

SPRING/SUMMER SEMESTER 2024

REGISTRATION GUIDE

Credit and Non-Credit
Course Registration

Payment Information for
New and Returning Students

FEATURES

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SOUTHERN STATE
COMMUNITY COLLEGE

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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** to Southern State. 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.

Inside this publication, you will find a wide variety of **academic and student resources** 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.

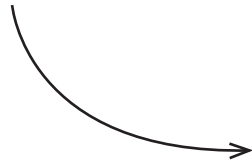
I wish you the very best as you pursue your academic and career aspirations, and thank you for choosing Southern State Community College.

Nicole Roades

Nicole Roades, Ph.D.
President

Directory and Campus Locations

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



Offices

Office of Admission	x2607
Office of Financial Aid	x2515
Records Office	x2613

College Departments

Adult Opportunity Center & GED	x2687
Advising Center	x2825
Bookstore	x2698
Business Office	x2652
Career & Counseling Services	x2825
Accessibility Services	x2604
IT Support	x2800
Library	x2680
Patri-Tots Learning Center Central	x2629
Test Center Central	x2792
Truck Driving Academy	x4560
Tutoring Center	x2882



BROWN COUNTY CAMPUS

351 Brooks Malott Road, Mt. Orab, OH 45154
937.444.7722
Student Services: x3600
Administrative Assistant: x3520
Campus Director Dr. Peggy Chalker: x2880



CENTRAL CAMPUS

100 Hobart Drive, Hillsboro, OH 45133
937.393.3431
Student Services: x2613
Administrative Assistant: x2535
Campus Director Dr. Jeff Montgomery: x2530

Discover Southern State!

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, or take a virtual tour at your convenience without stepping foot on campus! Visit the link above to begin a tour virtually.

Academic Calendar

Spring Semester Calendar

Registration & Payment Dates SPRING SEMESTER 2024

Registration Begins for Veterans/ Service Members	October 16, 2023
Registration begins for Sophomores	October 23, 2023
Registration begins for Freshmen	October 24, 2023
Graduation Application Deadline	One month before start of term
Financial Aid Priority Filing Deadline	December 1, 2023
Payment Arrangement Deadline	January 2, 2024
Last date to register for classes	January 6, 2024 @ 2 p.m.
Classes begin	January 8, 2024
Residency application deadline	January 8, 2024
Martin Luther King Day - College Closed	January 15, 2024
Last date for semester class drop with 100% refund	January 20, 2024
Presidents' Day - College Closed	February 19, 2024
Middle of Term	March 4-9, 2024
Spring Break - College Closed	March 4-9, 2024
Last date for official withdrawal from courses	April 27, 2024
Classes End	April 27, 2024
Final Exams	April 28 - May 4, 2024
Graduation	May 3, 2024
Semester Ends	May 4, 2024

Summer Semester Calendar

Registration & Payment Dates SUMMER SEMESTER 2024

Registration Begins for Veterans/ Service Members	February 12, 2024
Registration begins for Sophomores	February 20, 2024
Registration begins for Freshmen	February 21, 2024
Graduation Application Deadline	One month before start of term
Financial Aid Priority Filing Deadline	May 1, 2024
Payment Arrangement Deadline	May 10, 2024
Last date to register for classes	May 18, 2024 @ 2 p.m.
Classes begin	May 20, 2024
Residency application deadline	May 20, 2024
Memorial Day - College Closed	May 27, 2024
Last date for semester class drop with 100% refund	Dates Vary
Middle of Term	June 17-22, 2024
Juneteenth - College Closed	June 19, 2024
Last date for official withdrawal from courses	Dates Vary
Classes End	Dates Vary
Final Exams	Dates Vary
Independence Day - College Closed	July 4, 2024
Semester Ends	July 30, 2024

Future Dates

For upcoming semesters, including Fall Semester 2024, in regards to start and end dates, registration and payment deadlines, holidays, etc. please visit <https://www.sccc.edu/academics/academic-calendar.shtml>.

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. 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
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/ccp/guidelines.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 Records 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, Michelle Callender at wcallender@sccc.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 Amy McClellan at amcclellan@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.

If you are needing to take the placement assessment, please visit the placement testing webpage at <https://www.sccc.edu/admissions/placement.shtml> and complete the Placement Assessment form. Placement testing options are available on-site at an SSCC campus or remotely using Zoom. Once the form has been submitted, the test center will contact you via email or phone to schedule testing.

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.

Accessing the Class Schedule

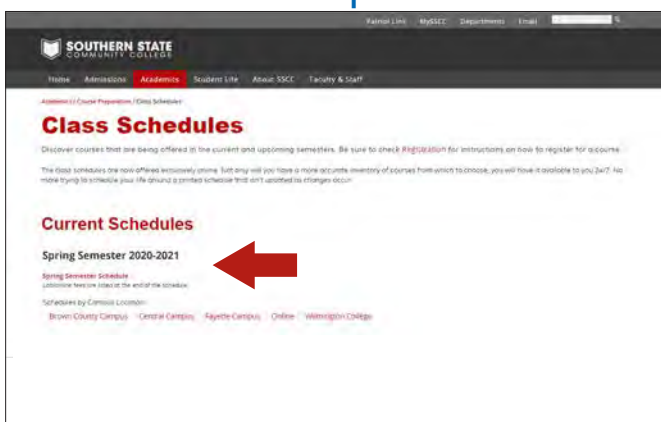
Visit www.sccc.edu and follow the steps below.

Step 1



Click on “Academics” or the blue button that says
“Class Schedules”

Step 2



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

PLEASE DON'T FORGET...



New Student Orientation is the best way to start your college career off right! All registered students are expected to participate in the orientation that will be offered in-person or online. Information about the new student orientation will be provided to you. Please contact **Kaylynn Bell** at **937.393.3431 x2677** or email **kbell3@sscc.edu** for more information or if you have questions.

Registration

ALL STUDENTS should meet with an academic/career advisor before registering for classes. You can call to make an appointment 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.

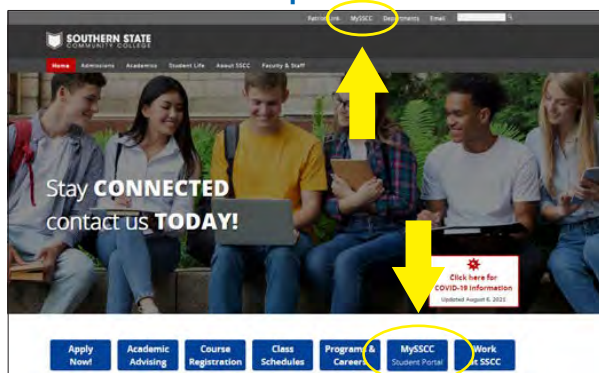
To register in person

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

To register online

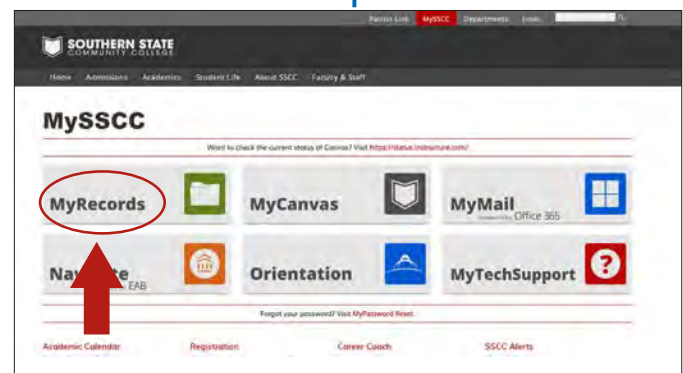
Visit www.sccc.edu and follow the steps below.

Step 1



Click on "MySSCC" or the blue box like above

Step 2



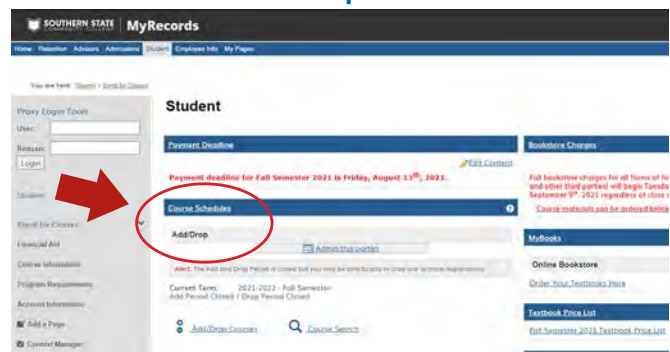
Click on "MyRecords"

Step 3



Follow the prompts to register

Step 4



View your class schedule

Step 5



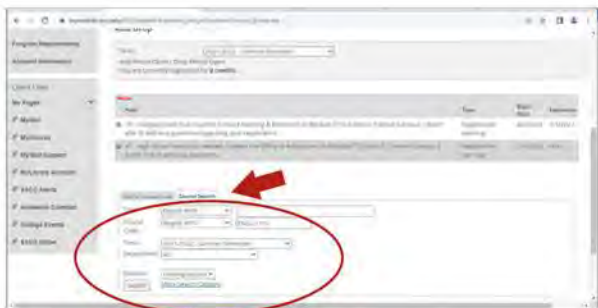
Change the term to the one you wish to register for under the drop/add menu

Adding Courses to your Class Schedule

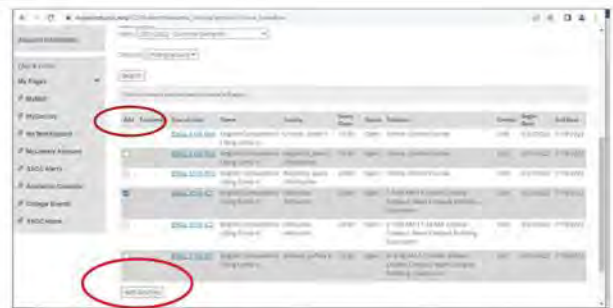
When adding a course to your schedule, please **see the two options** listed below. Screenshots have been provided as an example.

For questions, please call the **Student Success Center at 937.393.3431 x2825**.

Option One



Under "Course Search," click on the empty box beside the course code and begin typing the course code you would like to register for (ex. ENGL 1101) then click "Search."



Under "Add," click the box next to the course you would like to add, then click on "Add Courses." If adding a co-requisite course, make sure both courses are added before clicking on "Add Courses." For example, EDUC 2224 must be taken at the same time as EDUC 2225.

Option Two



Click on "Add" by "Course Code" & then click on the first empty box. From the drop down, select the course you would like to register for. Add more classes if needed.



Click on "Add Courses." If adding a co-requisite course, make sure both courses are added before clicking on "Add Courses." For example, EDUC 2224 must be taken at the same time as EDUC 2225.

Add, Drop, Withdraw, and Refund Policy

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Attending Classes

To ensure 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. Your instructor will report your attendance for the first two weeks of the term to the Records Office. ATTENDANCE IS NOT OPTIONAL. Students reported as NEVER attending, will be dropped.

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 Department of Student Affairs.

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 Office of Financial Aid 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 Office of Financial Aid 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 they must be notified of your challenges. 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 Term
Summer Term

SEMESTER BEGINS	SEMESTER ENDS	LAST DATE TO OFFICIALLY WITHDRAW
January 8, 2024	May 4, 2024	April 27, 2024
May 20, 2024	July 30, 2024	Dates Vary

Financial Aid

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Need assistance in paying for college? These steps will help you apply for federal financial aid to attend SSCC, such as the federal pell grant or federal student loans.

1 First – Apply for a Federal Student Aid User ID (FSA ID) and Password.

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

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

2 Next - Gather Required Information 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 drivers license number
- Federal income tax information for all members of the student's household (student, spouse and parents if dependent) for 2021
- Untaxed income received in the household for the 2021 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.studentaid.gov

1. Select "Start Here"
2. Enter your personal required information
3. Select the appropriate academic year for processing (2023-2024 for Fall 2023/Spring 2024/Summer 2024)
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

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 Office of Financial Aid at [800.628.7722 x2615](tel:800.628.7722) or financialaid@sscc.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 with deadlines and instructions online at www.sscc.edu/financialaid/scholarships.shtml

FILE at FAFSA.gov today
Apply to SSCC at sscc.edu



The SSCC spring scholarship application period is Oct. 1 - Nov. 30, 2023



Scan ME to learn
more about the FAFSA!



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 and fees:	\$5,170
Books and supplies:	\$1,632

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

Food and housing:	\$6,928 (<i>Independent student</i>) \$2,008 (<i>Dependent student</i>)
Transportation:	\$2,184 (<i>Average cost for commuter student</i>)
Miscellaneous expenses:	\$2,592 (<i>Lab and misc. fees</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 (<i>course drop</i>)	100%
• By last day of the second week* (<i>course drop</i>)	100%
• After second week (<i>course withdrawal</i>)	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 with satisfactory grades may be responsible to return unearned aid back to the U.S. 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?

Tuition Schedule *(subject to change)* (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	197	376
2	392	747
3	588	1,125
4	785	1,498
5	981	1,872
6	1,175	2,245
7	1,373	2,621
8	1,567	2,997
9	1,764	3,372
10	1,958	3,742
11	2,157	4,120
12	2,513	4,785
13	2,555	4,863
14	2,597	4,939
15	2,641	5,019
16	2,641	5,019
17	2,641	5,019
18	2,641	5,019
19	3,426	6,518
20	3,621	6,888
21	3,816	7,264
22	4,011	7,636
23	4,208	8,010
24	4,402	8,387
25	4,599	8,762

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

Additional Fees

\$25.00 Online/Hybrid 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.

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

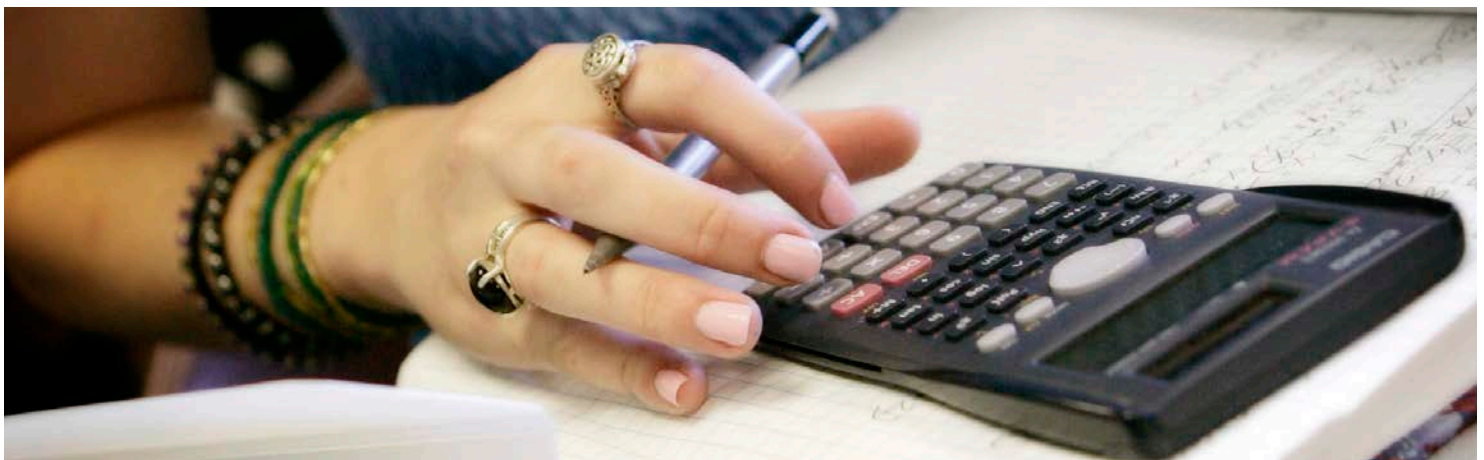
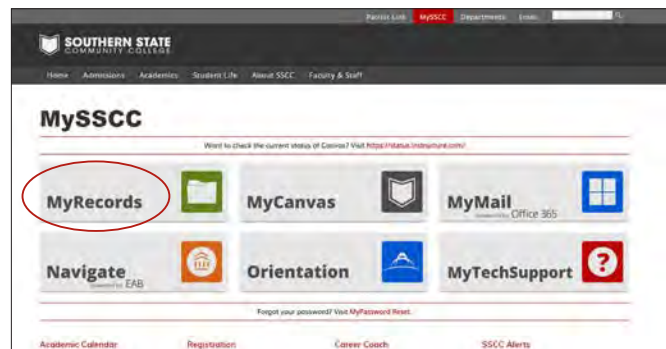
Visit the College's **Business Office** at Central Campus in Hillsboro to make your payment during regular business hours. During after hours, payments may be placed in the secure Drop Box near Student Services at Central Campus. *The Business Office will check the box daily.*

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 party's extension.

Online

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



Scholarships

Applying for scholarships at Southern State has **never been easier!** With the launch of a new, online scholarship portal, applying is as simple as completing a general student questionnaire, uploading your transcripts and a letter of recommendation, and clicking "submit application."

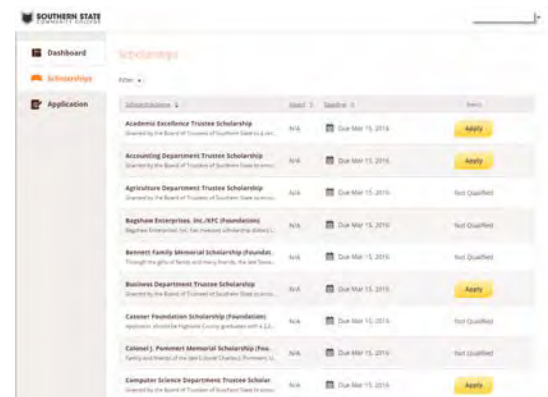
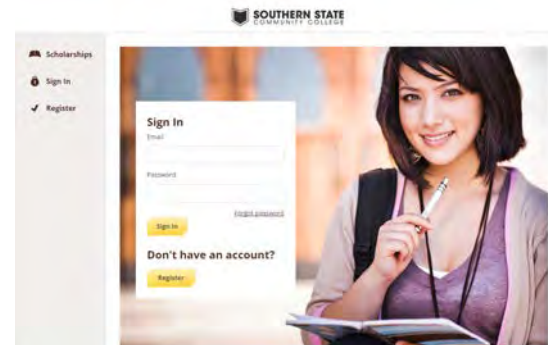
1 Create an account - Visit the following page at southernstate.awardspring.com to register. You will need to create a user name and password.

2 Start application - You will be directed to the "dashboard" page, which will display any updates or items requiring completion. You can view all available scholarships under the "scholarships" tab. Click on the yellow tab titled "start application" to begin.

3 Complete application - There are four sections of the application that you will need to complete.

- Section 1: General information
- Section 2: Academic information
- Section 3: Qualification questions
- Section 4: Free form questions

4 Submit application and scholarship selections - Once all sections of the application are complete, you will click on the yellow "submit application" button, which will direct you back to the "dashboard" page. The "dashboard" page lists all scholarships you will be eligible for based off of the information provided in step 3. You will need to select "apply" in order to do so.



Application deadline for Spring 2024 scholarships is Dec. 1, 2023 --- If you have additional questions, please contact the Scholarship Support Team at **800.628.7722 x2515** or <https://www.sccc.edu/financialaid/assets/directions-online-scholarship-application.pdf>.

Summer Super Start Scholarship

Are you a high school senior and eager to accelerate your college goals? If so, you will want to check out Southern State's Super Start Scholarship Program. For qualified applicants, the Super Start Scholarship is designed to offer students the opportunity to take up to six (6) credits tuition free (*fees and books are not included*) during the summer immediately following the completion of their high school career. The application is available online. **The deadline to apply is May 1.**

To apply, go to www.sccc.edu/financialaid/forms/scholarships/application-super-start.pdf

Eligibility is restricted to graduating high school seniors who have maintained a 2.75 GPA. Scholarship is non-transferrable and can only be used during the summer term.

Academic Programs and Locations



Thank you for choosing Southern State! We are committed to SSCC's mission to provide accessible, affordable and high quality education. Our vision is to Be Your First-Choice College! Congratulations on making a commitment to your education and becoming **part of the SSCC family**. You are welcome here, and **we will help you every step of the way!**

Our faculty and staff are **ready to assist you** on your educational journey. From a variety of associate degrees, technical programs and certificate programs to College Credit Plus and transfer options **we have something for everyone**. We offer daytime and evening classes that are face to face, online or a mix of both, we call hybrid. We have **strong support services, all free of charge**. I look forward to your achievements. Best wishes and much success.

Erika Goodwin

Erika Goodwin, Ph.D.

Vice President of Academic and Student Affairs

Career Explorer | Not sure where to start?

If you need help choosing a career path, SSCC's **Career Explorer** can guide you to potential career opportunities within your program. Navigate through the different learning platforms, which include:

- Interest Profiler
- Explore Careers
- Explore Programs
- Veterans
- Resume Builder
- SSCC Job Board

Visit <https://www.sccc.edu/career-explorer/> to get started on your career exploration pathway.



Put campus in your pocket with the **Southern State Mobile App**. Enjoy easy access to everything SSCC offers, from applying for admission to viewing your grades.



It's FREE!

Download the app TODAY!



	CENTRAL CAMPUS	BROWN CAMPUS	ADDITIONAL LOCATIONS
Associate of Arts Associate of Science			
Associate of Arts or Associate of Science	DAY/EVE	DAY/EVE	BLENDED
Business			
Business Management			ONLINE
Business Mgmt. – Real Estate Broker			ONLINE
Real Estate License Certificate			ONLINE
Accounting			ONLINE
Accounting Certificate			ONLINE
Computer Science			
Computer Technology	AFT/EVE		
Education			
Early Childhood Education			ONLINE
Paraprofessional Education			ONLINE
Engineering			
Electromechanical Engineering	EVE		
Engineering: Aviation Maintenance			LAUREL OAKS - EVE
Mechanical Design Technology	EVE		
Aviation: General & Airframe			LAUREL OAKS - EVE
Aviation: Powerplant			LAUREL OAKS - EVE
Health Sciences			
Medical Assisting	DAY		
Nursing	DAY		
Practical Nursing		DAY	
Phlebotomy Certificate	DAY		
Medical Assistant Tech. Certificate	DAY		
Human & Social Services			
Human & Social Services	EVE	DAY	
Human & Social Services: Chemical Dependency	EVE	DAY	
Law Enforcement			
Law Enforcement	EVE		

Faculty/Staff Contacts



Technical Programs	Central Campus (Hillsboro)	Brown Campus (Mt. Orab)	Off Site Location	General Education
Business				English & Communications
Accounting	Travis Martin x4670 tmartin@sscc.edu			Rainee Angles x2794 rangles@sscc.edu
Business Management	Jeff Tumbleson x3678 jtumbleson@sscc.edu			Kenneth Holliday x4679 kholliday@sscc.edu
Real Estate (ONLINE)		Jeff Tumbleson x3678 jtumbleson@sscc.edu		Annie Rankin x2649 arankin@sscc.edu
Computer Sciences				Jason Reynolds x4694 jreynolds@sscc.edu
Computer Technology	Josh Montgomery x2736 jmontgomery@sscc.edu Brian Birkhimer x2738 bbirkhimer@sscc.edu			Jeffrey Wallace x3675 jwallace@sscc.edu
Education				Mathematics
Early Childhood Education		Nicole Sheppard x3665 nsheppard@sscc.edu		Robert Krauss x3692 rkrauss@sscc.edu
Engineering				Zachary Kronick x5694 zkronick@sscc.edu
*Engineering: Aviation Maintenance			Jeff Montgomery x2530 jlmontgo@sscc.edu Michelle Callender x2840 wcallender@sscc.edu	Amer Shaw x4648 ashaw@sscc.edu
*Aviation: General and Airframe			Jeff Montgomery x2530 jlmontgo@sscc.edu Michelle Callender x2840 wcallender@sscc.edu	Bill Worpenberg x3679 bworpenberg@sscc.edu
*Aviation: Powerplant			Jeff Montgomery x2530 jlmontgo@sscc.edu Michelle Callender x2840 wcallender@sscc.edu	Arts & Humanities
Electromechanical Engineering	James Barnett x2746 jbarnett@sscc.edu			Samuel Ginn x2721 sginn@sscc.edu
Mechanical Design Technology	James Barnett x2746 jbarnett@sscc.edu			
Health Sciences				
Medical Assisting	Rhonda Davis x2639 rdavis@sscc.edu Lucinda Gibson x2635 lgibson4@sscc.edu			
Nursing	Julie Krebs x2641 jkrebs@sscc.edu Meg Storrs x2640 mstorrs@sscc.edu			
Practical Nursing		Julie Krebs x2641 jkrebs@sscc.edu Meg Storrs x2640 mstorrs@sscc.edu		
Occupational Therapy	Amanda Means 740-351-3229 ameans@shawnee.edu Lisa Whitten x6640 lwhitten@shawnee.edu			

Faculty/Staff Contacts

Technical Programs	Central Campus (Hillsboro)	Brown Campus (Mt. Orab)	Off Site Location	General Education
Phlebotomy Certificate	Rhonda Davis x2639 rdavis@sscc.edu Lucinda Gibson x2635 lgibson4@sscc.edu			Social Sciences Jody Bishop x3628 jabishop@sscc.edu Tom Payton x2713 tpayton@sscc.edu
Medical Assistant Tech. Certificate	Rhonda Davis x2639 rdavis@sscc.edu Lucinda Gibson x2635 lgibson4@sscc.edu			
Human & Social Services				Natural & Physical Sciences Russel Clark x2732 rclark10@sscc.edu Terry Flum x2692 tflum@sscc.edu Amie Gardner x3627 agardner@sscc.edu William Henry x4637 bhenry@sscc.edu Tatiana Luna x2645 tluna1@sscc.edu Rain Nielsen x2647 rnielsen@sscc.edu Kelly Schradin x2633 kschradin@sscc.edu
Human and Social Services; HSSR: Chemical Dependency	Jeff Montgomery x2530 jlmontgo@sscc.edu			
Law Enforcement				
Law Enforcement	Robin Roche rroche@sscc.edu			

*Additional location:

Engineering: Aviation Maintenance, Aviation: General & Airframe, and Aviation: Powerplant are all offered at **Laurel Oaks** -- Jeff Montgomery x2530; jlmontgo@sscc.edu | Michelle Callender x2840; wcallender@sscc.edu



STUDENT AFFAIRS

Student Affairs provides students with assistance and resources needed for academic success. They offer 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 an 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

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.sccc.edu/services/advising.shtml>.

Check out these career choice muscle builders:

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

Call 937.393.3431 x2825 to schedule an appointment.

Learning Services & Tutoring

The Learning Services and Tutoring Center provides free, quality tutoring assistance and resources to ensure the academic success of our students. One-on-one mentoring and drop-in labs are available through virtual resources (Zoom / Canvas) and in-person options.

Our students use tutoring services to:

- Reinforce the basics and tackle the tough concepts
- Understand learning styles and work on strategies
- Navigate technology
- Assist with time management and strengthen academic skills
- Receive feedback on writing assignments/problem solve through Math formulas
- Assist with exam prep and grade improvement

Writing and Math assistance is available through MyCanvas as well.

Call 937.393.3431 x2604 for tutoring access.

Contact the Learning
Services and Tutoring
Center at
tutoring@sccc.edu
or visit
[www.sccc.edu/
services/tutoring.shtml](http://www.sccc.edu/services/tutoring.shtml)
for more information.

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, Michelle Callender at 937.393.3431, Ext. 2840.

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

Test Centers

The Southern State Test Centers 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 test center has testing availability at both campus locations: the Hillsboro Test Center is located in the 400 hallway on Central Campus in Hillsboro (x2792) and the Mt. Orab Test Center is located on the second floor in room 200 on Brown County Campus in Mt. Orab (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.shtml.

Get Certified in:

- Microsoft Office (Word, Excel, PowerPoint, Outlook, Access)
- CompTIA (A+, Network+, Security+)
- QuickBooks (Intuit Managerial Accounting Software)
- Autodesk (Certified User & Certified Professional)
- ServSafe (Food Safety Manager)



GED Testing

Official GED Testing is located on Southern State's Central Campus in Hillsboro and Fayette Campus in Washington C.H. 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 Test 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: ENGL 0099, ENGL 1000, MATH 1106, MATH 1116, MATH 1117, MATH 1118, and MATH 1119.)
- 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 bookstore located at Southern State's Central Campus in Hillsboro.

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 resaleable condition.
- Returns may be made at Central Campus only.

Extended hours are available the first week of the semester.
For a schedule of those hours, contact the bookstore by calling **800.628.7722, Ext. 2698.**



BOOKSTORE HOURS

Central Campus Hallway 200 Ext. 2698	Monday - Friday; 9 a.m. – 4 p.m.
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Online Bookstore also available via
www.sccc.edu/services/bookstore.shtml

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 over 90 academic libraries that offer more than 46 million items for quick delivery. Visit us at **library.ssc.edu** to learn more and connect to your academic goals.

The logo for OhioLINK, featuring the word "OhioLINK" in blue serif font with a small icon of a computer monitor to the right.The logo for hoonuit, featuring the word "hoonuit" in a stylized blue font where the 'o' and 'n' are connected.The logo for Academic Search Complete, featuring a blue icon of a book with a magnifying glass and the text "Academic Search Complete" in blue.The logo for Films on Demand, featuring a red film strip icon and the text "FILMS ON DEMAND" in red, with "DIGITAL EDUCATIONAL VIDEO" in smaller red text below.The logo for Access Engineering, featuring the word "ACCESS" in blue, a blue arrow pointing right, and the word "Engineering" in blue.The logo for CINAHL, featuring a circular blue and green icon with the text "EBSCO" and "CINAHL" in red.

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

Current campus **library hours** can be found at **library.ssc.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/.

For a complete list of offerings we offer throughout the year, visit:
<https://www.sccc.edu/academics/short-term-training/index.shtml>

Truck Driving Academy

Locations:

Wilmington Pad

370 Davids Dr,
Wilmington, OH 45177

The Wilmington classroom portion will operate at the Brown County campus.

Pike County CTC

175 Beaver Creek Rd.
Pike County, OH 45661

Connect with us today!

800.628.7722 x4560
www.sccc.edu

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!**

The cost of our Class A program is \$5,750 and our Class B program is \$3,000. 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 both **campus locations plus four satellite sites**.

For questions, please call 800.628.7722 x2687

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.



Accessibility Services

Have Questions?

Ryan Hall
Learning Services &
Accessibility Coordinator
800.628.7722 x2604
rhall21@sscc.edu

Accessibility Services (AS) ensures equal opportunity and access for all members of the SSCC community. Central to the mission is the development of an academic environment that is accessible to all people without the need for adaption.

AS coordinates and connects students with disabilities to campus resources. The Accessibility Coordinator reviews documentation eligibility according to the framework of the Americans with Disabilities Act. Accommodations and modifications are made on a case by case basis. These services include but are not limited to: accommodated test proctoring services, peer notetakers, sign language interpreters, alternate format textbooks, alternate assignments, assistive technology, and sincerely held religious beliefs and practices.

The Accessibility Coordinator is meeting students in person and/or online. To schedule an appointment, please call or email. Please specify if you would like to meet in person and your preferred campus, or via



SOUTHERN STATE COMMUNITY COLLEGE

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 Lead Coordinator | 350 Brooks-Malott Road, Mt. Orab, OH 45154 | pchalker@sscc.edu | 800.628.7722, Ext. 2880

Crystal Howland, Title IX Investigator | 100 Hobart Drive, Hillsboro, OH 45133 | chowland1@sscc.edu | 800.628.7722, Ext. 2560