



Spring and Summer 2019

REGISTRATION GUIDE

Credit and Non-Credit Course Registration and
Payment Information for New and Returning Students

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Welcome to Southern State Community College!

Whether you are a **new student** just beginning your college journey or a **returning student**, **we welcome you** and thank you for making Southern State your choice. You may already know that our vision is to be **Your First-Choice College** and we are eager to offer you the kind of experience that confirms the choice you have made to be here.

As you navigate the registration process, keep in mind that we offer a number of **great resources** to make the process **smooth and efficient**. If you are a new student you will want to visit the helpful folks in the Student Success Center where you will receive an Individual Plan for Academic Completion (IPAC). Returning students, you may be interested in flipping to page 16 of this bulletin where you will find a complete listing of academic contacts that can assist you as you continue your studies.

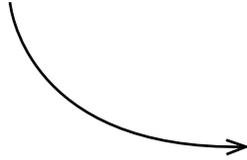
Lastly, we can't stress enough how important your success is to everyone here at Southern State. We strive to be a **student-centered** college and we look forward to joining you in this educational journey.

Please accept my personal **best wishes** for your success at Southern State Community College.

Dr. Kevin S. Boys
SSCC President

Directory and Campus Locations

Call **1-800-628-7722**
followed by extension



College Departments

Adult Opportunity Center	x2687
Advising Center	x2825
Athletics	x2697
Bookstore	x2698
Career & Counseling Services	x2825
Disability Services	x2604
Library	x2680
Patri-Tots Learning Center Central	x2629
Patri-Tots Learning Center North	x4629
Testing Center Central	x2792
Testing Center North	x4792
Truck Driving Academy	x4560
Tutoring Center	x2882

Offices

Office of Admission	x2607
Office of Financial Aid	x2610
Records Office	x2613



NORTH CAMPUS
1850 Davids Drive
Wilmington, OH 45177
937.382.6645
Student Services: x4520
Administrative Assistant: x4520
Director Jssica Wise: x4510



FAYETTE CAMPUS
1270 U.S. Route 62 SW
Washington C.H., OH 43160
740.333.5115
Student Services: x5500
Administrative Assistant: x5610
Director Jessica Wise: x5510



CENTRAL CAMPUS
100 Hobart Drive
Hillsboro, OH 45133
937.393.3431
Student Services: x2613
Administrative Assistant: x2630
Director Jeff Montgomery: x2530



BROWN COUNTY CAMPUS
351 Brooks Malott Road
Mt. Orab, OH 45154
937.444.7722
Student Services: x3600
Administrative Assistant: x3520

Discover Southern State!



Jim Barnett
Recruiter

You will know if you are making the right choice about a college once you visit the campus. Why not **schedule a campus tour** and information meeting with one of our student-centered team members?

We want to offer you a comprehensive visit, so we do ask that you select the campus of your choice and schedule ahead of time.

Go to www.sccc.edu/admissions/visit.shtml to plan your visit!

Academic Calendar

Spring Semester Calendar

Registration & Payment Dates SPRING SEMESTER 2018-19

Registration Begins for Veterans/ Service Members	October 29
Registration begins for Sophomores	November 5
Registration begins for Freshmen	November 6
Graduation Deadline	December 14
Holiday Break, College Closed	December 23 - January 1
Financial Aid Priority Filing Deadline	January 4
Payment Arrangement Deadline	January 4
Last date to register for classes	January 10
Classes begin	January 14
Residency application deadline	January 14
Dr. Martin Luther King Jr.'s Birthday, College Closed	January 21
Last date for semester class drop with 100% refund	January 26
Deadline to purchase graduation regalia with financial aid	January 31
Spring Financial Aid Disbursement	February 15
President's Day, College Closed	February 18
First Time Loan Borrower Disbursement	February 22
Spring Break, College Closed	March 11-16
60% date for Return of Title IV	March 26
Last date to pick up ordered caps and gowns from bookstores	May 2
Last date for official withdrawal from courses	May 4
Classes End	May 4
Final Exams	May 6-11
Graduation	May 10
Semester Ends	May 11

Summer Semester Calendar

Registration & Payment Dates SUMMER SEMESTER 2018-19

Registration Begins for Veterans/ Service Members	March 18
Registration begins for Sophomores	March 25
Registration begins for Freshmen	March 26
Graduation Deadline	April 28
Financial Aid Priority Filing Deadline	May 17
Payment Arrangement Deadline	May 17
Last date to register for classes	May 23
Memorial Day, College Closed	May 27
Classes begin	May 28
Residency application deadline	May 28
Independance Day, College Closed	July 4
Last date for semester class drop with 100% refund	TBD
60% date for Return of Title IV	TBD
Last date for official withdrawal from courses	Dates Vary
Classes End	Dates Vary
Final Exams	Dates Vary
Semester Ends	August 5

Future Dates

FALL SEMESTER 2019

Registration Begins for Veterans/ Service Members	April 1
Registration Begins for Sophomores	April 8
Registration begins for Freshmen	April 10
Classes begin	August 9
Semester Ends	December 7

Applying for Admission

General Admission

If you are interested in becoming a student at Southern State, your first step is to apply for admission. Most people fit into the General Admission category. If that's you, simply complete an online application **or** fill out a printed application and drop it off at any of our campuses.

Apply online at www.sccc.edu/admissions/apply.shtml.

If, however, you find that you fit into one of the categories below, you will simply follow the admission procedure as described.

Some programs require special admission procedures and applications. To learn more, visit the specific program's web page. You can expect additional requirements for:

- Nursing**
- Human and Social Services**
- Respiratory Care**
- Medical Assisting**
- Law Enforcement**

If you are a...	You should...	Complete information is available online at...
7-12 Grade Student interested in College Credit Plus	First, make sure your high school counselor is aware of your interest. Then, complete a College Credit Plus Application and submit it with your high school transcript/ grade report and ACT Scores (if applicable).	www.sccc.edu/admissions/guidelines/college-credit-plus.shtml
Transfer Student	Complete the General Admission application. Have any other college(s) you have attended send an official copy of your transcript to: SSCC Admissions Office, 100 Hobart Drive, Hillsboro, OH 45133	www.sccc.edu/admissions/guidelines/transfer-students.shtml
Returning Student	Complete an Application for Readmission.	www.sccc.edu/admissions/guidelines/returning-students.shtml
Veteran	Complete the General Admission application and then apply for veterans benefits online at www.gibill.va.gov and contact our Veterans Affairs representative, Peggy Chalker at pchalkersccc.edu .	www.sccc.edu/admissions/guidelines/veteran-benefits.shtml
Non-Credit Student (Some classes are offered for learning purposes only and college credit is not granted.)	Send an email to Kim Fitzpatrick at kfitzpatrick@sccc.edu indicating your preferred course name, number and location.	www.sccc.edu/specialized/continuing.shtml

Complete a Placement Test Assessment

We ask that new college students take the ACCUPLACER® placement assessment or submit ACT scores. All students begin their college career with different skills, and your assessment results will guide you in selecting courses that will enable you to establish the best foundation for success.

A complete, up-to-date schedule of assessment times and locations is available online at www.sccc.edu/admissions/placement.shtml.

Class Schedules

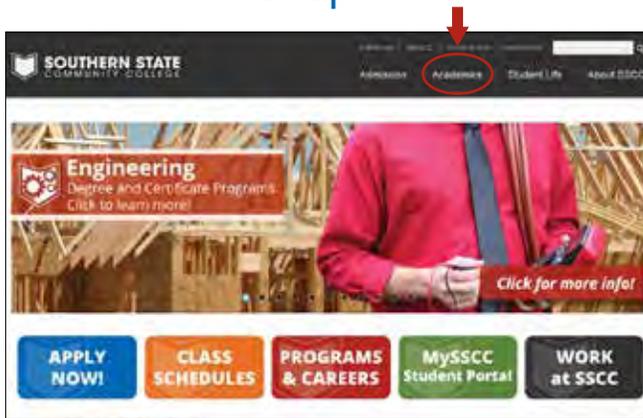
The Class Schedule lists each class being offered for the semester, as well as its time, location, and unique course number. In addition to the current schedule, you also will find planning schedules for upcoming semesters.

The class schedules are now exclusively offered online at www.sccc.edu/academics/class-schedules.shtml. No more trying to work with a printed schedule that isn't updated as changes occur. You now have a more accurate inventory of courses from which to choose, and it's available 24/7.

Accessing the Class Schedule

Visit www.sccc.edu and follow the steps below.

Step 1



Click on "Academics"

Step 2



Click on "Class Schedules"

Step 3



Select the schedule of your choice

Included in the schedule is a list of our additional locations and their course offerings. We offer classes at:

- **Laurel Oaks**, 300 Oak Drive, Wilmington, Ohio 45177

Registration

ALL STUDENTS should meet with an academic advisor before registering for classes. You can call to make an appointment with an advisor at **800.628.7722 x2825** or visit **www.sccc.edu/services/advising-retention.shtml**. Returning students can register online after their first semester of attendance.

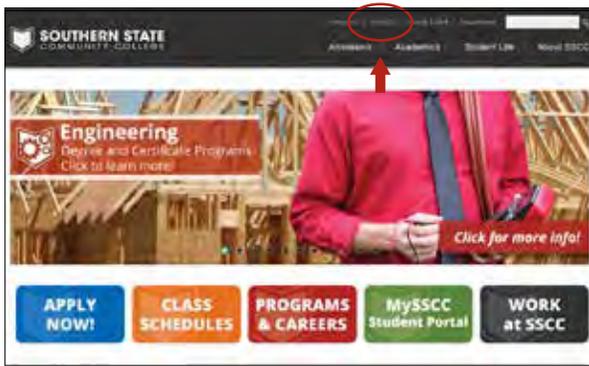
To register in person

Students may register at the Student Services Office on any campus location. You will be given a copy of your personal schedule once your registration is complete.

To register online

Visit www.sccc.edu and follow the steps below.

Step 1



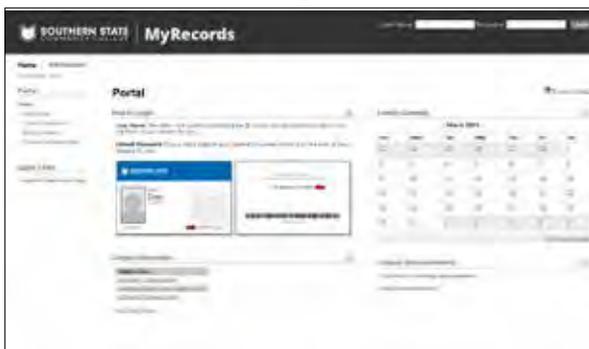
Click on "MySSCC"

Step 2



Click on "MyRecords"

Step 3



Follow the prompts to register

Spring Semester 2018-19

Registration begins:

- October 29** for Veterans/Service Members
- November 5** for sophomore students (>=30 hours)
- November 6** for freshman students (<=29 hours)

Summer Semester 2018-19

Registration begins:

- March 18** for Veterans/Service Members
- March 25** for sophomore students (>=30 hours)
- March 26** for freshman students (<=29 hours)

Student Orientation

Attending Orientation

After you've met with an advisor and registered for classes, you'll receive a letter inviting you to New Student Orientation.

New Student Orientation is a great way to **CONNECT** with us! It is also a time to meet other students just like yourself. You don't want to miss it.

During orientation, you'll learn about all the **free services** available to you as a student.

You will also have your ID card made and will be able to purchase books on the night of orientation.

For more information about New Student Orientation, please visit:

www.sccc.edu/admissions/orientation.shtml



Orientation Dates

For orientation dates and times, or to view our Orientation Booklet, visit

www.sccc.edu/admissions/orientation.shtml



Orientation for Online Students

Southern State uses CANVAS software to offer online courses. Online students log on to their CANVAS virtual classroom several times a week to communicate with their instructor and classmates, obtain course materials, participate in a variety of learning activities, and submit assignments or take tests.

Instructors may require online students to have access to specific programs or other resources and may also require the student to complete an orientation at the beginning of the semester. To find what the instructor requires and if the online course you wish to take includes a required orientation, visit this page:

www.sccc.edu/academics/online-courses.shtml

Adding, Dropping, Withdrawing and Refund Policy

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Attending Classes

Class lists are verified on the first day. Taking attendance on the first day is the only way the instructor can verify the class list and determine possible openings. If you miss the first day of class and don't 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.

Changing Classes

With an instructor's permission, you can typically change a class during the first five days of the fall and spring semesters and during the first three days of a given summer term. Any course change is dependent on course availability and the permission of the instructor. To officially complete a course change, you must complete a Drop/Add Form, have "adds" signed by the instructor, and submit it to the Student Services Office.

Dropping a Class

If you need to drop a course, you can refer to page 11 of this booklet for the 100% refund policy. 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 withdraw. 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 x2610 prior to withdrawing from any class. Our friendly staff will assist you regarding the appropriate time to withdraw.



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 they must be notified of your challenges first. Regardless of your reason to withdraw, always speak to your instructor first. It is also important to discuss your withdrawal considerations with your academic advisor so you'll have a thorough understanding of academic warning and probation, and other course options for future planning.

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. Below are important dates that you will want to remember regarding withdrawing from a course.

SPRING	SEMESTER BEGINS	SEMESTER ENDS	LAST DATE TO OFFICIALLY WITHDRAW
	January 14, 2019	May 11, 2019	May 4, 2019
SUMMER	SEMESTER BEGINS	SEMESTER ENDS	LAST DATE TO OFFICIALLY WITHDRAW
	May 28, 2019	Dates Vary	Dates Vary

Financial Aid

Need assistance in paying for college? These steps will help you apply for Financial Aid to attend Southern State.

1 First - Apply for a Federal Student Aid User ID and Password.

The Federal Student Aid User ID and Password is your electronic signature when applying for federal student aid. All students and at least one parent of a dependant student are required to have a User ID and Password.

Apply at studentaid.ed.gov/sa/fafsa/filling-out/fsaid

2 Next - Gather Required Info to Apply for Federal Financial Aid

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)
- Student's driver's license number
- Federal income tax information for all members of the student's household (student, spouse and parents if dependent) for 2016.
- Untaxed income received in the household for the 2016 calendar year (child support, veteran's benefits, social security, etc.)
- Information on any current 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 academic year in order to have eligibility determined for federal, state and some types of institutional financial aid.

Apply at: www.fafsa.gov

1. Select "Start Here".
2. Enter your personal required information.
3. Select the appropriate academic year for processing.
4. Answer all of the questions.
5. In the income area, select the option to retrieve you and your spouse's or you and your parent's income tax data pulled into the FAFSA directly from the IRS 1040 form (otherwise the student will need to request a copy of their tax transcript from the IRS).

The financial aid team at Southern State is happy to assist you with the FAFSA process or any questions you may have about financial aid. You may contact the financial aid office at [800.628.7722 x2610](tel:800.628.7722) or financialaid@sccc.edu.

4 Last, but not least - Complete a Southern State Scholarship Application

Southern State offers several types of scholarships for our new and returning students.

You can find a complete list online at www.sccc.edu/financialaid/scholarships.shtml

Apply for Early FAFSA

The FAFSA for the **2019-20** school year is also available.

Visit www.sccc.edu/financialaid for more information and to reapply.



Tuition Costs

College Costs

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

Indirect Costs - are those costs that are incurred during the academic year, but which are not necessarily charged to the student.

Estimated Direct Cost per Academic Year based on full-time Enrollment

Tuition	\$4,532
Books and supplies	\$2,050
Miscellaneous fees	\$1000 (<i>Lab and misc. fees</i>)

Estimated Indirect Cost per Academic Year based on full-time Enrollment

Living allowance	\$3,200 (<i>Independent student</i>) \$1,600 (<i>Dependent student</i>)
Transportation	\$2,310 (<i>Average cost for commuter student</i>)

Refund Policy

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

- Action Completed:** **All Students**
- Before start of semester (*course drop*) **100%**
 - By last day of the second week* (*course drop*) **100%**
 - After second week (*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.

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

How much will it cost me to go to college?

Fee Schedule

(See website for complete fee schedule)

The College reserves the right to change the fee schedule prior to start of semester. In the event this happens, students will receive a new billing statement which reflects revisions.

Hours	Resident	Non-Resident
1	172	326
2	342	647
3	513	975
4	685	1,298
5	856	1,622
6	1025	1,945
7	1,198	2,271
8	1,367	2,597
9	1,539	2,922
10	1,708	3,242
11	1,882	3,570
12	2,213	4,185
13	2,230	4,213
14	2,247	3,239
15	2,266	4,269
16	2,266	4,269
17	2,266	4,269
18	2,266	4,269
19	2,951	5,568
20	3,121	5,888
21	3,291	6,214
22	3,461	6,536
23	3,633	6,860
24	3,802	7,187
25	3,974	7,512

Additional Fees

- \$25.00 Online Fee** per credit hour for all courses offered online or hybrid
- \$6.00 Facility Fee** per credit hour for all courses offered on campus
- \$10.00 Career Services Fee** per credit hour, effective Spring 2018.

* Charge includes a \$8.25 per credit hour Technology Fee and a \$7.50 per credit hour Activity Fee.

Payment Information

All registered students must make payment, payment arrangements, or have their Financial Aid Application submitted to the Office of Financial Aid before start of the term. Payment arrangements consist of a contractual Deferred Payment Plan with the first payment being due prior to the start of classes. Deferred Payment Plans must be set up with the Business Office located at the Central Campus in Hillsboro or by calling 1-800-628-7722 ext. 2652 (See payment deadline date on academic calendar).

FAFSAs received by the priority filing deadline (listed on page 4 of this booklet) will be given priority for payment. Late FAFSAs will not be processed in time for the normal financial disbursement to student accounts during the fifth week.

Where can I make my payment?

By Mail

Send payment to:
Southern State
Attention: Business Office
PO BOX 880
Hillsboro, OH 45133

In Person

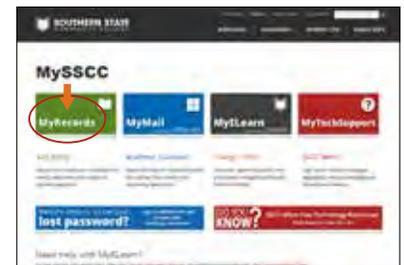
Visit the college's **Business Office** at Central Campus in Hillsboro to make your payment during regular business hours.

Online

Visa & Mastercard payments may be made by accessing your [MyRecords](#) account at www.sccc.edu.

By Phone

You will need to know your student ID number and the amount you wish to pay. Dial 1-800-628-7722.
Press the # key when asked to enter your parties' extension.



Academic Programs and Locations



It may be surprising to learn that nearly half of the students attending Southern State take courses for the purpose of transferring while the other half attend to pick up the necessary technical skills to go straight into the workforce. We have programs to fulfill both needs. More importantly, we have **committed, qualified, exceptional faculty** members who deliver this instruction. Matter of fact, recent surveys suggest that the **student faculty relationship is one of the leading factors** in students giving Southern State a **high quality rating**.

To give you a quick snapshot of the location and timing of our programs, we've condensed the information into the chart on page 15. As you read however, don't make too many assumptions about availability. Just because you don't see a desired technical program at the campus most convenient to you, it is often possible to pick up some of the non-technical coursework required for that program at the campus that is more convenient.

So, whether you are attending Southern State to earn a degree that will lead directly to employment in a chosen field, or will be transferring to another college or university, we are glad to be your first-choice college. I encourage you to make the most of your experience through academic and social engagement at the campus of your choice.

Dr. Nicole Roades
Vice President of Academic Affairs

ACCELERATED REAL ESTATE SALESPERSON COURSES

Get the skills needed to become a Real estate Agent at Southern State Community College! **Only three classes** and YOU could qualify to sit for the "Ohio Real Estate Salesperson" Exam. Get your license to become a Real Estate Agent and work full-time or part-time in a flexible career you love! Classes are now being held **ONLINE** and financial aid is available to all who qualify.

For more information, please call **Jeff Tumbleson** at 800.628.7722 **x3678** or email **jtumbleson@sscc.edu**.

Undecided about your Career Path? Check out Southern State's Career Assessment Tool

To get started, visit www.sccc.edu and click on the blue "undecided" box located under the "News and Event" section, which is powered by **Career Coach**®.

Career Coach® integrates multiple career resources (such as Bureau of Labor Statistics Occupational Outlook Handbook, Ohio Means Jobs, Career Builder, local job statistics) with the College's academic programs and will be showcased on our website. The program guides students to the potential and actual career possibilities within their majors. The tool will also be linked with SSCC's academic program web pages in an effort to help potential students see direct career opportunities. For career advising and job readiness, advisors can help students explore occupations, develop resumes, and discover local employment options in their major fields.

Looking for Online Options?

You may have thought that it was convenient to have a Southern State campus in your area but, did you know that some Southern State programs are available to you without even leaving home?

In addition to the complete programs listed here, we also offer a variety of other courses in the online format.

Entrepreneurship Degree Program Office Services Certificate

Make sure online learning is a good fit for you before you choose this option. There are some questions you should ask yourself and we encourage you to peruse these questions and requirements more fully. More information is available online at www.sccc.edu/academics/online-courses.shtml

If you are a returning student and signing up for an online class you know to visit the faculty member's website for complete instructions. You can access your online classes and log into MyELearn using MySSCC.

	CENTRAL CAMPUS	NORTH CAMPUS	BROWN CAMPUS	FAYETTE CAMPUS	ADDITIONAL LOCATIONS
General Studies/ Early Childhood Education					
Associate of Arts or Associate of Science	DAY/EVE	DAY/EVE	DAY/EVE	DAY/EVE	
Early Childhood Education (485)	DAY/EVE				
Paraprofessional Education (486)	DAY/EVE				
Service Technologies					
Human & Social Services (435)		EVE	DAY		
Human & Social Services Chemical Dependency (435A)		EVE	DAY		
Criminal Justice (496)				EVE	
Law Enforcement (496A)				EVE	
Business					
Logistics Management (428)		EVE			
Business Management (429)	EVE	EVE	EVE	EVE	
Real Estate (429B)	DAY/EVE				
Accounting (429D)	EVE	AFT/EVE	EVE	EVE	
Entrepreneurship (429E)					ONLINE
Computer Science					
Office Information Tech. (425)	EVE				
Office Services (425C)					ONLINE
Interactive Media and Simulation (455A)			DAY		
Computer Information Technology (455B)	AFT/EVE				
Cyber Security and Forensics (455D)			EVE		ONLINE
Adobe Creative Cloud Applications					ONLINE
Interactive Multimedia Web Cert.					ONLINE
Microsoft Office Specialist					ONLINE
Health Sciences					
Nursing (430)	DAY				
Practical Nursing (432)	DAY		DAY		
Respiratory Care (437)				DAY	
Medical Assisting (492)	DAY				
Medical Transcription (492A)	DAY				
Phlebotomy (492B)	DAY				
Pharmacy Tech. (492C)	DAY				
Billing & Coding (492D)	DAY				
Other					
Agriculture Production (441)		DAY			
Horticulture (441A)		DAY			
Biotechnology (441C)		DAY			
Computer Assisted Design (460C)	EVE				
Electrical/ Electronic Tech. (470)	EVE				
Electromechanical Engineering (470A)	EVE				
Engineering: Aviation Maintenance (470G)		EVE			LAUREL OAKS - EVE
Aviation: General & Airframe (470I)		EVE			LAUREL OAKS - EVE
Aviation: Powerplant (470J)		EVE			LAUREL OAKS - EVE

Faculty Contacts

Technical Programs	Central Campus (Hillsboro)	Fayette Campus (Washington C.H.)	Brown Campus (Mt. Orab)	North Campus (Wilmington)
Agriculture				
Agriculture Production				Thomas Smith x4672 tsmith@sscc.edu
Horticulture				Thomas Smith x4672 tsmith@sscc.edu
Biotechnology				David Garippa x5635 dgarippa@sscc.edu
Business				
Accounting	Gayle Mackay x2798 gmackay@sscc.edu	Travis Martin x4670 tmartin@sscc.edu		Travis Martin x4670 tmartin@sscc.edu
Business Management	Gayle Mackay x2798 gmackay@sscc.edu	Travis Martin x4670 tmartin@sscc.edu	Jeff Tumbleson x3678 jtumbleson@sscc.edu	Travis Martin x4670 tmartin@sscc.edu
Entrepreneurship	Gayle Mackay x2798 gmackay@sscc.edu		Jeff Tumbleson x3678 jtumbleson@sscc.edu	
Logistics Management				Gayle Mackay x2798 gmackay@sscc.edu
Real Estate	Gayle Mackay x2798 gmackay@sscc.edu	Gayle Mackay x2798 gmackay@sscc.edu	Gayle Mackay x2798 gmackay@sscc.edu	Gayle Mackay x2798 gmackay@sscc.edu
Computer Sciences				
Computer Information Technology	Josh Montgomery x2736 jmontgomery@sscc.edu			
Cyber Security and Forensics	Josh Montgomery x2736 jmontgomery@sscc.edu		Julia Basham x3638 jbasham@sscc.edu	
Interactive Media and Simulation			Kristi Hall x3636 khall@sscc.edu	
Office Information Technology				Julia Basham x3638 jbasham@sscc.edu
Office Services				Julia Basham x3638 jbasham@sscc.edu
Adobe Creative Cloud Applications (Online)			Kristi Hall x3636 khall@sscc.edu	
Interactive Multimedia Web Certificate (Online)			Kristi Hall x3636 khall@sscc.edu	
Microsoft Office Specialist (Online)				Julia Basham x3638 jbasham@sscc.edu
Gainful Employment Stackable Certificates (Online)				Julia Basham x3638 jbasham@sscc.edu

General Education

English & Communications

Rainee Angles x2794
rangles@sscc.edu

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Mathematics

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Arts & Humanities

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Faculty Contacts

Technical Programs	Central Campus (Hillsboro)	Fayette Campus (Washington C.H.)	Brown Campus (Mt. Orab)	North Campus (Wilmington)
Education				
Early Childhood Education	Becky Storer x2628 bstorer@sscc.edu			
Paraprofessional Education	Becky Storer x2628 bstorer@sscc.edu			
Engineering				
*Engineering: Aviation Maintenance	Amy McClellan x2785 amcclellan@sscc.edu			
*Aviation: General and Airframe	Amy McClellan x2785 amcclellan@sscc.edu			
*Aviation: Powerplant	Amy McClellan x2785 amcclellan@sscc.edu			
Electrical/ Electronics Technology	Joe Gruber x2646 jgruber@sscc.edu			
Computer Assisted Design	James Barnett x2746 jbarnett@sscc.edu			
Electromechanical Engineering	James Barnett x2746 jbarnett@sscc.edu			
Health Sciences				
Practical Nursing Nursing	Julie Krebs x2641 jkrebs@sscc.edu Sue Leach x2640 sleach@sscc.edu			
Medical Assisting Phlebotomy Pharmacy Tech. Med. Transcription Billing & Coding	Rhonda Davis x2639 rdavis@sscc.edu Lucinda Gibson x2635 lgibson4@sscc.edu			
Respiratory Care		Chyane Collins x5620 ccollins@sscc.edu Nikki Dato x5625 ndato@sscc.edu		
Human and Social Services; HSSR: Chemical Dependency			Cathy McClain x4802 cmclain1@sscc.edu	Charlie Gorman x4625 cgorman@sscc.edu
Law Enforcement				
Criminal Justice		Robin Roche x5657 rroche@sscc.edu		
Law Enforcement		Robin Roche x5657 rroche@sscc.edu		

General Education

Social Sciences

Jody Bishop x3628
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Natural & Physical Sciences

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Terry Flum x2692
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David Garippa x5635
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William Henry x4637
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Kelly Schradin x2633
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Donald Storer x2645
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Life Sciences

Brandon Montoya x3550
bmontoya@sscc.edu

Sara Nielsen x2645
snielsen@sscc.edu

*Additional location:

Engineering: Aviation Maintenance, Aviation: General & Airframe, and Aviation: Powerplant are all offered at **Laurel Oaks** -- Amy McClellan x2785; amcclellan@sscc.edu

STUDENT SUCCESS CENTER

The Student Success Center at SSCC provides students with assistance and resources needed for academic success. The Center offers services through Advising, Career/Personal Counseling, Tutoring, and Academic Skill Support to ensure each student guidance on their pathway to degree completion

Academic/Career Advising

Meet with an Academic/Career Advisor

Whether you are clear on your intended academic goals and career choice or not sure where to start, meeting with an academic/career advisor can be one of your best investments of time. In fact, all new students meet with an academic/ career advisor as part of the registration process to begin at Southern State. The advisor will explore your career goals with you and develop your academic plan that best fits your needs and lifestyle. There is an advisor at each campus available to assist you.

Call 937.393.3431, x2825 to schedule an appointment.

Career & Counseling Services

From the beginning of your college experience, through graduation and beyond, Career & Counseling Services is here to help you follow your bliss! We are here to help you learn about yourself, careers and occupations and to plan your education accordingly with your desired career path. We also provide job search assistance, resume and cover letter writing techniques, interview preparation, coaching and debriefing, networking and tips and how-to's.

We are also here to help you when life becomes overwhelming. Personal counseling is free and confidential to actively enrolled students and their family members for problems such as stress, grief and loss, adjustment to life change, job loss and other concerns. We also offer the Ohio Benefits Bank Services. Counseling hours are available via appointment.

Call 937.393.3431, x2825 to schedule an appointment.

Tutoring

The Tutoring Center is committed to providing free, quality tutoring assistance and resources necessary to ensure the academic success of all students by offering one-on-one mentoring and drop-in labs on all campuses. If you think tutoring is about failure, think again! The Tutoring Center offers students an opportunity for academic success.

Use the available resources to:

- Assist with time management;
- Build and reinforce basic knowledge;
- Discover SSCC student support services;
- Identify learning styles and strategies;
- Improve grades and overall GPA;
- Obtain feedback on written assignments;
- Prepare for exams and standardized tests;
- Receive assistance with formatting papers;
- Stay on top of coursework; and
- Tackle difficult concepts

Online tutoring is **now available** for Writing & Math through MyELearn.

Call **937.393.3431, x2882** for information on how to access tutoring.

Contact the Tutoring Center at tutoring@sscc.edu or visit www.sccc.edu/services/tutoring.shtml for more information.

Academic Support

We are so serious about your success that we have Support Coaches through AmeriCorps who work with first year students to develop academic skills and engage in the academic process. Coaches also connect students to college and community resources to assist with degree completion. Call 937.393.3431, x2855 today to find your coach.

Military/Veteran Support Services

If you are a current service member (active, guard or reserve), a veteran or a military affiliate family member, please contact our Service Member/Veteran Liaison, Peggy Chalker at pchalker@sscc.edu or 937.393.3431 ext 2825.

For veterans or family members using education benefits for the first time, apply online at: gibill.va.gov

Testing Center

The Southern State Testing Center offers a variety of testing services for Southern State students and for the general public. We provide a secure environment for candidates to complete proctored exams. The centers are located in the **200 hallway on Central Campus in Hillsboro (x2792)** and **room 318 on North Campus in Wilmington (x4792)**. Most of our testing services are offered by appointment only, so call and schedule yours today.

For more information, visit www.sccc.edu/services/testing-center.

Get Certified in:

- Microsoft Office (Word, Excel, PowerPoint, Outlook, Access)
- CompTIA (A+, Network+, Security+)
- Adobe (Photoshop, Illustrator, Dreamweaver, Animate, Premiere, InDesign)
- QuickBooks (Intuit Managerial Accounting Software)
- Autodesk (Certified User & Certified Professional)



GED Testing

Official GED Testing is located on Southern State's Central Campus in Hillsboro and North Campus in Wilmington. The GED test is computer-based. Registration and payment are completed via www.ged.com.

ACT WorkKeys

The ACT WorkKeys is a skills assessment test for those who are interested in or are currently working for employers that place an emphasis on the National Career Readiness Certificate (NCRC), which is the credential achieved by those who successfully complete the exam. Contact the Hillsboro Testing Center 937.393.3431, x2792 to schedule your assessment today.

Graduation

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 at least a 2.0 ("C") grade point average 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. (The following developmental courses may not be used to satisfy a general elective or basic degree requirement: COLL 1100, ENGL 0097, ENGL 0099, MATH 1106, MATH 1116, MATH 1117, and MATH 1118.)
- Application for the diploma must be made in the Records Office one month prior to the start of the semester in which you expect to graduate.

After Graduation

We continue to offer services to our alumni including career search and development. Check out the Student & Alumni Resources section at www.sccc.edu/services/career-services.shtml for more information.

Bookstore

Textbooks, supplies, clothing and other fun gear can be purchased at the bookstores located at Southern State's Central and Brown County campuses.

Bookstore Refund Policy

- All sales final on last day of Drop/Add for semester.
- Receipts must accompany all returns.
- Books purchased in shrink-wrap cannot be returned once the shrink-wrap has been opened.
- Books may only be returned if in resalable condition.
- Returns may be made at Central Brown Campus only.



BOOKSTORE HOURS

Central Campus Hallway 200 x2698	Monday - Friday; 9 a.m. – 4 p.m.
Brown Campus First Floor x3698	Monday - Thursday; 10 a.m. – 4 p.m.
Online Bookstore also available via www.sccc.edu/services/bookstore.shtml	

Extended hours are available the first week of the semester. For a schedule of those hours, contact the bookstore at the campus of your choice by calling **800.628.7722** and entering the extension.

Library

The **Library** at Southern State provides an extensive collection including 330,000 electronic resources! Students also have easy access to library materials from across the state through **OhioLINK**, a consortium of 120 academic libraries that offer more than 46 million items for quick delivery. Visit us at **library.sccc.edu** to learn more and connect to your academic goals.

The logo for OhioLINK, featuring the text "OhioLINK" in blue with a small icon of a computer monitor to the right.The logo for Films on Demand, featuring the text "FILMS ON DEMAND" in red and black, with "DIGITAL EDUCATIONAL VIDEO" in smaller text below it.The logo for LibGuides, featuring the text "LibGuides" in a bold, red, sans-serif font.The logo for SIRS Knowledge Source, featuring the text "sirs" in blue and "Knowledge Source" in black on a yellow background.The logo for Academic Search Complete, featuring a small icon of a person reading and the text "Academic Search Complete" in blue.The logo for Zotero, featuring the text "zotero" in a lowercase, black, sans-serif font.The logo for PrepSTEP, featuring the text "PrepSTEP" in blue and red, with a small icon of a person.The logo for Merck Manuals, featuring a stylized graphic of three curved lines in blue and green, followed by the text "MERCK MANUALS" in black.

Need help from a Librarian?
Email **reference@sccc.edu**



Current campus **library hours** can be found at **library.sccc.edu**

Workforce Education

Whether you are a business with technology requirements or an individual looking for career training, Southern State is **committed to helping you succeed**. We have developed strategic partnerships to deliver cost-effective training solutions that will keep you or your workforce competitive. We offer:

- **Customized Training**- Southern State offers many types of training and programs, but we can go beyond our standard offerings and completely customize a program to meet your specific needs. Let us know what you need and we can design a non-credit, high-impact, condensed program to help you meet your company goals.
- **Business & Professional Development**- If you are a business owner, an individual seeking to advance your career or are looking for retraining due to layoff or disability, we can help.
- **Continuing Education** - Southern State offers short-term, non-credit courses for professional development or personal enrichment presented in a relaxed, flexible format. You can also learn a specific skill on almost any topic (business, computer applications, design, health care and technology just to name a few) through a convenient Ed2Go online course. For information, visit www.ed2go.com/sscc/.
- **Tooling U at SSCC** - Southern State has partnered with Tooling U-SME, the industry leader in online manufacturing training, to bring the advantages of online education to workforce training. Online training has proven to be a cost-effective training solution that delivers strong results, and is available in the areas of Manufacturing Awareness, Stamping, Forming & Fabricating, Maintenance, Engineering, Machining, Composites Processing, Welding, Plastics Processing, and Assembly/Final Stage Processes.

Truck Driving Academy



Locations:

Pike County CTC
Rio Grande Jackson
Rio Grande Pomeroy
South Point
Wilmington

We offer a comprehensive, **affordable**, hands-on truck driver training program that exceeds Ohio requirements for obtaining your CDL (Commercial Driver's License). You can earn a Class A CDL license in **four weeks or eight weekends**, or a Class B CDL license in **two weeks**. Our approach means that most of your driving instruction time is spent in the truck; either on our closed course or on the road. Classes are small so you will be guaranteed the "behind-the-wheel" time that you need to begin your professional trucking career. And individual instruction means that you get quick answers and valuable driving experience. After completing the program, you have the potential to **earn \$45,000 to \$55,000 in your first year!** Low-cost financing is available to Ohio residents through a Revolving Loan Fund with **no payments** for six months.

The cost of our Class A program is \$5300, and our Class B program is \$2900. This includes instruction, licensing, and all endorsements. There are **no hidden or additional costs**. We offer:

- Classes starting once a month;
- 160 hours: four weeks or eight weekends to obtain your Class A CDL license;
- Two weeks to obtain your Class B CDL license
- Hands-on truck driver training;
- Maximum behind-the-wheel driving time for each student;
- Financial assistance if qualified;
- Free lifetime job placement;
- Free refresher training if needed

Adult Opportunity Center (AOC)

The **Adult Opportunity Center (AOC)** is a wonderful resource to college students. Classes are offered to assist students who are not quite ready for college or those who need assistance in only math or English. Whether you have been advised to come to the AOC after completing the placement test, or you are just feeling unsure, the AOC is a great place to start. The **classes are free** to those over the age of 16, and **books and materials are furnished**. Classes are offered day and evening at all **four campus locations plus four satellite sites**.

Services offered through the AOC include:

- **Basic Academic Skills** - improving reading, writing, and math.
- **High School Equivalency (HSE)** - preparing students with the competencies required to pass the recognized high school equivalency tests, including the GED.
- **Life Skills** - developing competency with important everyday tasks such as study skills, time management, shopping wisely, paying bills, reading maps, nutrition, , etc.
- **Workplace Literacy** - partnering with employers to build a stronger workforce through customized educational programs.
- **College Readiness** - helping to prepare students who are interested in enrolling in college with skills necessary for success & Workplace Essentials.



Disability Services



Molly Clevenger
Coordinator,
Disability Services/Interpreter
800.628.7722 x2604
mclevenger@sscc.edu

Southern State's Office of Disability Services' mission is to provide reasonable accommodations to those who qualify, along with sharing knowledge, and access to resources to promote diversity and empowerment. A variety of support and adaptive equipment can be made available that allows a student with a disability to participate at Southern State. These services include, but are not limited to:

- Assistive Technology Devices
- Audiobooks
- Closed Captioning
- Computer Hardware Adaptations
- Enlarged Print
- Interpreters for the Deaf
- Note Takers
- Notebooks
- Recorders
- Test Proctor
- Transcription

Office Locations

Central Campus	Room 120
Fayette Campus	Room 103
North Campus	Room 316A
Brown Campus Office	Room 118



SOUTHERN STATE

COMMUNITY COLLEGE

Southern State Community College does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies: James Bland, Vice President of Student Affairs & Enrollment Management | Title IX Lead Coordinator 100 Hobart Drive, Hillsboro, OH 45133 | jbland@sscc.edu | 800.628.7722, Ext. 2510 or Mindy Markey-Grabill, Executive Director of Human Resources | Title IX Coordinator 100 Hobart Drive, Hillsboro, OH 45133 | mmarkey@sscc.edu | 800.628.7722, Ext. 2550.