway, register for courses, explore/declare/or change a major, understand and address academic status (warning and probation), and answer any questions associated with your academic program as well as transfer steps after program completion.

Appointments: call 800.628.7722, x.2825, or email advising@sscc.edu

FACULTY ADVISORS

During your first semester, your academic/career advisor will connect you to a faculty advisor in your program. Together, these two advisors work together to guide you through your academic pathway as you strive for your career goals. You will most likely have a faculty advisor as an instructor during your first year of courses.

Technical Programs	Central Campus (Hillsboro)	Brown Co. Campus (Mt. Orab)
Agriculture		
Agriculture		
Business		
Accounting	**Travis Martin** x4670 tmartin@sscc.edu	**Travis Martin** x4670 tmartin@sscc.edu
Business Management	**Jeff Tumbleson** x3678 jtumbleson@sscc.edu	**Jeff Tumbleson** x3678 jtumbleson@sscc.edu
Real Estate (Online)		**Jeff Tumbleson** x3678 jtumbleson@sscc.edu
Computer Science		
Computer Info Technology	**Dr. Joshua Montgomery** x2736 jmontgomery@sscc.edu **Brian Birkhimer** x2738 bbirkhimer@sscc.edu	
Education		
Early Childhood Education (Online)	**Nicole Sheppard** x3665 nsheppard@sscc.edu	
Engineering		
* Engineering: Aviation Maintenance	**Jeff Montgomery** x2530 jlmontgo@sscc.edu	
* Airframe Certificate	**Jeff Montgomery** x2530 jlmontgo@sscc.edu	
* Powerplant Certificate	**Jeff Montgomery** x2530 jlmontgo@sscc.edu	
Electro-Mechanical Engineering	**James Barnett** x2746 jbarnett@sscc.edu	
Mechanical Design Technology	**James Barnett** x2746 jbarnett@sscc.edu	

Technical Programs	Central Campus (Hillsboro)	Brown Co. Campus (Mt. Orab)
Health Sciences		
Medical Assisting	**Rhonda Davis** x2639 rdavis@sscc.edu **Lucinda Gibson** x2635 lgibson@sscc.edu	
Nursing	**Dr. Julie Krebs** x2641 jkrebs@sscc.edu **Meg Storrs** x2640 mstorrs@sscc.edu	
Practical Nursing		**Dr. Julie Krebs** x2641 jkrebs@sscc.edu **Meg Storrs** x2640 mstorrs@sscc.edu
Phlebotomy	**Rhonda Davis** x2639 rdavis@sscc.edu **Lucinda Gibson** x2635 lgibson@sscc.edu	
Medical Assistant Technology	**Rhonda Davis** x2639 rdavis@sscc.edu **Lucinda Gibson** x2635 lgibson@sscc.edu	
Human & Social Services		
Human and Social Services	**Jeff Montgomery** x2530 jlmontgo@sscc.edu	
Human and Social Services: Chemical Dependency	**Jeff Montgomery** x2530 jlmontgo@sscc.edu	
Law Enforcement		
Law Enforcement	**Robin Roche** x5657 rroche@sscc.edu	
General Education		
English & Communications	**Rainee Angles** x2794 rangles@sscc.edu **Jason Reynolds** x4694 jreynolds@sscc.edu **Ken Holliday** x4679 kholliday@sscc.edu	**Annie Rankin** x3647 arankin@sscc.edu **Jeffrey Wallace** x3675 jwallace@sscc.edu
Mathematics	**Amer Shaw** x4648 ashaw@sscc.edu **Bill Worpenberg** x3679 bworpenberg@sscc.edu	**Bob Krauss** x3692 rkrauss@sscc.edu **Zac Kronick** x5694 zkronick@sscc.edu
Arts & Humanities	**Rainee Angles** x2794 rangles@sscc.edu	
Social Sciences	**Jody Bishop** x3628 jbishop@sscc.edu	**Tom Payton** x2713 tpayton@sscc.edu
Natural & Physical Science	**Dr. Terry Flum** x2692 tflum@sscc.edu **Kelly Schradin** x2633 kschradin@sscc.edu **Amie Gardner** x3627 agardner@sscc.edu	**Tatiana Luna** x2633 tluna1@sscc.edu **Dr. Rain Nielsen** x2647 snielsen@sscc.edu

*Additional locations:
Engineering: Aviation Maintenance at Laurel Oaks – Dr. Jeff Montgomery x2530; jlmontgo@sscc.edu

ARTICULATION AGREEMENTS / TRANSFER

Southern State is a member of the University System of Ohio and has articulation/transfer agreements with many four-year institutions. For a complete list, visit the web at https://www.sscc.edu/academics/transfer/transfer-agreements.shtml

The College transfer process has become a valuable part of many students' higher education experience. Southern State can CONNECT you to a variety of four-year colleges and universities across the state and beyond to help you meet your goals.

Start Smart!

When you begin your college education at Southern State, your costs will be less, classes are likely to be smaller and you will be closer to home. The Ohio Guaranteed Transfer Pathways to other institutions in the University System of Ohio ensures full transfer of your associate degree to a partner state four-year institution. Earn your bachelor's degree in the same amount of time, at the institution you want, at half the cost.

What Does Transfer Mean?

The term "transfer" means that a student applies earned college credit received at one college for courses or programs completed at another college.

Who Is a Transfer Student?

A transfer student is someone who begins a program of study at one college and then leaves that college to take classes at another college.

How do I Transfer?

To successfully transfer TO SSCC, follow these steps:

1. Complete an Application for Admission found at www.sscc.edu/admissions/apply.shtml There is no fee nor deadline.
2. Request that your official transcript be mailed to the Records Office.
3. Make an appointment and meet with an advisor to make sure your courses meet our transfer requirements.

To successfully transfer FROM SSCC to another institution, follow these steps:

1. Meet with your academic/career advisor to design your academic plan for transfer.
2. Request a SSCC transcript by using this form: www.sscc.edu/services/forms/request-transcript.pdf Official transcripts are the only means by which credit is transferred from college to college.
3. Comply with Ohio Transfer 36. Your academic/career advisor will assist you with Ohio Transfer 36 courses needed for your next institution.

What Does Articulation Mean?

Articulation is a way of equating courses taken at one college with courses at another college.

How Do I Make Sure All My Credits Will Transfer?

It is important for a student to meet with an advisor at the college they are wishing to transfer to before investing the time and money in taking courses at their current college just to make sure they will in fact transfer. Some reasons courses will not transfer include:

- Student fails the course
- Student took course too long ago
- Course taken was not required for the degree
- Course was taken more than once
- Course was taken at a college that was not accredited

Contact the admissions office at the college you wish to transfer to and they will set you up with an advisor who will review your courses.

High School Transfer Agreements / TECH Prep

Southern State acknowledges successful completion of Approved Tech Prep Programs at area high schools by awarding college credit through the college's Tech Prep program. Credit received through the Tech Prep program will count toward an appropriate degree at Southern State. An application for Tech Prep credit is available in the area high school or the Student Affairs Office at Southern State.

Tuition Reciprocity Agreements

You may also benefit from our tuition reciprocity agreements (think out-of-state study at in-state prices) with these institutions:

Greater Cincinnati Area:

- Gateway Community and Technical College
- Northern Kentucky University (various degrees)

Appalachian Region:

- Maysville Community and Technical College
- Morehead State University

OHIO TRANSFER TO DEGREE GUARANTEE

Ohio Transfer to Degree Guarantee enables Ohio students to streamline credit transfer among the State's public institutions of higher education to find the best pathways to degree completion and launch successful careers.

Ohio Guaranteed Transfer Pathways (OGTP)

Ohio Guaranteed Transfer Pathways (OGTP) are academic pathways for specific majors that allow students to start in one state institutions and transfer without course loss to another state institution. These pathways are made up of TAG (academic discipline foundational courses) and OTM (general education) courses. For technical programs, the pathways can include MTAGS (military training) and CTAGs (career technical training).
https://www.ohiohighered.org/OGTP

Ohio Transfer 36

Ohio Transfer 36 is made up of a specific set of a college or university's general education requirements in English composition, mathematics, humanities, fine arts, social science, behavioral science, physical science, natural science, and interdisciplinary course work. The study of foreign language is also encouraged. The requirements contain 36 to 40 semester hours of course credits as specified by individual colleges and universities. To view the Ohio Transfer 36 requirements, visit:
https://www.sscc.edu/academics/transfer/

Transfer Assurance Guidance (TAGS)

TAGS are foundational courses that represent a commonly accepted pathway for an academic discipline degree. Major and pre-major courses identified as being a part of the TAG transfer directly into the aligned academic program offered at any public higher education institution in Ohio.
https://www.ohiohighered.org/transfer/tag

CREDIT ALTERNATIVES

Several options are available for receiving credit for work previously completed or for general knowledge and experience. For additional information on any of the following programs, contact the Records Office at Southern State.

Advanced Placement (AP)

Students may be awarded credit for the Advanced Placement (AP) program of the College Board if a score of three or higher is achieved on the examination provided by the AP program. Scores must be sent directly from the College Board to the Admissions Office at Southern State (see page 52 of the College catalog).

Advanced Standing High School

Southern State acknowledges successful completion of approved programs at area high schools by awarding college credit through our advanced standing program. Southern State faculty and staff will identify and determine courses or combination of courses through a formal articulation agreement with the area high school in which the objectives are equivalent to those at Southern State. Such advanced standing will count toward an appropriate degree at Southern State. An application for advanced standing is available in your area high school or Southern State's Student Affairs Office on either campus.

College Level Examination Program (CLEP)

You may be awarded credit for the College-Level Examination Program (CLEP) sponsored by the College Board. Students must achieve scores as recommended by the commission on Educational Credit and Credentials of the American Council on Education to be given credit for appropriate courses.

Additional information about the CLEP program is available from the Records Office at Southern State or by contacting the College Board:

P.O Box 6600
Princeton, NJ 08541-6671
800.257.9558
clep@info.collegeboard.org

DANTES

The DSST (DANTES Subject Standardized Tests) Program is a nationally recognized testing program that gives you the opportunity to receive college credit for learning acquired outside the traditional college classroom. Southern State accepts the American Council on Education (ACE)

recommendations for the minimum score required and the amount of credit awarded.

Prior Learning Assessment Credit

The Prior Learning Assessment Credit program provides an opportunity for Southern State students to gain college credit for prior experience, training or public involvement. If you qualify, you may earn up to one academic year of credit (30 credit hours) through the program. With the approval of the Dean of Student Affairs, these credits may be used in qualifying for an associate degree. Please note that if you earn credits through the program and later wish to transfer those credits to another institution, the receiving institution determines whether any or all credits earned through the program shall be counted in the transfer of credits.

Military Credit

Credit may be awarded for some courses/training provided by the armed forces. The Guide to the Evaluation of Educational Experience in the Armed Services, published by the American Council on Education, is used to determine what credit may be granted. Transcripts and documentation of courses completed must be submitted to the Records Office.

Service members Opportunity Colleges (SOC) Consortium

Southern State is a member of the Service members Opportunity Colleges (SOC) Consortium. SOC, established in 1972, consists of national higher education associations and approximately 1,900 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students including those on active duty, Coast Guard personnel, reservists, members of the National Guard, family members, civilian employees of the Department of Defense and veterans of all services.

As an SOC Consortium member, this institution ensures service members, and their family members share in appropriately accredited postsecondary educational opportunities available to other citizens. Flexibility of programs and procedures particularly in admissions, counseling, credit transfer, course articulations, recognition of non-traditional learning experiences, scheduling, course format and residency requirements are provided to enhance access of military students and their family.

Proficiency Examination

Under certain circumstances, a proficiency examination can be arranged through consultation with a faculty advisor. This procedure provides the opportunity for you to enroll in other courses of choice while fulfilling basic requirements without adding to the total course load. The fee for the administration of a proficiency examination with subsequent "EM" notation of successful completion on your record is $45 per credit hour. For more information, see your advisor or contact the Records Office, x2616.

Tech Prep

Southern State will acknowledge successful completion of approved Tech Prep programs at area high schools by awarding college credit through the College's Tech Prep program. Credit received through the Tech Prep program will count toward an appropriate degree at Southern State. An application for Tech Prep credit is available in the area high school or the Student Affairs Office at Southern State.

Training Programs

Some courses offered by business and professional organizations are considered the equivalent of college courses and you may receive transfer credit by submitting transcripts or certificates of completion from the training program to the Records Office.

The National Guide to Educational Credit for Training Programs, published by the American Council on Education, is used to determine what (if any) credit can be granted to you.

Credit may also be awarded if you have successfully passed standardized testing/training for programs such as the Child Development Associate (CDA) credential for the Early Childhood Education program, Ohio Peace Officers Certificate for the Law Enforcement program, and Corrections Basic Training program for the Corrections program.

Documentation of completion must be submitted to the Office of Admission.

Transfer Credit

Students previously attending an accredited institution recognized by the Council for Higher Education Accreditation may transfer courses as follows: Courses taken prior to Fall 2005 with a grade of "C minus" or above. Courses taken Fall 2005 or later with a grade of "D" or above.

A student wishing to transfer from another accredited college or university must be in good standing from the last college of attendance. To recognize fully they successfully completed A.A. degree and the A.S. degree, students who have an earned A.A. degree or A.S. degree from an Ohio public college, with an overall GPA of 2.0 or better, will receive transfer credit for all college level courses which they have passed. Students requesting transfer credit must have an official transcript from each of the previous colleges attended sent to the Records Office.

THE ROAD TO SUCCESS

College is a time for growth and discovery, a time for finding yourself and where you would like life to take you. Even if you are unsure where you want to go – what your career plans are – college can help you discover that, or it might take you in a completely different direction. Whatever the outcome, enjoy the journey - it is a challenging and exciting adventure.

As with any important challenge in life, you must set clear goals and work to accomplish them.

Time in college might seem like an eternity, but over the course of a career, it is relatively short.

With planning, time management, and a positive attitude, college can be a joyous adventure. Make the most of it! Someday you will think back and remember the experience positively, with a sense of accomplishment and pride.

Do not give up when the going gets tough; let it inspire you to work harder. You cannot achieve great things without encountering difficulty. Let each setback be a course correction on your road to success.

You are not alone on this adventure; your fellow students are with you along the way. Make the most of it and enjoy your adventure.

NOTE TAKING

- Be concise. Clear, short notes are more effective than writing out everything your professors says.
- Use a three-ring binder divided into class sections instead of a spiral bound book. These pages can be easily removed for reviewing and handouts can be inserted for cross-reference.
- Write down the big ideas. Listen for the gist of what is being said, rather than the whole statement. It takes practice to write this way, but it is a great form of mental editing that will pay off in the long run. You must divide your attention between listening and writing, translating from one language (the spoken word) to another (the written word).
- Use abbreviations wherever possible.
- Create your own form of shorthand if you feel more comfortable doing that. Once you develop a system that works, stick with it.
- Leave space around your notes for ideas or additions that you might add later. Do not cram everything together into one messy jumble of words. It may make sense now, but later, away from class, you might not be able to decipher your own handwriting.
- Whenever possible, use pictures, diagrams, mind graphs, anything that forms a clear mental image rather than a lot of words. It is easier to remember ideas from pictures than copious notes.
- Write down corresponding page numbers from your textbook. This will come in handy later when you are going over your notes. You will have hard copy to back up what the professor said.
- Review your notes for accuracy after class. Do this before your homework to get yourself acclimated with the material.
- If you miss a class, get the notes for it from someone you can trust. A friend can be your note partner; each of you covering for the other if something unavoidable takes you

away from class. Your professor might also share his or her notes, if necessary.

STUDY TIPS

These suggestions come from SSCC's Success Center on how to be a successful student:

- Develop a Positive Attitude - Think positive thoughts – I can do this!
- Attend Every Class - If you miss a class, contact your instructor, and find out if it is possible to make up what you missed. Tomorrow may be too late to make up missed work. DO IT NOW! If it is not possible to make up a missed assignment, do not give up! Meet with your instructor privately to talk about what you can do to make progress.
- Participate - Be active in class discussion. Share what you have learned.
- Learn to Take Better Notes - Compare notes with a classmate or work with a tutor to improve your note taking skills.
- Do Your Homework - Learn to manage your time and see homework as a priority.
- Get All the Help You Can - Ask questions whenever you do not understand something. As soon as you notice you are having difficulty, seek extra help. Try one or more of the following:
    1. Meet with the instructor during his or her office hours.
    2. Go to the Math Lab, Writing Lab, and/or Reading Lab.
    3. Sign up for a tutor through the Tutorial Center.
    4. Study with a classmate who thoroughly understands the material and is willing to work with you.
- Get To Know Your Instructor(s) - Check the course syllabus to see how your instructor likes to be contacted. Arrange a meeting with your instructor outside of class time.
- Prepare Well for An Exam
    1. Do your work on a regular basis so that you will not find yourself cramming or unprepared when exam time comes. Create summaries of your class notes to use as reference material when it comes time to studying for an exam.
    2. Aim for excellence and, at the very least, your work will be satisfactory.
    3. Make a list of topics that will be covered on the exam.
    4. Begin studying for your exam as soon as possible to avoid last minute cramming. Only a brief review should be necessary on the day of the exam.
    5. Get a good night's sleep, eat well, and relax.
- Have Strategies for Taking an Exam
    1. Arrive to the exam rested and a few minutes early.
    2. Bring all necessary materials.
    3. Relax and maintain a positive attitude.
    4. Read all the instructions and each question/problem carefully.
    5. If you do not understand something, ask your instructor for clarification.
    6. If you get stuck while working on a problem, move on to another problem and come back to that one in the end. Do not allow any one problem to consume more time to solve than it should.
    7. Learn from the exam as you take it. Answering questions, you know may help you answer questions that you are uncertain of.
    8. Show all your work and provide clear and thorough explanations when necessary.
    9. Answer all questions to the best of your ability (do not leave any answer blank).
    10. Do not leave early, check your work as much as time allows.
- Know Your Progress and Grades - Talk to your instructor about how you are doing.

Instructors notice that students who are most successful do the following:

- Take personal responsibility for learning.
- Attend class regularly and arrive early for class.
- Do all the homework.
- Write thorough summaries of class notes after each class, including explanations and examples.

- Set aside some time every day to spend with schoolwork; do problems, rewrite notes, review topics, etc.
- Review topics that have been covered.
- Read the topic to be covered in the next class.
- Ask questions immediately when a topic is not understood.
- Work with classmates or friends outside the classroom.
- Meet with the instructor for extra help outside the classroom.
- Get a tutor to meet with on a regular basis.
- Seek help with test anxiety, if necessary.
- Eat well, exercise, sleep enough, etc.
- Schedule a little time to relax and have fun.

TIME MANAGEMENT

Do not procrastinate! This cannot be emphasized enough. It is a good rule to observe throughout your life, not just during your college years. Whatever your workload, when free time is available, take advantage of it. If an assignment takes longer than you had expected, you will find yourself wishing you had done it sooner rather than letting it go until the last minute.

It is a good idea to use a time management tool, like a planner, calendar, chronological logbook, or chart, to keep track of due dates. Or make a "to do" list with appointments, classes, and meetings. If you feel more comfortable with something visual, sketch out a "pie chart" and refer to it as a map for your day.

Be aware of how you use your time and how you waste it. Take a serious look at your daily schedule, what you do away from class and how you are budgeting time. It is a good idea to plan your week ahead on Sunday. You know what classes you will be taking, what your workload will be. First thing each morning of the week, check what is in store for the day. Always be prepared. Do not be surprised that you have not got time for something that is important, like a test you need to study for or a paper that's suddenly due tomorrow. Utilize any "dead time" you have. Free moments spent walking, riding, doing laundry, etc., can be used for study.

Maybe you are the kind of person who cannot study for long periods. Make time whenever possible – after class, when you get up, after lunch, etc. to review and write. And it is always a good idea to review material immediately after class. Forgetting information is greatest within 24 hours without review.

DEALING WITH STRESS

How you handle the stress of college will affect your ability to learn and stay healthy.

A leading cause of college stress is time management. Making and following a daily schedule is important. Prioritize your daily work with time set aside for classes, reading, writing, exam preparation, eating, exercise, and, for some people, a job.

Make the most of your time in college: create a list of important items and keep them a top priority. Writing down your ideas will give substance to your thinking and reinforce goals. Make careful planning part of your academic routine.

Do not waste time having a good time and putting off your studies. Come finals, you will really stress out, having to make up for lost time. Instead, balance social activity with academic needs. Don't be afraid to say "no" to demands on your time. Make socializing a positive thing by being with people you like, who want you to succeed and are supportive of you.

Set aside time for quiet reflection during the day. You need to keep yourself focused and reflect on your goals and how to reach them. Five or ten minutes at the beginning or end of each day are helpful.

Be sure you sleep enough. At least six hours will help you stay alert and motivated the next day. It is essential that you stay stimulated, challenged, and ready to face the new day. This will help reduce stress.

Physical activity is an important part of staying healthy. It's a great way to ensure that stress does not cause problems down the road. Add a workout to your schedule at least every other day. Jog, power walk, use training machines, swim, or participate in any other form of exercise.

Talk out any concerns or problems you might have with a friend, roommate, family member, professor, or student counselor, before things get out of hand.

Humor and positive thinking go a long way in helping fight stress. If you can make light of a stressful situation and keep your mind set positively on your goals and how to reach them, you will win the battle.

An important part of fighting stress is a healthy diet. Nutritious food will keep your mind and body strong and ready to confront the challenges of college life.

MAKING THE GRADE by EATING SMART

You are what you eat
Think of the adage, "Junk in, junk out." To be at the top of your game, you need to put the right food into your body. Food is the fuel that keeps you going.

Eat a good breakfast
It's been proven that skipping breakfast affects scholastic achievement. If you cannot enjoy a sit-down meal, grab a bagel, some fruit and juice.

Avoid fast foods
Limit junk food, candy, sweets and high- fat offerings like fried foods.

Keep healthy snacks around
If you are hungry while studying late at night, you'll be less tempted to eat chips or candy. Fresh or dried fruit, pretzels, unbuttered popcorn, rice cakes or whole wheat crackers are great snacks. Or, if you have a refrigerator, raw vegetables with low-fat yogurt or cottage cheese dip.

Eat foods rich in calcium
People in their early twenties need to build up calcium levels to prevent osteoporosis in later life. If milk is not your style, eat low-fat yogurt, low-fat cheese, and green, leafy vegetables.

Be sensible about weight loss
Do not go on crash diets to lose those extra pounds. Starvation and/or quick fix diets usually backfire and cause more harm than good. Eating foods in any combination has been proven not to promote weight loss. The sensible thing to do is to eat a balanced diet and exercise. It is safer, and you will feel much better.

Stay away from sugar
Sugar gives you lots of calories but no nutritional value. And it is bad for your teeth. If you need sweetness in your coffee, tea, or cereal, try diet sweeteners.

Drink water
Your body needs at least eight glasses a day. If you exercise a lot, you might need more. Carry a water bottle to class and keep it at hand during late night studying.

TIPS

Learn speed reading
It teaches you to go through text without rereading words, sentences, and sections. You will read faster and still understand and retain information.

Never go out without a book
Any spare time during the day can be study time.

Value your time
There are only so many productive hours in a day. Using them wisely is half the battle. Do not waste a minute giving in to procrastination or laziness.

Get up early
An early start to each day helps you get a lot more done. Try a bit of exercise to shake out the cobwebs. Make it a routine to give you more time for learning.

Master memory techniques
Mnemonic techniques like chaining and pegging can be found on the Web. Or get a book on it. You create visual images of what you read that allow you perfect recall. It will save you an enormous amount of time.

Find time to rest and relax, and do not forget to exercise
If you are exhausted, you cannot learn, and might get sick, which will set you back even further. Rest and get proper sleep, at least six hours a night. And get some exercise. It helps you think better. If you take a break, go for a walk or a run. It will clear your head.

Resources A-Z

ACADEMIC/CAREER ADVISORS

All full-time and/or degree-seeking students are to identify and plan your academic career. You are responsible for making an appointment with an advisor to review program development and other matters such as transfer possibilities. If you are undecided about your major, you will be advised by personnel in the Student Affairs Office.

Your advisor is the key person in the academic planning process. The academic/career advisor helps you discover your career objective, design your academic plan, and drive your success through college. Appointments can be by emailing advising@sscc.edu or calling x2825.

ACADEMIC APPEAL

The purpose of the Academic Appeals Policy is to secure equitable solutions to problems of an academic nature that may affect a student's academic progress.

Students may appeal any final course grade they believe was awarded based on an arbitrary reason not related to a professor's assessment of academic work, and/or was determined in a manner inconsistent with the standards and procedures established by the professor in oral and written communications to the entire class.

Only the professor can change a course grade assigned in a manner consistent with the College's grading policy and the policy outlined in the syllabus by the professor. College administration can only direct a grade to be changed when it is determined necessary through the procedure established by this policy and for the reasons listed above.

The following reasons are not sufficient grounds for appealing a final grade:

- Assignment(s) were graded too severely.
- Course objectives were unreasonable.
- Professor refused to assign make-up or extra credit work.
- Consideration was not given to the student's personal or professional commitments, problems and conflicts when determining final grade.
- Professor graded a single project too severely.

Deadlines

Students must initiate final grade appeals within 30 calendar days of the awarding of the grades. Any appeals that are initiated during summer will only be heard in exceptional cases as determined by the Dean of Student Affairs. If an appeal is to be addressed in the summer, committee members will be contacted with the pertinent information.

Academic dismissal from a course or program or denial of program completion/graduation must be initiated within 30 calendar days following the notification to the student.

Requests for review submitted after these deadlines will be heard only in exceptional cases as determined by the Dean of Student Affairs.

Responsibilities

Professors will specify in writing for each of their courses at the beginning of the academic term the following:

- Course requirements and expectations
- Procedures for evaluating academic performance and assigning grades

Professors may change the requirements, expectations, and method of evaluations throughout the semester. When a professor announces a change, it is the responsibility of the student to ensure they understand and are aware of these changes.

Additionally, students have the responsibility to know and adhere to the policies and standards pertaining to them including institutional, program and course requirements and policies. Students must also adhere to the College's academic and student codes of conduct.

The professor's stated requirements and expectations will be the measure when considering a student's compliance with coursework.

A student seeking an academic appeal must follow all the steps outlined in sequence at www.sscc.edu/academics/regulations.shtml#academic-appeals-process

ACADEMIC MISCONDUCT

Southern State is committed to providing educational opportunities that promote academic, professional, and personal growth in students. To these ends, all members of the College are expected to uphold the highest academic and ethical standards.

Types of Academic Misconduct are …

1. Any unauthorized use of material (books, notes of any kind and so forth) during an examination, test, or quiz.

2. Copying from another student's work or permitting one's work to be copied during an examination, test, or quiz.
3. Unauthorized use of equipment (computers, calculators, or any type of educational or laboratory equipment).
4. Permitting a person to pose in one's place during an examination, test, or quiz or posing as another person during an examination, test, or quiz.
5. Altering an examination, test, or quiz, or any other type of evaluated work in an effort to have the work re-evaluated for a higher grade.
6. Plagiarizing or permitting one's work to be plagiarized.
7. Using unauthorized or improper methods to determine in advance the contents of an examination, test, or quiz.
8. Unauthorized use of computer software during an examination, test, or quiz.
9. Submitting as one's own work a work of art, speech or oral report, a musical composition, a computer program, a laboratory project, or any other creation done by another person.

For further definition, student responsibilities, charges, sanctions and the appeal process, visit: www.sscc.edu/academics/regulations.shtml#academic-misconduct

ACADEMIC STANDING

It is to the advantage of every student to remain in good standing at all stages of the academic program. To remain in good standing, the student's cumulative grade point average must not fall below the following levels:

- 1.75 for 29 or fewer credit hours earned
- 2.0 for 30 or more credit hours earned

Students will also be reviewed to determine satisfactory progress. All students must successfully complete 67% of the credit hours attempted per semester to meet satisfactory progress.

A student not in good standing at the end of any semester will be placed on academic warning for the following semester. A student not in good standing at the end of the second consecutive semester will be placed on academic probation for a maximum of two semesters. Students who fail to meet the requirements for good standing will be dismissed at the end of their academic probation period. The period of academic dismissal is for one calendar year.

A student on academic dismissal will be allowed to re-enter after one year and will be placed on second semester academic probation upon re-entry. If the student makes satisfactory progress that semester, they will be removed from probation and be allowed to receive financial aid for future semesters. If progress is not made, the student will be academically dismissed for a period of one calendar year. The College reserves the right to waive this policy under extenuating circumstances.

The student is expected to attend every session of each scheduled course and, if absent, may be required, at the direction of the instructor, to make up work. Students must be in good standing to participate in co-curricular activities.

ATTENDANCE POLICY

To ensure the commitment to student success, attendance is required in all courses regardless of course modality (in-person, online, or hybrid). Attendance is physical attendance within a classroom or participation in an academic-related activity. Logging into MyCanvas does not constitute attendance.

Procedure:

1. Using the federal financial aid definition for attendance, instructors must report attendance from the first two weeks of courses to the Registrar's Office within the MyRecords portal no later than the 15th day of the term (or 20% date for courses with a flexible start or end date).
2. Using the federal financial aid definition for attendance, instructors must report attendance from the first two weeks of courses to the Registrar's Office within the MyRecords portal no later than the 15th day of the term (or 20% date for courses with a flexible start or end date).
3. Using the federal financial aid definition for attendance, instructors must report attendance from the first two weeks of courses to the Registrar's Office within the MyRecords portal no later than the 15th day

of the term (or 20% date for courses with a flexible start or end date).

4. Using the federal financial aid definition for attendance, instructors must report attendance from the first two weeks of courses to the Registrar's Office within the MyRecords portal no later than the 15th day of the term (or 20% date for courses with a flexible start or end date).

AUDITING CLASSES

Students may audit classes with the permission of the instructor. Tuition and fees for classes audited will be the same as for those taken for credit. Courses audited will not be counted in computing the maximum number of hours for which a student is allowed to register. No credit will be given for courses audited. Students are expected to follow the same attendance regulations for audit classes as for credit classes. Student may take the examinations but are not required to do so. Audited classes are recorded with a final grade of "T".

CANCELLED COURSES

All courses are subject to a minimum enrollment. The College reserves the right to cancel classes which do not have the minimum number of enrolled students.

CANCELLED CLASSES/INCLEMENT WEATHER

At Southern State we take your safety seriously and our campuses will close if there is an emergency situation. If you would like to receive alerts of campus emergencies, closures or delays via email, text or voice message sign up for SSCC Alerts at https://www.sscc.edu/students/alerts.shtml

Clarification of DELAY | Weather Related Closings
The following is the plan for closing campuses during inclement weather:

- If one campus is closed all day, all campuses will be closed.
- If one campus has a delayed opening, all campuses will have a delayed opening.

If classes are on a two-hour delay, your 8am class is cancelled. A class which would start before 10am, and which would have 50% or more meeting time remaining after 10am, will meet for the remainder of the class period (a 9:30am class which ends at 11am would begin meeting at 10am since more than 50% of the class period would be available).

Delays may later be changed to closings. Therefore, check for update of initial announcement before leaving home.

If, after the start of classes, the weather becomes inclement during the day and the health and safety of the students and staff will be affected, the Dean of Student Affairs and campus directors have the authority to dismiss classes for the rest of the day on his/her campus only. The Dean of Student Affairs or director will immediately notify the other campus location and all radio stations in the service area so that students who take classes on more than one campus have the correct information. It often takes some time between the telephone calls to the radio/TV stations and the time a student may hear or see it on radio/TV. Tune to alternative stations or call the campuses for a recorded message.

Faculty may, at their discretion, schedule a make-up class(es) or add extra assignments so that the course requirements will not be affected by the cancellation of the class(es). When final exams are cancelled due to inclement weather, the instructor will notify students of a rescheduled exam date.

Note: In the event there is any doubt whether Southern State is open or closed, and the weather is inclement in a particular location, individuals should use good judgment to ensure their health and safety.

CANVAS SUPPORT

Call Canvas 24/7 Student Support at:
+1 833 204-0683

CEU's (CONTINUING EDUCATION UNITS)

Units earned for certain non-credit educational courses and opportunities. For more information, please contact 1-800-628-7722, ext. 4555. Visit www.sscc.edu/specialized/continuinged.shtml to view all the upcoming offerings.

CHANGE OF ADDRESS OR NAME

Any changes to address, phone, and name must be reported to the Records Office. Students who wish to change their name must provide a legal document declaring the change. Legal documents include marriage license, divorce/dissolution decrees, court

orders, or any other government issued official proof of identity (Driver's License, State ID, Passport, etc.).

CHANGE OF MAJOR

All students requesting a major change must complete a Status Change form.

CLASS SCHEDULES

This is a list of courses that are being offered in the current and/or upcoming semesters.

CLASS STANDING

First year students have 29 or fewer credit hours (including credits transferred from other colleges and universities). Second year students have 30 or more credit hours (including credits transferred from other colleges and universities).

CLEAN SLATE

A student may petition to have all, or a portion of their previous academic record expunged. This request will expunge ALL courses taken during the time period requested. A clean slate may be requested only for courses taken during a time span and may not be used to selectively remove courses from the academic record. This request will not remove any financial obligations that may be due to the College.

If you are or have been a recipient of any form of financial aid, you must discuss the ramifications of this request with the Office of Financial Aid prior to submitting the request. There is no limit to the number of clean slates the student may petition for if the purpose is to re-enter Southern State. If the clean slate is requested to begin work at any other institution, it will be granted only once for this purpose.

Complete the clean slate request form and submit it to the Records Office. A period of at least six academic semesters must have elapsed between the ending date of the last semester of courses requested to be expunged and the date of this request.

CO-REQUISITE

A co-requisite is a class that must be taken during the same term as the class which requires the co-requisite unless already successfully completed.

COURSE STATUS CHANGE

Add a course during the first five consecutive class days of the semester. Withdraw from a course up to and including the last class day before finals by giving written notice. Financial aid could be affected as a result of course changes. Inquire about this implication prior to changing your course schedule.

COURSE SUBSTITUTION

Courses listed in an academic program may only be substituted with a faculty advisor's approval. You are cautioned that if you intend to transfer to another college, some courses that are substituted may not be accepted for transfer credit by that college. It is up to you to consult with an advisor at the transferring institution. Forms are available at each campus' Student Affairs office.

CREDIT HOUR DEFINITION

A credit hour is the academic unit received for taking a subject for one hour a week for one semester (laboratory sessions may be included or separate depending on the course). In reference to college courses, the term "hour" is applied to all such credits.

CREDIT HOUR LIMIT

You may enroll for a maximum of 18 credit hours per semester during the regular academic year unless the program guidelines for your major exceed that number. Students who wish to exceed this limit must contact their faculty advisors. Requests will be forwarded to the Dean of Student Affairs for review and approval or denial.

DEVELOPMENTAL COURSES

Developmental courses numbered below 1100 are taken in addition to any degree programs and may not be used to satisfy any basic degree requirements.

Students may use up to four semester hours of developmental courses numbered 1100 or above as electives in their programs. These developmental courses include ENGL 0099, ENGL 1100, MATH 1118, and MATH 1119.

GRADING SYSTEM

Grade	Meaning	Quality Points
A	Excellent	4
B	Good	3
C	Fair	2
D	Poor	1
F	Failure	0
I	Incomplete	*0
N	No Grade Reported	*0
W	Official Withdrawal	0
WI	Faculty Withdrawal for Excessive Absence	0
T	Audit	0
K	Transfer Credit	0
EM	Examination (Proficiency)	0
S	Satisfactory	0
U	Unsatisfactory	0
X	Clean Slate	0
Y	Unofficial Withdrawal	0

Grades posted at the end of each semester reflect the student's academic achievement as reported by faculty and are accessible through MyRecords. Grade reports are given in terms of grades and quality points.

*Grades of "I" and "N" will receive no quality points and are not calculated into cumulative GPA.

The "I" grade is given when a student is unable to complete the course requirements by the end of the semester for reasons acceptable to the instructor. The student must arrange to make up the missing work with the instructor before the "I" grade is given. If course work is not completed within the following semester, the "I" will be recorded as a failure on the student's transcript.

Numerical Grade Equivalents:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 0 – 59

The grading scale for Allied Health (ALTH) and Medical Assisting (MAST) courses is:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 - 69
F = 0 – 59

*Students MUST earn a final grade of "C" or higher to meet requirements toward Medical Assisting and Allied Health Science program completion.

The grading scale for Nursing (NURS) and Practical Nursing (PRAC) courses is:

A = 93 – 100
B = 85 – 92.99
C = 80 – 84.99
D = 72 – 79.99
F = 0 – 71.99

*Students MUST earn a final grade of "80" (C) or higher in NRSG or PRAC courses, as well as a "C" or higher in all non-nursing courses to meet requirements toward Nursing program completion.

Grade Point Average

A student's cumulative grade point average is calculated by dividing the number of quality points earned by the number of semester hours attempted.

GRADUATION REQUIREMENTS

To qualify for graduation, you must …

1. Have completed the requirements of one of the designated degree programs with a minimum of 60 semester hours of credit together with a minimum GPA of 2.0 ("C") at Southern State (see program outlines for specific requirements);
2. Have earned at least 20 semester hours of credit at Southern State if receiving an associate degree or 18 semester hours of credit at Southern State if receiving a one-year certificate; and
3. Have submitted an Application for a Diploma to the Records Office one month prior to the

start of the semester in which you expect to graduate.

After graduation, SSCC will continue to offer services to alumni including career search and development.

INDEPENDENT STUDY

An independent study is designed to provide you with an opportunity to pursue a course that is consistent with your degree plan. An independent study is NOT a substitution of an existing course that is not offered at a convenient time or location for the student. The student, along with their instructor, is to design how they propose to structure the independent study, when and how they are to meet with the instructor and what method of evaluation is to be used. A syllabus for the independent study is to be attached to the request form.

Courses may be taken as an independent study with the concurrence of the instructor and the Dean of Student Affairs. This type of study is limited to two per student per degree. In rare instances it may be used in extenuating circumstances where an independent study is the only way to meet the student's program requirements. In some cases, a course substitution is in the best interest of the student.

Students who wish to apply for an independent study must first see their faculty advisors and then apply to the Dean of Student Affairs no later than one week before the beginning of the semester during which they wish to take the independent study course.

Independent Study Procedure

1. The student must be in good standing and have a minimum cumulative grade point average of 2.5.
2. The student must acquire an Independent Study Request Form.
3. The student should see a faculty member who agrees to sponsor the independent study. Together, the student and the faculty member decide on the meeting times, mode of instruction, student assignments and due dates and evaluation papers and/or projects. This information is to be attached to the request form. Both student and faculty member are to sign the form.
4. The student then submits the request form to the Dean of Student Affairs no later than one week before the beginning of the semester during which the independent study will be taken.
5. If the Dean of Student Affairs approves the request, he or she will indicate this on the request form, and this will be forwarded to the Registrar's Office. The student will be sent a copy of the approval form.
6. If the Dean of Student Affairs does not approve the request, the student and the faculty member will be notified.

INSTITUTIONAL CREDIT

An institutional credit is a type of credit that will not count toward graduation or in cumulative grade point averages but will be used in the calculation of full-time status and calculation for grants and other financial aid formulas.

MULTIPLE DEGREES

Students receiving more than one degree, regardless of when either was awarded and regardless of whether it is an associate degree or higher, must complete at least a total of 12 new credit hours related to the new degree at Southern State. This restriction applies to graduates of Southern State as well as graduates of other approved institutions of higher education. This policy does not apply to certificate programs provided all requirements for the certificate are met.

NON-CREDIT COURSES

Southern State offers a variety of non-credit courses, workshops and seminars designed to meet the informational, recreational, or vocational needs of area residents.

Continuing education is fun! These are short-term, non-credit courses for professional development or personal enrichment presented in a relaxed, flexible format. You will find a pleasant environment, knowledgeable instructors and state- of-the-art equipment as well as reasonable prices. Secure registration is provided for our class offerings.

OFF-CAMPUS CLASSES

Each semester, classes are offered off-campus in communities within the College's service district. The courses offered and locations are listed in the course schedule. Registration for these classes is the same as for on-campus classes.

As a student at any of our off-campus locations, you are welcome to take advantage of the free services available at any campus location, including Career & Counseling Services, Accessibility/Disability Services, any Library and the Learning/Tutoring Services. You can also get involved in College Events, Athletics, Music, Theatre and any student club, organization or activity.

Contact 937-393-3431, x2785, or visit www.sscc.edu/academics/offsite/index.shtml for more info.

DISTANCE LEARNING

Southern State uses MyCanvas for all distance learning courses (online, hybrid, and video-enhanced). Students enrolled in Distance Learning courses will login to their MyCanvas virtual classroom to engage in coursework. Within the online course setting, students will communicate with their instructors and classmates, access course materials, participate in a variety of learning activities, and submit assignments or take quizzes and tests. Distance Learning students should login to their courses 4-5 times a week, and their hybrid and video-enhanced courses 2-3 times a week or as advised by your instructor.

All distance learning courses are available on the first day of the semester.

You should consider the following questions before deciding to take online courses:

Do I have the time?
An online course worth three credit hours requires an average time commitment of nine to 12 hours a week. Many students report that online courses take more time than classroom courses.

Do I have the skills?
Online learning requires self-discipline, focus and the ability to prioritize your own workload. You should be able to learn from reading as well as follow written instructions.

Do I have the computer skills?
In order to succeed in an online course, you should have good keyboarding skills, know how to create, save and manage files, be familiar with file extensions, know how to use attachments and upload/download files, be able to run any computer application required for the course, be able to install software and be comfortable using a web browser.

Do I have the minimum computer requirements?
MyCanvas system requirements can be found at: https://community.canvaslms.com/docs/DOC-10720

There is needed preparation before starting an online course.

- *Step 1 – Purchase Text Books*
- Distance Learning instructors expect students to have required textbooks in hand on the first day of the semester. Contact your campus Bookstore for more information on obtaining textbooks.
- *Step 2 - View instructor and Orientation Requirements*
- Distance Learning instructors may require students to have access to specific programs or other resources. To find instructor requirements, please view: www.sscc.edu/academics/online-courses.shtml#instructor-requirements

DISTANCE LEARNING ORIENTATION

All new students are placed in CRDW 1100 Student Canvas Orientation
Distance Learning can be a rewarding and challenging part of your college education. We know that students choose distance education for various reasons, and we want to make sure you are prepared to have a positive learning experience. Perhaps the most important thing you need to know about distance learning at SSCC is that each course provides the same level of quality, content, and learning as our face-to-face courses.

The Student Canvas Orientation is designed to give you the information and tools you need to be successful in your distance learning courses, is self-paced, and takes approximately 3 hours to complete.

If you would like more assistance with MyCanvas or Distance Learning, please contact itech@sscc.edu.

PLAGIARISM

Plagiarism can be defined as copying someone else's words or ideas and passing it off as your own. This includes copying material from the internet, books, videos, and all copyrighted material without expressing permission and proper documentation (such as the use of quotation marks and footnotes).

Plagiarism can result in failure on an examination or paper, failure in a course, suspension for up to two semesters, dismissal from the college for one year and/or possibly civil penalties. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, can result in being subject to civil and criminal liabilities. See https://www.copyright.gov/title17/92chap5.html#506 for more information about criminal offenses.

PREREQUISITES

A prerequisite is a class that must be successfully completed before enrolling in the class that requires the prerequisite. Each student is responsible for the completion of prerequisites for specific courses. Enrollment in a course will be permitted unless the prerequisites have not been met successfully. In some circumstances, waivers can be signed to make up for prerequisite classes.

RECORDS OFFICE

The Records Office provides several primary services to students including maintenance of class schedules, diploma processing and posting of degrees, grade processing and student information maintenance.

SELECTIVE SERVICE

Under the provision of Section 3345.32 of the Ohio Revised Code, all males between the ages of 18 and 26 attending a state-assisted college or university in Ohio are required to be registered with the Selective Service System or be charged tuition surcharge equal to that charged non-resident students. Students may be exempt from registering on the basis of one of the criteria on a list of exceptions which may be found at www.sss.gov. Students may register online for Selective Service at sss.gov. Please submit your new Selective Service number to the Records Office.

TRANSCRIPT INFORMATION

Official College transcripts may be obtained through the Records Office. All obligations to Southern State Community College must be paid in full before any transcripts will be released unless being released directly to an employer or potential employer. Information on how to request your transcript can be found at: https://www.sscc.edu/services/transcript-services.shtml.

TRANSFER of CREDIT

Students previously attending an accredited institution recognized by the Council for Higher Education Accreditation may transfer courses as follows:

- Courses taken prior to Autumn 2005 with a grade of "C minus" or above.
- Courses taken Autumn 2005 or later with a grade of "D" or above.

A student wishing to transfer to Southern State must be in good standing from the last college of attendance. To recognize fully they successfully completed A.A. degree and the A.S. degree, students who have an earned A.A. degree or A.S. degree from an Ohio public college, with an overall GPA of 2.0 or better, will receive transfer credit for all college level courses which they have passed. Students requesting transfer credit must have an official transcript from each of the previous colleges attended sent to the Office of Admission.

To successfully transfer from Southern State to another institution, these steps should help:

1. Meet with an Advisor
   Communicating with an advisor from the college or university you hope to attend is crucial. Make an appointment with the advisor early in your academic career to ensure the best possible course selection.
2. *Request an SSCC transcript.*
   Official transcripts are the only means by which credit is transferred from college to college.
3. *Comply with Ohio Transfer 36.* Familiarize yourself with Ohio Transfer 36 which facilitates the transfer of students in Ohio's public colleges and universities.

WITHDRAWING FROM A COURSE and OFFICIAL WITHDRAWAL

Withdrawing from a course could jeopardize your financial aid and enrollment status. It is vital that you speak with your instructor prior to withdrawing. In many cases, they can help but must be notified of your challenges first.

Students may withdraw from classes up to and including the week before final exams by giving written notice of their intent to the Department of Student Affairs. A withdrawal form must be completed and submitted to the Department of Student Affairs before you are officially withdrawn. Never assume that by simply not attending class you have officially withdrawn.

Excess absence may result in a failure. Faculty may count attendance as part of the grading policy and a failure to officially with draw may result in a failing grade. Faculty may recommend that Southern State withdraw students who have missed more than 20% of the total scheduled classes of a course and issue a grade of WI to the student.

Departmental Contact Information

If you have questions for:	Who you should contact:	Campus Location	Extension Number
Academic & Student Affairs, VP	Administrative Assistant	Central (Hillsboro)	x2620
Academic/Career Advising	Administrative Assistant	Central (Hillsboro)	X2825
Accessibility & Accommodations	Learning Services and Accessibility Coordinator	Central (Hillsboro)	x2604
Admissions	Admissions Assistant	Central (Hillsboro)	x2607
Alumni Association	VP of Academic & Student Affairs	Central (Hillsboro)	x2621
Bookstore - Hillsboro	Follet Bookstore Clerk	Central (Hillsboro)	x2698
Career Development	Administrative Assistant	Central (Hillsboro)	x2825
Childcare	Patri-Tots Learning Center | Central	Central (Hillsboro)	x2629
Clubs & Organizations	Medical Assisting	Central (Hillsboro)	x2739
	Phi Theta Kappa	Central (Hillsboro)	x2710
Copier & Printer, Student Use	Library	Central (Hillsboro)	x2680
	Library	Brown (Mt. Orab)	x3680
Deferred Payment Plan	Business Office	Central (Hillsboro)	x2652
Emergencies	911 or VP of Academic & Student Affairs	Central (Hillsboro)	X2621
Equipment, Problem on campus	Tech Support or Library	Central (Hillsboro)	x2800 or x2680
		Brown (Mt. Orab)	x2800 or x3680
Equipment, Calls only	Tech Support	Central (Hillsboro)	x2800
Financial Aid	Financial Aid Assistant	Central (Hillsboro)	x2515
Foundation	President	Central (Hillsboro)	x2622
ID (Identification) Cards	Library	Central (Hillsboro)	x2680
		Brown (Mt. Orab)	x3680
Job Placement	Career Services	Central (Hillsboro)	X2825
Library Services	Library	Central (Hillsboro)	x2680
		Brown (Mt. Orab)	x3680
Loan Deferments	Assistant Registrar	Central (Hillsboro)	x2614
Loans, Student	Financial Aid Director	Central (Hillsboro)	x2811
Lost & Found	Library	Central (Hillsboro)	X2680
	Front Desk / Library	Brown (Mt. Orab)	x3680
Maintenance	Supervisor	Central (Hillsboro)	x2690
	Assistant	Brown (Mt. Orab)	x3690
MySSCC Assistance	Tech Support / IT	Central (Hillsboro)	x2800
Payments	Student Accounts	Central (Hillsboro)	x2652
Recruiter	Recruiter	Central (Hillsboro)	x2677
Records	Assistant Registrar	Central (Hillsboro)	x2614
Registration	Record Technician	Central (Hillsboro)	x2613
Scholarships	Financial Aid Assistant	Central (Hillsboro)	x2515
Security	Security & Emergency Response Coordinator	Central (Hillsboro)	x2673
Student Accounts	Accounting Specialist	Central (Hillsboro)	x2652

If you have questions for:	Who you should contact:	Campus Location	Extension Number
Student Affairs	Administrative Assistant	Central (Hillsboro)	x2825
Switchboard	Switchboard Operator	Central (Hillsboro)	x2600
Tech Support	Tech Support Technician	Central (Hillsboro)	x2800
Textbooks	Bookstore Clerk	Central (Hillsboro)	x2698
Transcripts	Record Technician	Central (Hillsboro)	x2613
Tutoring/Learning Services	Learning Services & Accessibility Coordinator	Central (Hillsboro)	X2604
VA School Certifying Official	Registrar	Central (Hillsboro)	x2616
Withdrawals	Record Technician	Central (Hillsboro)	x2613
Work Study Program	Financial Aid Assistant	Central (Hillsboro)	x2515
Workforce Development & Community Services	Administrative Assistant	Brown (Mt. Orab)	x3520

STUDENT AFFAIRS

STUDENT LIFE

CAMPUS LIFE

There are many ways that students can connect on SSCC campuses. Several programs and campus organizations provide opportunities for community service projects and other activities for students. Additionally, students may choose to participate in a student organization, such as Phi Theta Kappa, Medical Assisting, or the Theatre Company.

CAMPUS EVENTS CALENDAR

There's always something going on at Southern State. Featured events and promotions can be found at www.sscc.edu/students/events/index.shtml.

CONNECT ARTISTICALLY

Theatre

SSCC Theatre produces three main stage productions a year. Typically, these productions are in the fall, spring, and summer. All main stage productions utilize involvement from the school's students and faculty as well as community members. The Director since 2005 is Rainee Angles. You can join the Theatre for college credit by enrolling in THEA 1121 – Introduction to the Theatre! Contact: rangles@sscc.edu or ext. 2794

CONNECT WITH STUDENT ORGANIZATIONS

Phi Theta Kappa

Phi Theta Kappa (PTK) is a national honor society for community college students that provides opportunities through Honors in Action and Five Star Competitive Edge to develop such critical skills as problem solving, project planning, team building, effective communication, and conflict resolution. Contact: sginn@sscc.edu

Student Nurse Association

The purpose of the Student Nurse Association is to promote the profession of nursing, aid in community service, and promote political awareness of issues affecting health issues and health care delivery. Contact: kcolliver@sscc.edu or ext. 2726

Starting a New Club or Organization

The President's Advisory Committee authorizes the chartering of all new student organizations after each group has submitted a constitution, the names of officers, an Advisor from among the College personnel and a completed "Student Club or Organization Form and Fact Sheet," available from the Student Affairs Office (call x2825). The following guidelines apply to all SSCC student organizations, clubs, and activities:

- Campus organizations must be open to all students without regard to race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, disability, sexual orientation, and/or gender identity.
- Campus organizations must secure a faculty or staff advisor.
- Campus organizations must be open to student body members from all campuses of Southern State Community College.
- Officers in all campus organizations must be current students of Southern State; however, membership in the organizations may be open to non- students.
- Campus organizations must maintain all organizational funds in a college agency account under the organization's name.
- Student clubs and organizations must consult with the Dean of Student Affairs or designee before soliciting and/or securing financial support from donors who are external to the College for College-related fundraising purposes. The Dean of Student Affairs will determine whether permission from the President's Office designee is required, will consult with that individual as needed, and will direct student clubs and organizations to that individual as needed.
- If the planned fundraising activity will involve the use of the College logo, seal, or trademarked graphics, organizers must consult with the Director of Marketing.

CONNECT WITH YOUR COMMUNITY

Volunteer Opportunities

Want to get involved and help your community? Southern State has a page on their website dedicated to opportunities for students to volunteer. As the college is asked, worthwhile community projects are posted at this site for you to consider. Check out www.sscc.edu/students/volunteer.shtml for a project you may wish to assist.

GRADUATION

How to Apply

To qualify for graduation, you must:

- have completed the requirements of one of the designated degree programs with a minimum of 60 semester hours of credit together with a minimum GPA of 2.0 ("C") at Southern State (see program outlines for specific requirements);
- have earned at least 20 semester hours of credit at Southern State if receiving an associate degree or 18 semester hours of credit at Southern State if receiving a one-year certificate.
- have submitted an Application for a Diploma (https://www.sscc.edu/students/forms/application-associate-degree-certificate.pdf) to the Records Office one month prior to the start of the semester in which you expect to graduate; and
- pay any financial obligations owed to the college. Contact Student Accounts (800- 628-7722, x2652) to see if you owe.

Commencement

When? Friday, May 9, 2025, at 7:00pm Candidates should arrive between 5:15pm and 6:00pm in the lobby of Central Campus.

Where? Commencement will be in the Patriot Center on Central Campus, 100 Hobart Drive, Hillsboro, OH 45133. See map for directions.

Academic Regalia

Order your graduation regalia (cap, gown, tassel) in advance of your ceremony from the Hillsboro Bookstore. The deadline to purchase regalia is February 28, 2025. Regalia will be available for pickup from the Hillsboro Bookstore where it was ordered from during the last two weeks of April.

You will not be permitted to walk in the ceremony if you do not have a black cap and gown.

Candidates who are a member of Phi Theta Kappa and would like to have a PTK stole, tassel and/or cord can order them Online.

Academic Awards

- President's List: Students carrying a minimum of 12 semester hours of credit courses and attaining a grade point average of 4.0 for a semester's work and whose record for that semester shows no grade of "F", "I", "N", "U", or "Y", will be recognized for superior academic achievement by having their names posted on the President's List.
- Dean's List: Students carrying a minimum of 12 semester hours of credit courses and attaining a grade point average of 3.50 through 3.99 for a semester's work and whose record for that semester shows no grade of "F", "I", "N", "U", or "Y", will be recognized for superior academic achievement by having their names posted on the Dean's List.
- Graduation Honors: Those with a grade point average of 3.90 or higher will be graduated Summa Cum Laude; with a grade point average between 3.75 and 3.89, Magna Cum Laude; with a grade point average between 3.50 and 3.74, Cum Laude.

STUDENT RESOURCES

BOOKSTORE

Textbooks, supplies, clothing, and other fun gear can be purchased at the bookstore located on Southern State's Central Campus. Books can be sold back at the Central campus at any time.

Every student is required to provide a schedule and ID to purchase textbooks.
Regular hours are:
Central Campus… 8:00 a.m. – 6:00 p.m. (M-TH)
Call ext. 2698 for more information.

Policies

1. The Bookstore accepts the following forms of payment: cash, check (with a valid Driver's license), Visa, MasterCard, American Express, Discover, Gift Cards and Financial Aid.
2. All checks must be accompanied by a matching ID.
3. Bookstore charges for all forms of Financial Aid will only be accepted for the first three weeks of each semester.

Return Policies

1. All sales are final on the last day of Drop/Add for the semester. Materials purchased after the last day of Drop/Add must be returned within 7 days.
2. Receipts must accompany all returns.
3. Books purchased in shrink-wrap cannot be returned once the shrink-wrap has been opened.
4. Books may only be returned if in original purchase condition.
5. Returns may be made to the original bookstore or by mail (Shipping and Handling will not be refunded). All return policies apply to these items.
6. For a full description of returns please visit https://www.bkstr.com/sscchillsborostore/help-faq/return-policy

COMPUTER LABS

There are computer labs across campus providing general and specialized computer access for students. Computer lab hours are posted each semester. Check with the front desk on your campus for direction.

ACCESSIBILITY SERVICES

Our mission is to provide reasonable accommodations to those who qualify, along with sharing knowledge, and access to resources to promote diversity and empowerment.

Accommodations must be requested 45 days prior to the start of the semester to ensure reasonable accommodations are secured before the start of classes. Follow these steps to request any services you may need:

1. Identify needs
2. Make an appointment
3. Submit information
4. Discuss special needs

Contact: rhall21@sscc.edu or ext. 2604 for more information.

Grievance Procedure Under the Americans with Disability Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Southern State Community College. The College's personnel policy governs employment related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem.

Alternative means of filing complaints, such as personal interviews or tape recordings of the complaint, will be made available for persons with disabilities, upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible, but no later than 60 calendar days after the alleged violation to:

Southern State Community College
Attn: Ryan Hall
Learning Services and Accessibility Coordinator
100 Hobart Drive
Hillsboro, OH 45133

Within 15 calendar days after receipt of the complaint, the Learning Services and Accessibility Coordinator, or his/her designee, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the Learning Services and Accessibility Coordinator, or his/her designee, will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille or audio tape. The response will explain the position of the College and offer options for substantive resolution of the complaint.

If the response by the Learning Services and Accessibility Coordinator, or his/her designee, does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Dean of Student Affairs or his/her designee. Within 15 calendar days after receipt of the appeal, the Dean of Student Affairs or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Dean of Student Affairs or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Learning Services and Accessibility Coordinator, or his/her designee, appeals to the Dean of Student Affairs, or his/her designee, and responses from these two offices, will be retained by the College for at least three years.

LIBRARY

The SSCC Libraries are here to help the College community find the information and resources they need to be informed and successful. Through OhioLINK and SSCC Library resources, students have easy access to:

- Over 46 million books and other library materials
- More than 100 electronic research databases
- Over 24 million electronic journal articles
- Over 100,000 e-books
- Over 350,000 images, videos, and sounds

The Library also provides research and reference support, computers, some course materials, and a welcoming atmosphere.

Student ID Cards

New students need to obtain a Student ID during the first week of the semester. Student ID cards (or replacements) are available in any campus Library.

MyLibrary Account

Each student automatically receives a MyLibrary account which allows you to view your patron record, renew items, verify what you have checked out and view pending requests. For access to your MyLibrary account, you will need your barcode number, located on the back of your Student ID card.

The Library Catalog (OPASS) and Databases

On the Library website you may search our Catalog (OPASS) for books, periodicals, electronic resources, videos and more. You may also use popular research databases and other resources from the website found at library.sscc.edu. Contact your campus library at Reference@sscc.edu or:

Central (Hillsboro) ..... ext. 2680
Brown (Mt. Orab) ..... ext. 3680

MySSCC (aka Student Portal)

The MySSCC (Student Portal) links you to online resources that you may need to access during your college career while at SSCC. The purpose of the MySSCC (Student Portal) is to make it as easy as possible for you to find the resources you need and as quickly as possible. These resources are broken down into several services. The main services available to you are:

- MyRecords
- MyMail
- MyCanvas
- New Student Orientation
- MyTechSupport

Each of these services is described in further detail below and can be accessed at: www.sscc.edu/student-portal/

MyRecords
MyRecords is where you may register for classes, check your grades, make payments, obtain an unofficial transcript, update your personal info and so on.

MyMail
MyMail is a link to log into your SSCC student email powered by Microsoft Office365. This is where you can communicate with your SSCC teachers via email, keep track of your busy schedule via the online calendar feature of Office365 (make it your personal planner!), add your SSCC email to your mobile device(s), etc. For assistance synching your MyMail and calendar to your mobile devices, visit Microsoft's tutorial at https://support.office.com

MyCanvas
MyCanvas is a direct link to log into the Learning Management System. All courses at Southern State use MyCanvas for the course syllabus and grades. MyCanvas is where your all your online, hybrid, and virtual course activities will take place.

New Student Orientation
New Student Orientation is the best way to start your college career off right! New students are expected to participate in the mandatory orientation that is offered in-person or online.

MyTechSupport
MyTechSupport is a link into the SSSC Tech Support ticketing system to report issues, request assistance, etc. Access this resource if you are having issues like accessing your SSCC email (MyMail), accessing the SSCC on-campus Wi-Fi, accessing your online classes (MyCanvas), accessing your records information (MyRecords), etc.

Tech Support is located in room 403.03 on Central Campus. Phone support is available as well as submitting a ticket. In person hours are subject to change based on semester requirements. Please visit sscc.edu/tech-support for hours or call 800.628.7722 x2800 with specific needs. Appointments can also be made for stop in visits.

Tech Support will not perform repairs, upgrades, installs/download software or troubleshoot personally owned computers. Students who are having issues with their laptop/desktop need to contact the manufacturer or other professional technical support.

Additional Information
While visiting the MySSCC (Student Portal) page you will notice additional services for your convenience. MyLibrary Account, Academic Calendar, College Events, SSCC Alerts, and Student Technology Resources. These additional services are described in further detail below.

MyLibrary Account
MyLibrary is a link to log into your SSCC student library account.

Academic Calendar
Academic Calendar is a link to view the current SSCC semester. This is where you can find out what holidays during the semester will be honored, as well as, when classes start and end and any breaks during.

College Events
College Events is a link to find out what is currently going on at the various campuses.

SSCC Alerts
SSCC Alerts is a service that enables you to receive alerts when there is a campus emergency, closure, delay, cancellation and more.

Student Technology Resources
SSCC offers many technology resources for students including software and easy access to student records.

PATRI-TOTS LEARNING CENTER
At the YMCA's Patri-Tots Learning Center the children fill their days with fun, adventure, and quality child education.

The center is licensed by Job and Family Services and is located at the Central Campus. The center serves children 18 months through 5 years of age and is a full-day child care program open five days a week. The Patri-Tots Learning Center is open to students, faculty, staff, and the community.

Check out www.sscc.edu/services/patri-tots.shtml to view the handbook and compliance ratings & awards. For more information, please contact:

- Kim Burgess – kburgess@cincinnatiymca.org

STUDENT SUCCESS CENTER

The goal of the Student Success Center is to ensure all students the opportunity for academic success through resources, assistance, and engagement. Helping students keep on track on their pathway to degree completion is accomplished through support areas such as:

- Tutoring/Success Support
- Academic Skill Development / College Engagement
- Academic Advising/ Program Pathways
- Career/Counseling Services

Believing that successful students are those with strong support systems, the Center also promotes initiatives that help students identify and utilize all campus resources. Students are encouraged to participate in campus activities, clubs, and programs as a means of creating a sense of community.

Advising Center

The professional advisors on each campus are your first resource for academic/career advising as you begin your degree pathway at Southern State. Whether you are considering a technical career, an associate degree for transfer to a bachelor program, or just not certain, the academic/career advisors will coach you along your pathway and connect you to career resources for discovering possibilities. In addition, your academic/career advisor helps you transition to your faculty advisor, aligns you with your desired bachelor program/institution, and/or develops a course sequence outline for each term.

Students can schedule an appointment with their academic/career advisor through the Advising Center (Hillsboro campus - 1.800.628.7722, Ext. 2825) or through the office associate at each campus. Scheduling an appointment ensures that the advisor will be prepared to give you the needed time and resources. Walk-ins are great for quick questions or resource acquisition, but time availability is unpredictable to use for a full advising session.

Walk-ins

The advising center welcomes walk-ins for students having a quick question or a meeting that will take 15 minutes or less. Be aware!

- Wait times can be considerable during busy times such as the first week of registration, before semester start up, and placement testing days.
- First come are first served as availability permits. Please note that a walk-in will not supersede a previously scheduled appointment.

Learning Services

Learning Services provides **free, quality coaching** assistance and resources necessary to ensure the academic success of all students. Services are available on all campuses through one-on-one mentoring, drop-in subject labs and online services.

Learning Services support focuses not only on **subject areas** but on **academic skill** development, **test preparation** and anxiety reduction, learning strategies for different course and teaching styles, technology use assistance. Tutoring sessions also help students bring up and maintain better grades, understand difficult concepts, and discover more efficient ways to study and retain information.

Drop-In Labs are mostly for Math and Writing support. Occasional special topic labs are offered on some campuses.

The labs, staffed with professional tutors, can assist several students at the same time in different levels/courses in the subject. These labs are usually in or near the campus library. ***One-on-one sessions***, also held on campus, are scheduled between a designated college tutor and the student requesting the help. Students can find tutor contact info on the web at https://www.sscc.edu/services/learning-services.shtml#find-coach.

Online coaching uses the MyCanvas Learning Management System that is also used for all SSCC courses. ***Success Workshops*** on how to access this online resource, as well as preparation for Placement Assessments, are also available through Learning Services. For more assistance with any aspect of the Learning Services, contact us at learningservices@sscc.edu.

Successful second year students are often hired to be peer coaches based on areas of expertise. If you have sophomore standing status, a 3.0 GPA or above, received an A/B in a subject/major area, and can articulate your knowledge on the subject, you might

consider being a coach between or after your classes during the week.

Counseling Resources

Counseling Resources provides Southern State students experiencing stress, anxiety, depression, suicide, relationship problems, or other mental health needs with information and contacts to local professional counselors. Students have access to immediate 24/7 help for urgent needs through IMPACT solutions or referrals to resources locally. https://www.sscc.edu/services/counseling-services.shtml for more information.

Career Services

Career choice – What's yours? Do you know what your strengths are? What kind of work environments would make you thrive? What in-demand career and education paths fit you best? How do you decide?

Get help answering these questions and figuring out what to do about them by talking with your academic and career advisor https://www.sscc.edu/services/advising.shtml.

Check out these career choice muscle builders:

- https://www.sscc.edu/career-explorer
- https://www.mynextmove.org/explore/ip
- https://ohiomeansjobs.ohio.gov/home
- https://www.bls.gov/ooh/

STUDENT SAFETY

Southern State is committed to maintaining a safe campus environment for students and employees of the college.

INFORMATION AND TIPS

While our campus locations are relatively safe, crime can occur anywhere. Every individual has a responsibility to participate in crime prevention efforts

- Avoid isolated areas
- Lock your vehicles
- Notify the campus office or maintenance staff if you need an escort to your vehicle
- Secure your personal property
- Walk in groups at night

Southern State offers workshops on rape prevention, alcohol and drug prevention, alcohol and drug abuse and self-defense on an annual basis. Throughout the year, the College provides informative literature on these topics at each campus. The College provides a directory of off-campus counseling, mental health and recovery service agencies that are available to students and employees on pages 59-62 of this Student Handbook.

Incidents that could potentially endanger the safety and security of the College community or which violate the law and/or College policies should be reported by filing an incident report. Incident reports should be made using this link: www.sscc.edu/incident-report.shtml. Submitted reports will be used to compile the annual campus crime report but will be kept confidential.

Behavioral Intervention Team (BIT) / Sexual Assault Response Team (SART)

The Behavioral Intervention Team (BIT) exists to provide a route of communication, assessment and intervention for behaviors exhibited by members of the college community which, if left unaddressed, could impact the teaching-learning environment. This cross-functional team utilizes a threat-assessment tool provided by the National Behavioral Intervention Team Association (NaBITA) to help determine appropriate courses of action when confronted with reports of such behaviors.

The Behavior Intervention Team also serves as the College's designated Sexual Assault Response Team (SART). The SART responds to issues of sexual assault which have a specific set of requirements and responses that must be met. It is our hope that no one within our campus community will become a victim of sexual assault. However, if it occurs, the College's SART was created to meet victim needs.

The mission of the Southern State Behavioral Intervention and Sexual Assault Response Teams is:

- Enhance the physical and emotional safety of students, faculty, staff, and others in order to support the teaching-learning environment.
- Reduce the incidence of sexual and relationship violence through educational and outreach efforts.
- Increase the reporting of incidents by improving access to services.
- Provide comprehensive, victim-centered care on campus.

Fulfilling our mission and meeting our goals require the engagement and active participation from all members of the College community. You are vital to our success and critical to the assurance of a safe and vibrant learning environment.

The BIT/SART needs everyone in the Southern State family to feel empowered enough to make referrals. You are the eyes and ears of Southern State on a daily basis. Our team cannot be everywhere at once and your contribution is vital if we are to be a pro-active, effective BIT/SART team that truly enhances the physical and emotional safety of our college community.

What behaviors should I refer to the BIT/SART?

- Erratic behavior (including online activities) that disrupts the mission and/or normal proceedings of students, faculty, or staff
- Instances of sexual or dating violence
- Implication or direct threat of harm to themselves or others
- The display of what is perceived as a weapon
- Physical or verbal confrontation and/or attack
- Stalking or harassment of a faculty member, staff member or student
- Delusional thinking, hallucinations or psychotic behavior

- Threatening, aggressive or hostile verbalizations or correspondence (email, letters, voicemail, etc.)
- Clearly noticeable changes in behavior, demeanor, dress or personality from what was noted previously as typical or "standard" for that individual
- Any behavior of concern that does not fit into the categories above

What happens after I make a referral to the BIT/SART?

- Depending upon the situation, immediate action may be taken
- The BIT/SART team will meet and discuss the incident
- Additional information from the reporter and other people may be collected
- The NaBITA Threat Assessment Tool is utilized
- Appropriate intervention is determined and action is taken
- Feedback is provided (when appropriate and in keeping with federal and state laws)

Will I receive feedback after making a referral to the BIT/SART?

Select information will be provided to the reporter depending upon the situation, confidentiality, FERPA and other legal considerations.

You may make a report by completing and submitting the Incident Report Form located at www.sscc.edu/incident-report.shtml.

Resource Directory

The BIT Team has compiled a chart of resources for student assistance within each campus' county:

Resource	Adams	Brown	Clinton	Fayette	Highland	All Campuses
EMERGENCY						
Alternatives to Violence			937-383-3285 or 866-296-5415		937-393-8118 or 800-339-5066	888-816-1146
American Red Cross	513-579-3000	513-579-3000	937-382-0083			513-579-3000 or 800-255-7070
City Police	937-544-2512	937-444-2281	937-382-3833	937-382-2551	937-393-3411	911
Domestic Violence Hotline				740-636-9300		844-644-6435
Drug & Poison Information						800-222-1222 or 513-635-5111
Fire	937-544-3121	937-378-4414	937-382-2244	740-636-2362	937-393-2902	911
The Greater Cincinnati Human Trafficking Hotline						513-800-1863 or 888-373-7888
Reach Out, Inc.	937-544-5581 or 800-448-2273	800-448-2273	937-383-3285			
Sheriff	937-544-2314	937-378-4155	937-378-4115	740-335-6170	937-393-1421	911
COUNSELING						
Mental Health Emergency Assistance						211
A Place of Hope		937-378-6853				
Clermont Recovery Center						513-735-8100
Domestic Violence Task Force						800-339-5066 or 888-816-1146 Crisis Line
East Side Center Inc.						513-752-2210
Fayette Recovery Center				740-335-8228		
FRS Counseling, Inc.	937-779-3030 937-779-3021				937-393-4562	
Georgetown Behavioral Hosiptal		937-483-4933				
Great Seal Clinic of Scioto						740-773-8050
Healthsource of Ohio	937-386-1379		937-481-2930		937-393-5781	
Kindred Spirits						740-820-8212
New Life Pregnancy Resource Center	937-544-1048	937-378-6853	937-382-2424	740-333-3030	937-393-2990	
Sanctuary Counseling		937-444-6535				
Scioto Paint Valley Mental Health				740-335-6935	937-393-9946 or 937-393-9904	
Shawnee Mental Health Center	937-544-5581	937-544-5581				

Solutions Community Counseling			937-383-4441			
South Central Ohio Psychiatric Services						937-393-5067
Stepping Stones House						740-876-8055
Talbert House Counseling		937-378-4811 or 937-444-6127	937-414-2016			
TCN Behavioral Health Services						937-376-8700
The Counseling Center, Adams County	937-544-5218					24HR Emergency Hotline 855-381-1010
Wilmington Counseling Association			937-383-2282			
Resource	**Adams**	**Brown**	**Clinton**	**Fayette**	**Highland**	**All Campuses**
ADDICTIONS						
Adams Co. Ohio CAN Meetings	937-217-1527					
Alcoholics Anonymous or AA & NA Meetings	937-444-1046				937-288-2501	
Central Ohio Area Office Hotline						800-587-4232
Cincinnati Drug and Poison Information Center						800-222-1222 or 513-635-5111
Narcotics Anonymous						800-587-4232
Ohio CAN (Change Addiction Now)	937-217-1527					
Reformers Unanimous Addictions Program	937-587-1797					
Teen Challenge Ranch Milford, OH						513-248-0452
The Counseling Center	937-544-5218					
COMMUNITY MISSIONS						
Adams Co. DD	937-544-2574					
Adams Co. Homeless Shelter	937-544-8164				937-393-0634	
Adult Protective Services	937-544-5406	937-378-6104				
American Red Cross						513-579-3000
Anti-Human Trafficking Program						513-762-5690
Brown Co. DD		937-378-3585				
Child Focus	937-444-1613	937-444-1613				
Child Protective Services	937-544-2511	937-378-6104				
Compassion Ministries	937-695-0025					
Crisis Pregnancy Center	937-544-3796					

Greater Cincinnati Human Trafficking Hotline						888-373-7888
Helping Hands Food Pantry	937-587-3397	937-378-6942				
Highland Co. Homeless Shelter					937-393-0634	
Hope Emergency Pro- gram					937-364-1055	
Hospice of Hope		937-444-4900	937-382-5400			800-928-4243
Interfaith House	937-544-7141					
James Sauls Homeless Shelter						513-732-6464
Manchester Community Care Center	937-549-8700					
Ohio Buckles Buckeyes: Car Seat Program						877-582-2140
Ohio Job & Family Services	937-544-2371	937-378-6104				
Pregnancy Resource Center		937-378-6853				
Rose Avenue Comm Center				740-636-7673		
Russellville Church of Christ		937-377-5505				
Samaritan Outreach Services					937-393-2220 or 937-393-9208	
Sugartree Ministries			937-382-8359			
Salvation Army	800-233-7891	800-233-7891			937-393-4278 x240	
St. Vincent de Paul society					937-393-1742	
The Well at Sunnyside				740-333-5088		
WIC	937-544-3796	937-378-6030				
Resource	**Adams**	**Brown**	**Clinton**	**Fayette**	**Highland**	**All Campuses**
DOMESTIC AND SEXUAL VIOLENCE						
Advocates	Michael Morrison 937-544-3600					
Alternatives to Violence			937-383-3285 or 866-296-5415		937-393-8118 or 800-339-5066	888-816-1146
Child Protective Services	937-544-2511	937-378-6104				
Domestic Violence Hotline				740-636-9300		844-644-6435
Free Legal Assistance						866-529-6446
National Dating Helpline						866-331-9474
National Domestic Violence Hotline						800-799-7233

Ohio Alliance to End Sexual Assault						888-886-8388
Ohio Crime Victim Justice Center						614-848-8500
Sexual Assault Hotline		800-540-4764				877-889-5610
Women Helping Women	937-544-6000	937-544-6000				513-381-5610
YWCA / Court Advocacy	513-753-7281	513-753-7281				513-732-0450
YWCA / Domestic Violence						888-872-9259 or 800-540-4764
YWCA	937-544-6000	937-544-8084				

Emergency Closings

At Southern State we take your safety seriously and our campuses will close if there is an emergency situation.

Weather-Related Closings:

- If one campus is closed all day, all campuses will be closed.
- If one campus has a delayed opening, all campuses will have a delayed opening.

SSCC Alerts is a comprehensive alert notification system which Southern State uses to broadcast important information such as campus emergencies, closures, delays, cancellations and more via email, text or voice messaging.

To update your preferences, visit www.sscc.edu/students/alerts.shtml

Clarification of Delay

If classes are on a two-hour delay, your 8am class is cancelled; report to classes scheduled at 10am and thereafter.

Delays may later be changed due to closings. Therefore, check for updates of the initial announcement before leaving home.

If, after the start of classes, the weather becomes inclement during the day and the health and safety of the students and staff will be affected, the Vice President of Technology and Infrastructure and campus directors have the authority to dismiss classes for the rest of the day on his/her campus only. The Vice President of Technology and Infrastructure or director will immediately notify all other campus locations so that students who take classes on more than one campus have the correct information.

Faculty may, at their discretion, schedule a makeup class(es) or add extra assignments so that the course requirements will not be affected by the cancellation of the class(es).

When final exams are cancelled due to inclement weather, the instructor will notify students of a rescheduled exam date.

Students may also call Southern State. A recorded message will provide details on delays and closings, as soon as a decision has been made

Note: In the event there is any doubt whether Southern State is open or closed, and the weather is inclement in a particular location, individuals should use good judgment to ensure their health and safety.

STUDENT CODE OF CONDUCT

Students attending Southern State are expected to conduct themselves in a manner that supports the academic atmosphere of the College, that respects the rights of other students and employees of the College and that follows the policies and procedures of the College as outlined here.

Philosophical Statement

Central to the mission of Southern State is a commitment to education that promotes academic excellence, personal and professional growth, free and unbiased thought and expression, tolerance, a strong sense of social responsibility, civility, and a lasting, life-long appreciation of learning. Students attending Southern State are expected to conduct themselves in a manner that supports the academic atmosphere of the College, that respects the rights of other students and employees of the College, and that follows the policies and procedures of the College as outlined in this College Catalog.

Definition of Terms

1. Alleged: an event that is said to have taken place, but which has not yet been verified.
2. Breach of Peace: failure to maintain peace in a situation.
3. Charged: a complaint has been filed against an individual and an investigation will follow.
4. Civility: politeness or courtesy extended to members of the College community.
5. College Community: includes all faculty, staff, administration, and students who are fully affiliated with the College.
6. College Official: any individual employed by the College, performing assigned administrative or professional responsibilities.
7. Complainant: an individual who makes a complaint or files a formal charge
8. Disciplinary Proceedings: the process in which the College is involved during the investigation or hearing of a violation of the Student Code of Conduct.
9. Disposition: a final settlement between all parties and the Dean of Student Affairs.
10. Due Process: ensuring that procedures are fair to the accused student.
11. Hazing: an act that endangers the mental or physical health or safety of a student or which destroys or removes public or private property.
12. Hearing: a session in which evidence from both parties is investigated or testimony is taken from witnesses.
13. Judicial Authority or Body: any individual(s) authorized by the Dean of Student Affairs to determine whether a student has violated the Student Code of Conduct and to recommend appropriate sanctions.
14. Policy: written regulations of the College as found in, but not limited to the SSCC Catalog.
15. Sanctions: the penalties for not complying with the regulations set forth in the Student Code of Conduct.
16. Student: includes all individuals currently enrolled in credit and noncredit classes at the College who do not have a break of one or more semesters.
17. Student Code of Conduct: the College's expectations for students' behavior and the procedures when students have failed to follow these expectations.
18. Working days: days when the College is open for normal business operations.

Authority

Authority rests with the Division of Student Affairs. The Dean of Student Affairs is responsible for the administration and operation of this Student Code of Conduct.

1. Jurisdiction of the College and discipline extends to conduct which occurs on college premises, or which adversely affects the College community and/or the pursuit of its objectives. A student or organization will be subject to this Student Code of Conduct for any action found in violation of this Code which occurs on college property, at college-sponsored events, or off campus if the action adversely affects the College community and/or the pursuits of College objectives.
2. Operation of the Judicial System
    a. The Dean of Student Affairs shall develop policies for the administration of judicial program and procedural rules for the conduct of hearings that are consistent

with the provisions of the Student Code of Conduct.

b. The Dean of Student Affairs shall determine the type and composition of the Student Disciplinary Committee and shall designate the chairperson of the Student Disciplinary Committee.

c. The Dean of Student Affairs shall notify the student or organization of the sanction that is imposed.

3. Violation of Law and College Discipline

a. If a student is charged with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken where there is a preponderance of the evidence and sanctions imposed for misconduct which impacts the College community.

b. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code of Conduct if both violations result from the same factual situation, without regard to pending civil litigation or criminal arrest and prosecution. The College will determine whether disciplinary proceedings under this Student Code of Conduct will be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

c. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Student Disciplinary Committee under the Student Code of Conduct, however, the College may advise off- campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally.

RULES AND REGULATIONS

The welfare of the student is the primary interest and concern of Southern State Community College. The College endeavors to provide all students a college environment that is conducive to academic pursuit, social growth, and individual self-discipline. That students are both citizens and members of the academic community is recognized. As individual citizens, students have the same freedoms and rights guaranteed constitutionally for all members of our society. As members of the academic community, students hold rights of participation in the learning process of the institution while realizing responsibilities for conduct in accordance with the law, regulations of the College, observable social mores, and the rights of other citizens.

Students who do not meet these expectations on college premises or at any college sponsored activity held on or off-campus, may be subject to disciplinary action. Any student alleged to have committed the following misconduct is subject to the disciplinary sanctions outlined in the section dealing with Disciplinary Sanctions. Misconduct includes but is not limited to the following:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any college official, faculty member or office personnel.
   b. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
   c. Tampering with the election of any recognized student organization.
2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other college activities, including its public- service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Hazing for the purpose of initiation, admission into, affiliation with, or as a condition for

continued membership in a group or organization.

6. Failure to comply with direction of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
8. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
9. Use, possession, or distribution of alcoholic beverages on campus.
10. Being under the influence of alcohol, narcotics, or other controlled substances while on college premises or while participating in college connected activities at off campus locations.
11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.
12. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus or at college sponsored or supervised functions.
13. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by the College.
14. Theft or other abuse of computer time, including but not limited to:
    a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    b. Unauthorized transfer of a file.
    c. Unauthorized use of another individual's identification and password.
    d. Use of computing facilities to interfere with the work of another student, faculty member or college official.
    e. Use of computing facilities to send threatening messages or to view pornography.
    f. Use of computing facilities to interfere with normal operation of the College computing system.
15. Violation of federal, state or local law on college premises or at college sponsored or supervised activities.
16. Violation of published college policies, rules, or regulations.

KNOW THE RULES

Collin's Law, Ohio's Anti Hazing Act

We want all members of the Southern State community to have the information and support they need to fully understand and take action against hazing, which is defined as "doing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, continued membership, or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation."

Collin's Law requires that any administrator, employee, faculty member, teacher, consultant, alumnus or volunteer of any organization immediately report hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Failure to report could constitute a criminal offense, so it is important for campus community members to understand their obligations and how to report instances of hazing.

Reports may be made using the "Report an Incident" link located at the bottom of the SSCC website homepage. The link is also provided here: https://www.sscc.edu/incident-report.shtml

Alcohol Policy

The laws of the state of Ohio forbid the sale or serving of alcoholic beverages to persons under 21 years of age. Persons 21 or older who have a valid Ohio driver's license may be served. The law also forbids misrepresenting one's age for the purpose of

consuming or purchasing alcoholic beverages. It is the intention of this policy to promote attitudes toward alcohol use that are consistent with the goal of learning to take responsibility for one's life and learning to work in the thoughtful community with others.

The following general policy statement is designed to:

1. be consistent with the laws of Ohio;
2. stress moderation, safety and individual accountability for those who choose to drink;
3. work towards a college atmosphere that is free of coercion for those who choose to drink;
4. maintain a community where alcohol abuse and its effects are minimal;
5. provide information and education for all students and
6. provide confidential and effective guidance and counseling for those with special needs related to alcohol use and alcoholism.

This policy was developed by the Disciplinary Committee made up of representatives from the student body, faculty, institutional support staff and the administration. It has been reviewed by the Executive Cabinet and approved by the President. All members of the Southern State community are expected to be familiar with and abide by the principles and details of this statement.

The sale, acquisition, possession, transportation, and consumption of alcoholic beverages are governed by various statutes of Ohio and regulations of the Alcoholic Beverages Control Commission. In general, some of the pertinent statutes and regulations provide that:

a. No person or group shall sell, deliver, purchase, or otherwise procure alcoholic beverages for consumption by a person under 21 years of age. Violators are subject to arrest, criminal charges, fines, and imprisonment.
b. No person shall use the driver's license or other identification of another or permit such identification to be used by another or allow or deface any cards in order to procure alcoholic beverages. Violators are subject to arrest, criminal charges, and fines.
c. No person shall operate a motor vehicle while under the influence of alcoholic beverages. Violators are subject to arrest, fines, mandatory court education programs, loss of license and/or imprisonment.
d. No person who is intoxicated shall be served an alcoholic beverage on licensed premises. Violators are subject to fine and possible disciplinary action from the local licensing authority.
e. No person under 21 years of age shall transport, purchase, sell, deliver, possess, or receive or otherwise procure alcoholic beverages except in the course of employment. Violators are subject to arrest, criminal charges, fines, and imprisonment.

In addition to state laws, local ordinances prohibit the possession of open containers of alcohol on county property (buildings, parks, etc.). The serving of alcoholic beverages on campus is prohibited.

Bulletin Boards

Bulletin boards located on campus are for the use of Southern State Community College students and personnel. Posters or announcements promoting any activity, event, or business not directly related to the College must be approved by the Communications Office or their campus designee.

Dissemination of Consumer Information

All schools that participate in the Title IV programs must designate an employee or group of employees who are available to assist in obtaining information concerning policies of the College. At Southern State Community College, the Department of Student Affairs at the Central Campus will be designated to provide such information.

Drug Policy

The College upholds the federal and state laws prohibiting the use, possession, sale or offering for sale of controlled substances, including but not limited to marijuana, and will not interfere with the legal prosecution of any members of the community who violate such laws. Law enforcement officers, when armed with the proper documents, have a legal right to search any and all buildings on the campus without prior notice.

The unlawful possession, use, or distribution of drugs and/or alcohol by students or employees on college property or as a part of any college activity is prohibited. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary actions by the college, in conformance with Southern State's Student Code of Conduct, Alcohol Policy and/or Drug Policy. Sanctions for violations may include suspension, and/or termination/dismissal, as well as compulsory attendance at drug/alcohol education programs or other appropriate disciplinary measures.

Parking

Lighted parking lots are on each campus. The College reserves the right to have any vehicle that is illegally parked towed away by a professional wrecker service at the expense of the owner.

Restrooms/Locker Rooms

Due to privacy reasons, taking photographic images of any kind, by means of any device, without permission is prohibited in restrooms and locker rooms. The College has the right to ban, by posting appropriate signs, possession of cellular telephones and/or devices with photographic imaging capability from public restrooms and public locker rooms.

Sexual Harassment Policy

It is the policy of Southern State to provide employees and students with an environment free from sexual harassment. Sexual harassment is a violation of both state and federal law, and the college will not tolerate any employee or student, male or female, sexually harassing another individual, whether employee or student, in any way.

Any student or employee who believes that they have been sexually harassed or believes that another student or employee has been sexually harassed should report the situation immediately to the Title IX Coordinator. The Title IX Coordinators for SSCC are:
Dr. Peggy Chalker, Title IX Coordinator
Crystal Howland, Title IX Investigator

Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, by either a male or female toward either a male or female or group, when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity;
- submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile or offensive working/learning environment.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others and that, therefore, interferes with the individual's work/learning effectiveness. Sexual harassment may take different forms, which may include but are not limited to:

Verbal — comments of a sexual nature, including innuendoes, suggestive comments, jokes, propositions, threats and degrading or discriminating/stereotypical words; comments directed primarily at one sex.

Nonverbal — sexually suggestive objects or pictures, graphics commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.

Physical — unwanted physical contact, including touching, pinching, brushing the body, pushing.

Sexual harassment is insulting and demeaning to the recipient and will not be tolerated at Southern State. All employees (administrators, faculty, and staff) are responsible for maintaining an environment that is free from sexual harassment. Students, as well, are expected to comply with this policy and to take appropriate measures to ensure that such conduct does not occur. Employees or students who violate this policy will be subject to appropriate disciplinary action up to and including termination or expulsion.

Any student who believes that they have been the subject of sexual harassment or who believes that another student is being sexually harassed, should report the situation immediately to the Title IX Coordinator so that appropriate corrective action can be taken. A student who, because of their specific circumstances, does not feel free to report to the

Title IX Coordinator may report the situation instead to an alternate staff member designated by the President, or to the President.

Following a complaint of sexual harassment, an investigation will be undertaken by the College. The College will, to the extent possible, maintain the confidentiality of all complaints on a need-to-know basis. However, an adequate investigation of such complaints generally will require disclosure to the accused party and other witnesses in order to gather pertinent facts.

No retaliatory measure will be taken against any student or any employee who complains of sexual harassment. Likewise, no retaliatory actions will be taken against any individual who assists or cooperates with the college in the investigation of sexual harassment complaints.

Any student who has reported a violation but does not feel that appropriate corrective action has been taken should set forth in writing: 1) a description of the incident or incidents of sexual harassment; 2) the response, if any, taken by the Title IX Coordinator, President, or alternate staff member designated by the President; 3) the response the student believes would be appropriate. They should forward the information to the Title IX Coordinator for a hearing by a Sexual Harassment Panel appointed by the President.

Smoking

There will be no smoking in any campus building, or within 20 feet of an outside entrance to a building. This includes the use of e-cigarettes.

Solicitation and Sales

No individual may solicit donations or sell on-campus for personal gain. Use of campus property for the collecting of donations or sales is restricted to recognized student organizations, the College, or its departments. Approval for all such sales is to be received from the Student Affairs Office on the appropriate campus.

Weapons Policy

Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto the premises of any Southern State campus.

State of Ohio Law on Hazing

No student or person in attendance at a public, private, parochial or military school, college, or other educational institution shall conspire to or engage in hazing or committing an act that injures, frightens, degrades, or tends to injure, frighten, degrade or disgrace a fellow student or person attending such institution. There are strict fines and/or sentences levied by the State of Ohio for violation of said act.

Visitors on Campus

As a community college, Southern State welcomes persons within the community to visit our campuses and take advantage of the opportunities and services that are available to them. The College has the authority to regulate the use of grounds, buildings, equipment, and facilities and the conduct of students, staff, faculty, and visitors to the campus so that law and order are maintained, and the College may pursue its educational objectives and programs in an orderly manner. All visitors may be required to secure a visitor's pass according to Section 3345.21 of the Ohio Revised Code.

Children on Campus

Southern State Community College encourages safe, supervised campus visitations by children for the purposes of making decisions about their academic future; educational, cultural, or sporting events and camps; and authorized use of facilities such as the Patriot Center. Southern State Community College grounds and infrastructure are designed to provide an environment conducive to academic and occupational activities performed by students and employees.

For reasons that include safety of children, and assuring professional efficient performance of academic pursuits, operations, and services, the College cannot routinely accommodate unsupervised children in campus workplaces, classrooms, or any other venue or circumstance on campus. For an explanation of the complete policy, please visit Southern State Community College's website at www.sscc.edu.

Animals on Campus

To protect the health and safety of students, faculty, staff, and visitors, domestic or wild animals are not permitted on to the campus with the following exceptions:

- Animals are permitted for instructional purposes when approved by the Dean of Student Affairs. All such animals must be securely contained.
- Pets or other well-controlled animals may be brought on campus for educational purposes or special events with the prior, written, approval by the Dean of Student Affairs. All such animals must be kept under control. Under no circumstances may an officer of the College give approval to bring any animal on campus that would pose a safety or health risk to students, faculty or staff.
- Visually impaired or other handicapped people may be accompanied by a trained, service animal. Such service animals must have accompanying documentation verifying training and purpose.
- K9 units may be used by law enforcement or emergency personnel during an emergency. K9 units may be used for Police Academy and similar emergency personnel training.

Institutional Procedures for Handling Student Misconduct

The College expects that all students will act as responsible adults, however, action may be taken against a student when his or her conduct interferes with the mission of the institution and its additional responsibility to provide a safe environment for others.

The Student Code of Conduct contains regulations for dealing with the alleged student violations of the code of conduct in a manner consistent with the requirements of due process.

1. Any member of the College community has authority to call for immediate emergency assistance (police, fire, life squad, etc.) as deemed appropriate.
2. Any member of the College community may file charges against any student for misconduct.
3. Charges shall be prepared in writing (complaint forms are available on each campus in the Director's Office) and directed to the Dean of Student Affairs or designee or in the Department of Student Affairs at Central Campus.
4. Charges should be filed as soon as possible after the alleged event takes place so as not to cause an unnecessary delay in the judicial process. Except in situations deemed by the Dean of Student Affairs or designee to warrant an extension, no complaint shall be accepted beyond fifteen (15) working days following the date of the alleged violation.
5. The Dean of Student Affairs or designee may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Dean of Student Affairs. Such disposition shall be final and there shall be no subsequent disciplinary proceedings. If the charges cannot be disposed of by mutual consent, the student is entitled to due process and a hearing before the Student Disciplinary Committee. The Vice President of Academic & Student Affairs may later serve in the same matter as a member of the Student Disciplinary Committee.
6. The Dean of Student Affairs shall present all charges in written form to the accused student. A time shall be set for a hearing, neither less than five (5) working days nor more than fifteen (15) working days after the student/students have been notified. Maximum time limits for scheduling of hearings may be extended by mutual written consent of the Dean of Student Affairs and the student.
7. Hearings shall be conducted by a Student Disciplinary Committee according to the following guidelines:
    a. Hearings shall be conducted in private, and proceedings should not be discussed with individuals outside the committee.
    b. In hearings involving more than one accused student, the chairperson of the Student Disciplinary Committee, at his or her discretion and with written consent

of students, may hold hearings jointly. The chairperson of the Student Disciplinary Committee may permit the hearings concerning each student to be conducted separately.

c. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore advisors are not permitted to speak or to participate directly in any hearing before a Student Disciplinary Committee. At the discretion and direction of the Committee chair, an advisor may be allowed to ask specific questions or make clarifying statements to promote overall fairness.
d. The complainant, the accused and the Committee shall have the privilege of presenting witnesses, subject to questions from the other participants (complainant, accused, or committee).
e. The Committee at the discretion of the chairperson may accept pertinent records, exhibits, and written statements for consideration.
f. All procedural questions are subject to the final decision of the chairperson of the Committee.
g. After the hearing, the Committee shall determine by majority vote in a closed session, whether the student has violated the section of the Student Code of Conduct for which the student is charged with violating.
h. There shall be a single verbatim record, such as a tape recording of all hearings before the Student Disciplinary Committee. The record shall be the property of the College. Accused students may, at their expense, request a copy of the record for purposes of appeal.

Student Disciplinary Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
3. Loss of Privileges – Denial of specified privileges for a designated period of time. In addition to a warning or probation period there may be a loss of privileges which would include, but not be limited to, the following:
    a. Denial of the right to park or operate motor vehicle on campus.
    b. Denial of eligibility, for a specified period of time, for election to a student office or opportunity to represent the College.
    c. Denial, for a specified period of time, of the privilege of participating in athletics or other student activities.
4. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. Service – Work assignments which offer service to college-oriented projects (such assignments must have prior approval of the Dean of Student Affairs).
6. Educational – Assignments, which are designed to educate a student, related to the effect of their behavior on the College environment. Examples of such assignments might be attending a specific workshop, writing a research paper on a specific topic, awareness or sensitivity training, recommendation to seek personal counseling at the College Counseling Center or other designated individual/agency.
7. College Suspension – Separation of the student from the College for a definite period of time, after which the student is eligible to

return. Suspension may range from one semester to three years.

8. College Expulsion - Permanent separation of the student from the College.

More than one of the sanctions listed above may be imposed for any single violation. In each case in which the committee determines that a student has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Dean of Student Affairs or designee.

The Dean of Student Affairs or designee in determining and imposing sanctions shall consider the recommendation of all members of the committee.

The Dean of Student Affairs or designee is not limited to sanctions recommended by members of the committee. Following the hearing, the committee and Dean of Student Affairs or designee shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

Interim Suspension

In certain circumstances, the Dean of Student Affairs or designee may impose a college suspension prior to the hearing before the Committee.

1. Interim suspension may be imposed by the Dean of Student Affairs or the President, in consultation with other appropriate professionals, only:
   a. to ensure the safety and well-being of members of the College community or preservation of College property;
   b. to ensure the student's own physical or emotional safety and well-being; or
   c. if the student poses a definite threat of disruption or interference with the normal operations of the College.
2. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible as the College official may determine to be appropriate.
3. At the time of notification of an interim suspension, the student will receive written notification of the alleged violation(s) and pending disciplinary hearing. A hearing will be held within five (5) working days and will follow procedures as stated in the Institutional Procedures for Handling Misconduct section of this policy.
4. A hearing will be held by the Dean of Student Affairs or designee within five (5) college working days of the interim suspension to determine if the suspension should continue until a hearing is held on the charge of misconduct.

Appeals

A decision reached by the Committee, or a sanction imposed by the Dean of Student Affairs, or designee may be appealed by accused students or complainants to the President within five (5) working days of the decision. Such appeals shall be in writing and shall be delivered to the President and copy to the Dean of Student Affairs or designee.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
2. To determine whether the decision reached regarding the accused student was based on a preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code of Conduct occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct that the student was found to have committed.
4. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because the person

appealing did not know such evidence and/or facts at the time of the original hearing.

In cases involving appeals by students' accused of violating the Student Code of Conduct, review of the sanction by the President may not result in more severe sanctions for the accused student. Instead, following the appeal, the President may, upon review of the case, affirm or reduce, but not increase, the sanctions imposed by the Dean of Student Affairs or designee.

The decision of the President shall be final and binding.

Disciplinary Records

With the exception of the College suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record.

Cases involving the imposition of sanctions other than college suspension or expulsion shall be removed from the student's disciplinary record seven (7) years from the year in which the offense occurred.

SOUTHERN STATE
COMMUNITY COLLEGE