



# 2022-23 Academic **CATALOG**



**SOUTHERN STATE**  
COMMUNITY COLLEGE

800.628.7722 | [sscc.edu](https://sscc.edu)

**Southern State Community College**  
**Academic Calendar**  
**2022-2023**

**FALL SEMESTER 2022-23**

Classes Begin .....	August 22 (Monday)
Classes End .....	December 3 (Saturday)
Finals .....	December 5 - 10 (Mon-Sat)
Semester Ends .....	December 10 (Saturday)
Holidays/No Classes	
Labor Day .....	September 5 (Monday)
Columbus Day .....	October 10 (Monday)
Veterans Day .....	November 11 (Friday)
Thanksgiving .....	November 23-26 (Wed.-Sat.)
Holiday Break .....	December 24 - January 1

**SPRING SEMESTER 2022-23**

Classes Begin .....	January 9 (Monday)
Classes End .....	April 29 (Saturday)
Finals .....	May 1 - 6 (Mon-Sat)
Graduation .....	May 5 (Friday)
Semester Ends .....	May 6 (Saturday)
Holidays/No Classes	
M.L. King Day .....	January 16 (Monday)
Presidents' Day .....	February 20 (Monday)
Spring Break (No Classes) .....	March 6-11 (Mon.-Sat.)

**SUMMER SEMESTER 2023**

Classes Begin .....	May 22 (Monday)
Classes End .....	Dates Vary
Finals .....	Dates Vary
Semester Ends .....	Dates Vary
Holidays/No Classes	
Memorial Day .....	May 29 (Monday)
Juneteenth .....	June 19 (Monday)
Independence Day .....	July 4 (Tuesday)

*Catalog Publication Date: May 2022*

Southern State  
Community College

**Catalog**  
**2022-2023**

## Preface

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While the Southern State Community College Catalog is intended to be a fair summary of certain matters of interest to students, its readers should be aware 1) that this catalog is not intended to be a complete statement of all procedures, policies, rules, and regulations by which the College is operated, and 2) that the College reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, fees, procedures, policies, rules, and regulations, which may be contained in this catalog, and 3) that departmental procedures, policies, rules, and regulations, whether or not contained in this catalog, may be applicable to students in those departments.

All statements in this publication are not to be regarded as offers to contract. Information in this catalog is subject to change.

A student is responsible for meeting all requirements for graduation. Academic advisors should assist in planning programs; however, the final responsibility for meeting the requirements for graduation rests with each student. In addition, students planning to transfer to another institution have the sole responsibility to determine that their course of study at the College will qualify for such transfer.

### 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 foster parent, genetic information, or sexual orientation. Questions about this should be directed to the Lead Title IX Coordinator, 100 Hobart Drive, Hillsboro, OH 45133; (937) 393-3431.

Accommodations for persons with disabilities may be made through the Disabilities Service Coordinator, 100 Hobart Drive, Hillsboro, OH 45133; (937) 393-3431.

*Nothing in this Catalog should be construed to supplant the special jurisdictions and procedures set forth in the Ohio Revised Code, federal and state laws. Information contained in this catalog constitutes policies and guidelines only and are no way to be interpreted as a contract or understanding between Southern State Community College and any of its students, employees, or etc. Southern State Community College reserves the right to modify or delete any of these policies.*

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**BROWN COUNTY CAMPUS**

351 Brooks-Malott Rd.  
Mt. Orab, OH 45154  
800.628.7722

**CENTRAL CAMPUS**

100 Hobart Drive  
Hillsboro, OH 45133  
937.393.3431

Toll-free: 800.628.7722  
Email address: [info@sscc.edu](mailto:info@sscc.edu)  
Web site: [www.sscc.edu](http://www.sscc.edu)

## Message from the President

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### 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's 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 catalog, 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,

Dr. Nicole Roades

# General Information



## General Information

### Accreditation

- Southern State Community College is accredited by the Higher Learning Commission. [230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 | 800.621.7440]
- The Associate Nursing Program at Southern State Community College located in Hillsboro, Ohio is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326, (404) 975-5000, [www.acenursing.org](http://www.acenursing.org). The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at: <http://www.acenursing.com/accreditedprograms/programsearch.htm>. The program has full approval by the Ohio Board of Nursing [77 South High Street, Suite 660, Columbus, Ohio 43215-3947, (614) 466-3947].
- The Southern State Community College Medical Assisting Technology Certificate is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs | 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763, (727) 210-2350
- The Practical Nursing program has the full approval of the Ohio Board of Nursing [77 South High Street, Suite 660, Columbus, Ohio 43215-3947, (614) 466-3947].

### Background

Celebrating a progressive history dating back to 1975, Southern State Community College (SSCC) began as Southern State General and Technical College. With support from the University of Cincinnati's Board of Trustees, the College was operational and served a broad geographical district encompassing UC's Tri-County Academic Center in Macon. In 1977, the name of the College was officially changed to Southern State Community College.

Designed to serve the communities of Adams, Brown, Clinton, Fayette, and Highland Counties, the College's physical development represents a number of significant milestones.

- 1976-77 - A new South Campus facility opened in Brown County and former Clinton County Air Force base buildings were renovated for use as the North Campus near Wilmington.

- March 1981 - Administrative offices for the College were moved from their North Campus location to a new 4,000-square-foot facility in Hillsboro.
- September of 1981 saw the beginning of the College's Practical Nursing Program and in 1985 the College's largest facility, the Central Campus in Hillsboro, opened for autumn quarter. The addition of this campus, completed in Southern State's tenth anniversary year and was considered a tribute to the first decade as well as a tangible framework for progress into the future.
- 1990 – An agricultural wing was added to accommodate a greenhouse and additional classroom space.
- 1994-95 – A new wing was added to the Central Campus which included space for health sciences, biology and chemistry, as well as administrative offices.
- September 1999 - The Appalachian Gateway Center opened on the South Campus. The Center served as a focal point for the community with a focus on cultural and educational programs relating to Appalachian culture.
- 1999 – A new 19,000-square-foot facility was opened in Fayette County. Previously known as the Great Oaks Equine Center, the Fayette Campus was constructed to serve the students in the northern quadrant of the College's service area.
- May 2000 - A new 35,000-square-foot facility was constructed in Wilmington, Ohio.
- March 2005 - The College added a new 25,000-square-foot multipurpose center to the College's Central Campus landscape. This 2500-seat-capacity building was erected to serve a variety of needs within the College and its surrounding community. Appropriately named the Patriot Center, this facility allows the College to host its athletic venue as well as graduation, expos, concerts, guest speakers, college fairs, and numerous other activities.
- 2009 – A 17,000-square-foot addition was added to the College's Fayette Campus resulting in state-of-the-art science labs, classrooms, student resource areas, and a large community room.
- August 2014 - The Brown County Campus, located at the heavily trafficked intersection of Highway 32 and Brooks-Malott Road, was opened as a replacement campus to the original "South" Campus in Fincastle, Ohio. Equipped with cutting edge science and technology laboratories, this campus quickly realized enrollment gains in its first year of operation and



aided the College in becoming more firmly rooted among the Brown County communities.

- May 2020 - The College's North Campus in Wilmington closes. The College will offer classes at Wilmington College.
- June 2022 - The College's Fayette Campus in Washington Court House closes.

In addition to the physical campus improvements, the College has experienced a number of other important highlights in its history. Southern State was one of the first community colleges in the state to develop an accredited transfer program. This early awareness of the value in transfer agreements has been supported by subsequent arrangements with public and private four-year universities and colleges around Ohio and the rest of the nation. Along with the transfer program, SSCC has developed a wide variety of associate degrees in applied business and applied science, the Associate of Technical Studies degree, and various certificate programs.

The sixth president of the College, Dr. Nicole Roades, began her term in July 2022. She was preceded by Dr. Lewis Miller (1975-1988), Dr. George McCormick (1989-1994), Dr. Lawrence N. Dukes (1995-2007), Dr. Sherry A. Stout (2007-2009), and Dr. Kevin Boys (2010-2022).

*A more comprehensive history of Southern State Community College's early development (1975-2002), authored by the College's first President, Dr. Lewis Miller, is available through the College's Library.*



## College Memberships

Southern State Community College maintains memberships in the following organizations: Accreditation Commission for Education in Nursing, Inc.

Adams County Chamber of Commerce

American Alliance for Health, Physical Education, Recreation and Dance

American Association of Collegiate Registrars and Admissions Officers

American Association of Community Colleges

American Association of Medical Assistants

American Association of University Women

American Chemical Society

American Correction Association

American Counseling Association

American Economic Association

American Library Association

American Library Association of Ohio

American Marketing Association

American Society for Testing and Materials

American Sociological Association

Area Health Education Center-Health U.C.

Association of Community College Trustees

Association of Fundraising Professionals

Association of Official Analytical Chemists

Brown County Chamber of Commerce

Clermont County Chamber of Commerce

Clinton County Chamber of Commerce

Commission on Adult Basic Education

Correction Education Association

Council of North Central Two-Year Colleges

Council on Accreditation for Two-Year Colleges

Dayton Area Nurse Educators

Fayette County Chamber of Commerce

Greater Cincinnati Counseling Association

Highland County Chamber of Commerce

Instructional Telecommunications Council

National Academic Advising Association

National Association for Community College

Entrepreneurship

National Association of Biology Teachers

National Association of Colleges and Employers

National Association of Collegiate Directors of

Athletics

National Association of Emergency Medical Services Educators

National Association of Pediatric Nurses and Practitioners

National Association of Student Financial Aid Administrators

National Career Development Association

National Council for Marketing and Public Relations

National Council of Teachers of English

National Junior College Athletic Association

National League for Nursing

National Women Work

North Central Association of Colleges and Schools  
 Ohio Academic Advising Association  
 Ohio Alliance for Health, Physical Education,  
 Recreation & Dance  
 Ohio Assessment Association  
 Ohio Association for Adult and Continuing Education  
 Ohio Association of College Admissions Counselors  
 Ohio Association of Collegiate Registrars and  
 Admissions Officers  
 Ohio Association of Community Colleges  
 Ohio Association of Student Financial Aid  
 Administrators  
 Ohio Association of Two-Year Colleges  
 Ohio Career Development Association  
 Ohio Coalition of Associate Degree Human Services  
 Educators  
 Ohio College Association  
 Ohio Community College Athletic Conference  
 Ohio Continuing Higher Education Association  
 Ohio Council for Student Development  
 Ohio Council of Associate Degree and Diploma  
 Nursing Education Administrators  
 Ohio Counseling Association  
 Ohio Educational Library/Media Association  
 Ohio Instructor/Coordinator Society  
 Ohio League for Nursing  
 Ohio Library and Information Network  
 Ohio Library Council  
 Ohio Literacy Network  
 Ohio Organization of Practical Nurse Educators  
 Ohio Teachers of English for Speakers of Other  
 Languages  
 Ohio Transfer Council  
 Ohio Two-Year College Placement Association  
 Organization for Associate Degree Nursing  
 Organization for Associate Degree Nursing-Ohio  
 Chapter  
 Organization for the Advancement of Associate  
 Degree Nursing  
 Popular Culture Association  
 Rural Ohio Valley Health Sciences Library Network  
 Servicemembers Opportunity Colleges (SOC)  
 Consortium  
 Southwestern Ohio Council for Higher Education  
 Starlink



## **Arrangements With Other Institutions of Higher Education**

Southern State Community College is a member of the Southwestern Ohio Council for Higher Education (SOCHE). The Council promotes inter-institutional cooperation in order to achieve education advancement, promote research, and foster administrative efficiency in member institutions. SSCC students may cross-register at any one of the following SOCHE member institutions: Air Force Institute of Technology, Antioch University, Cedarville University, Central Michigan University, Central State University, Clark State Community College, Edison State Community College, Franklin University, Kettering College of Medical Arts, Lindsey Wilson College, Miami - Jacobs Career College, Miami University - Middletown, Nyack College Miami Valley, Ohio Christian University, Sinclair Community College, Union Institute and University, United Theological Seminary, University of Dayton, Urbana University, Wilberforce University, Wilmington College, Wittenberg University, and Wright State University.

In addition, Southern State has transfer agreements and reciprocity agreements with a number of colleges and universities. Students should talk to their advisor concerning preparation to transfer.

## **Transfer Module**

The Ohio Department of Higher Education developed a statewide policy which facilitates the transfer of students in Ohio colleges and universities. The Ohio Articulation and Transfer Policy allows students who meet the Transfer Module requirements of their home institutions to meet automatically the Transfer Module requirements of the colleges and universities to which they transfer, even though the requirements of the institutions may vary. Students should note, however, that after transfer, they may be required to meet additional general education requirements that are not included in the Transfer Module. Further information on the Transfer Module is listed in the Academic Programs section of this catalog.

In addition to the Ohio Transfer Module, H.B. 95 mandated that the Ohio Department of Higher Education establish policies and procedures applicable to all state institutions of higher education to ensure seamless transfer. Transfer Assurance Guides (TAGS) are being developed to assist students in more than 38 different degree pathways. TAGS extend the impact of the existing transfer module policy through more precise advising and the assurance of credit transfer and the application of credits to academic degree program requirements. For more information, please visit <http://regents.ohio.gov/transfer/tagcourses/index.php?>

## Transfer Agreements — Colleges/Universities

In addition to the state Transfer Module transfer agreement, the College has transfer agreements with the following colleges/universities:

- Antioch Midwest University
- Bellevue University
- Bowling Green State University
- Capital University
- Chamberlain College of Nursing
- DeSales University
- DeVry University – Columbus
- Franklin University
- Herzing University
- Indiana Wesleyan
- Kaplan University
- Lindsey Wilson University
- Miami University
- Ohio Christian University
- Ohio University – Chillicothe
- Otterbein
- Shawnee State University
- Union Institute & University
- University of Cincinnati
- University of Cincinnati – Blue Ash
- University of the Cumberlands
- University of Phoenix
- Western Governors University
- Wilmington College
- Wright State University

Contact the Academic Affairs Office for specific program information.

## Reciprocity Agreements

- Ashland Community & Technical College
- Eastern Kentucky University
- Gateway Community & Technical College
- Maysville Community & Technical College
- Morehead State University
- Northern Kentucky University

## Advisory Committees

Southern State is a community college designed to fill specific post-secondary educational needs of area residents. The College can best meet this commitment with guidance and constructive input from concerned members of the community. To foster this vital community involvement, the College has established an advisory committee system. The advisory committees help to ensure that general and technical education is of the finest quality and always attuned to community needs. Community representatives on the College advisory committees are listed at the end of the catalog.

## Values Statement

Honesty and integrity in all endeavors, tolerance for different ideas, respect for all individuals, and excellence and creativity in the pursuit of knowledge.

## Mission, Vision, and Strategic Plan

Southern State Community College is committed to its mission to provide accessible, affordable, and high quality education to people in southern Ohio. The College's strategic vision represents a unifying guide toward fulfilling this mission. Collaboratively, a vision to Be Your First-Choice College has been cast.

In our strategic endeavors, we will collectively and individually strive to live up to our core values:

- **Accessibility** – Easy to get to, enter, engage, & use
- **Community Engagement** – Being a central contributor to our communities' successes
- **Quality-driven** – Motivated by the pursuit of excellence
- **Personal Connection** – One-on-one personal interaction
- **Unity** – Instilling a culture that promotes a sense of safety, community, and place for all to have a voice
- **Life-Enrichment** – Providing a pathway to life-long learning

Our annual strategic projects can be found online at:  
<https://www.sccc.edu/about/mission-vision.shtml>





## Responding to Emergencies

An emergency on campus has a very broad definition. It can be any event or situation requiring immediate action and which threatens the health, safety, security, or well-being of the campus community.

On campus emergency situations may include but are not limited to:

- Incidents of persons in extreme emotional distress
- Accidents involving personal injury and/or property damage
- Incidents of inter-personal conflict (verbal or physical)
- Incidents involving theft of personal or College property
- Incidents involving the use or sale of drugs or alcohol
- Any incident which represents a threat to the safety or security of individuals and/or the campus

Any member of the campus community who is aware of an emergency situation should take immediate steps to protect themselves (and others if possible) from an immediate danger or threat. Individuals should use their best judgment when considering steps to intervene or diffuse a situation while constantly keeping in mind that individual safety is paramount. If deemed appropriate, call 911 to request the appropriate emergency service (paramedic, police, fire).

All emergency situations should be reported to the Vice President of Student Affairs and Enrollment Management as soon as possible. The report should be made by using the “Report an Incident” link which can be found at the bottom of the SSCC web page (<https://www.sccc.edu/incident-report.shtml>). Individuals making the report should complete the form in its entirety providing as many details as possible. Upon receipt of the form, the Vice President of Student Affairs and Enrollment Management will determine the appropriate course of action (follow-up investigation, notification to other departments, referral to the Behavior Intervention Team (BIT), Sexual Assault Response Team (SART), enforcement of student conduct policy, etc).

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. For more information, please visit <https://www.sccc.edu/students/bit.shtml>.

## Mission

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

For emergency situations involving an employee, the employee’s immediate supervisor should be notified as soon as possible. For additional information, employees should refer to the Occupational Health and Safety Policy located in the Policy and Information Manual.

Students, faculty, and staff may subscribe to the SSCC Alerts Notification Systems in order to receive various alerts issued by the College. 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. Instructions on how to subscribe as well as additional information about the alert system can be found at <http://www.sccc.edu/students/alerts.shtml>.

# Admission Procedures



## Admission Procedures

Prospective students will find a courteous, professional staff of Admissions Representatives at Southern State who are willing and able to help. They may be contacted by phone at 1-800-628-7722, Ext. 2607 or by letter addressed to: Admissions Office, Southern State Community College, 100 Hobart Drive, Hillsboro, OH 45133.

### Admissions

Southern State Community College is a state-supported institution. As enrollment ceilings permit, the following individuals will be accepted for admission:

- Any graduate of an Ohio high school who is a resident of Ohio.
- Out-of-state students who have graduated from high school.
- Students who have not completed high school but have successfully completed the General Education Development Test for high school equivalency. Applicants may demonstrate evidence of high school equivalency by submitting a satisfactory score report on the General Education Development (GED) Test. Information concerning the GED is available at the College or from the State Department of Education.
- Students beyond the compulsory school age (18) without a high school diploma or GED will be accepted as part-time students (less than 12 credit hours) for their first semester. Upon successful passing of the first semester, the student will become eligible to take a full-time class load.

Admission to the College does not ensure admission to a specific course or program of study. Separate application must be made for the Nursing, Medical Assisting and Allied Health Programs. Refer to program information under the “Academic Programs” section of this catalog. The College reserves the right to deny admission to any course or program in which there is documentation to indicate that the student can not succeed with reasonable accommodation.

It is important for prospective nursing students, medical assisting students, or allied health students to know that a past felony or misdemeanor conviction may disqualify him/her from taking the state licensure and/or credentialing examinations. See the appropriate Program Director for more specific information.

The College offers non-credit developmental courses and regular course offerings that provide applicants the opportunity to prepare themselves further for the program of their choice. Students may discover their need for these courses through the Placement Assessment procedure.

It is recommended that beginning freshmen take either the American College Testing Program Examination (ACT) or the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board for use in academic counseling. The Central and Brown County Campuses of Southern State Community College are ACT testing centers.

#### 1. First-Time College Admission

- a. Prospective students may apply online by going to the College website at [www.sccc.edu/admissions/apply.shtml](http://www.sccc.edu/admissions/apply.shtml). High school students are urged to apply as early as possible in their senior year.
- b. All applicants should submit a high school transcript or copy of GED certificate to the Admissions Office at the time of application. If an applicant plans to apply for any type of financial assistance, they must submit a final high school transcript or copy of their GED to receive financial aid if they are otherwise eligible. In addition, transfer students should submit official transcripts of prior college course work.
- c. Applicants with disabilities must request modifications and must self-identify and begin requests in a timely manner. (See Disability Services under Academic Services in this catalog.)
- d. Applicants will be notified of their acceptance to the College.
- e. Before registration for classes, all new degree seeking students or students planning to take any Math or English must complete the Placement Assessment according to the policies listed under “Placement Assessment” on page 14. All degree-seeking students should meet with an advisor to plan course selection.



## 2. High School Admission

### College Credit Plus Program

The purpose of the College Credit Plus (CCP) Program is to provide students in 7th grade through 12th grade who are intellectually and socially capable the opportunity to earn college and high school graduation credit through successful completion of college courses. Some academic programs at Southern State require the documentation of high school graduation or the GED for admission to the academic program and may exclude entrance under the College Credit Plus (CCP) Program.

### Criteria for Admission

1. Complete the SSCC CCP application and submit it along with your high school transcripts/academic record and state approved assessment scores (if applicable) to the SSCC Admissions Office.
2. After SSCC receives the student's CCP application and transcript, SSCC's Office of Admission will send student a letter and State Mandated Permission Slip that must be completed and scanned to [admissions@sscc.edu](mailto:admissions@sscc.edu), faxed to 937-393-6682, or mailed to Southern State Community College, 100 Hobart Drive, Hillsboro, OH 45133. The letter will also have information on how to schedule the Placement Assessment. Students may submit any state approved assessment score in place of the Placement Assessment. CCP students, or potential CCP students, may re-test one time per academic year.
3. Student must reflect a level of personal and social maturity which would make it possible for the student to adapt to a college level environment.
4. Two weeks after CCP Applicants assessment, student will be notified by mail of acceptance or denial into the program. If accepted, student will receive a State Mandated Student Questionnaire that must be completed and scanned to [admissions@sscc.edu](mailto:admissions@sscc.edu), faxed to 937-393-6682, or mailed to Southern State Community College, 100 Hobart Drive, Hillsboro, OH 45133.
5. First time CCP students taking courses on an SSCC campus or online, must meet with a designated CCP advisor.
6. All new students are required to complete the New Student Orientation (now offered online only) prior to the beginning of their first semester. Orientation information will be sent to the student after he/she has registered for college courses.

## CCP Guidelines

1. The subject matter of a course enrolled in under the college credit plus program may include mature subject matter or materials, including those of a graphic, explicit, violent, or sexual nature, that will not be modified based upon college credit plus enrollee participation regardless of where course instruction occurs.
2. Students enrolling in the program will be expected and required to perform at the same level as all regular students. CCP students are subject to the same policies and procedures, academic practices, and grading standards as all other Southern State Community College students.
3. Students enrolled at SSCC under the CCP program are not permitted to repeat courses and have those courses subsidized through the CCP program. It is the responsibility of the student not to attempt this repetition as payment for such repetition will not be presented to the state for reimbursement and could ultimately become the student's financial responsibility depending on the student's local school district policy.
4. Parents of students under 18 years of age need to be aware that all SSCC computers have free, unfettered access to the Internet. Southern State Community College computers do not use any type of filtering software.
5. The Family Educational Rights and Privacy Act (FERPA) applies to education records at all levels of education. At the point of becoming a Southern State student, FERPA rights become those of the student. A dependent student's information may be disclosed to the parent if the parent documents that they claim the student as a dependent for income tax purposes. Under the rules of the College Credit Plus program, the College reserves the right to communicate student record information with appropriate official(s) of the home high school.
6. SSCC will assign all CCP students with an academic advisor after the first semester has begun. Students should see their academic advisor prior to registration of each semester.
7. College Credit Plus will not fund remedial courses in SSCC English 0099 or below, MATH 1106, 1116, 1118, or 1119. In addition, CCP will not fund physical education courses, pass/fail courses, independent study courses, study abroad courses, courses with high fees or any other courses as outlined by state.
8. Students are permitted to participate in the CCP program during summer, fall, and spring semesters.

9. The state of Ohio requires any male student between the ages of 18 and 26 to be registered with Selective Service to be eligible for the in-state residency (for tuition purposes) at Ohio public colleges and universities.

#### 4. Transfer Admission

- a. 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.
 Students must have an official transcript sent to the Admission’s Office before transfer credit will be awarded.
- b. Applicants who have earned an A.A. degree or A.S. degree from an Ohio public college, with an overall GPA of 2.0 or better, and have met the Transfer Module, will receive transfer credit for all college level courses which they have passed.
- c. A student wishing to transfer to Southern State Community College should be in good standing from the last college of attendance and transfer students must comply with all admission procedures.



#### 5. Transient Students

A transient student is defined as one who is regularly enrolled at another institution and who expects to return to that institution. An applicant for transient admission to Southern State Community College who is seeking full credit for courses taken should see his/her advisor at his/her home institution for appropriate procedures on transfer of credits. The following documents should be provided for transient admission:

- Completed SSCC Application for Admission
- Copy of applicant’s high school transcript
- Copy of applicant’s college transcript (only if needed to confirm course prerequisites)

All SSCC students who wish to complete course work at other institutions and have credit for such course work accepted by Southern State should obtain appropriate approval from the Records Office prior to registering at another college.

#### Placement Assessment

Southern State Community College conducts placement assessments in Mathematics and English usage for students new to the College. The following policies have been established:

- **Degree-Seeking Students** - All new students with no prior college course work who intend to earn a degree or obtain a certificate are required to take the placement assessment.
- **Transfer Students** - Based on the results of an evaluation of transfer credits, new students with prior college course work in Mathematics and English may, upon request, be excused from taking the placement assessment.
- **Non-Degree Students** - All new students who wish to take courses but do not intend to work toward a degree or certificate may not be required to take the placement assessment. However, non-degree students wishing to take any Mathematics or English courses will be required to take the assessment before enrolling in those courses. Additionally, non-degree students who later decide to enter a degree/certificate program will be required to take the assessment.
- **Students with Disabilities** - If you require special accommodations for the placement test, please contact the Disability Coordinator at 937.393.3431 x2604.

Students may take the placement test twice during their first academic year (first test and one retest). During future academic years, students are limited to one retest per year. Students are encouraged to retest if:

- results from the first test indicate a need for developmental courses
- test results do not reflect student’s prior learning



The higher score from either test will be used for placement. Students may not take the placement test after enrolling in a course or sequence that is developmental in nature (ex. ENGL. 0097, ENGL. 0099). Placement tests may not be used as a substitute for passing developmental course(s).

## Selective Service Compliance

Under the provisions 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 a tuition surcharge equal to that charged non-resident students. Students may be exempt from registering on the basis of one criteria on a list of exceptions. Selective Service Compliance forms are available in the Records Office.

## Student Classification

- Full-time student: A student who is enrolled for 12 or more credit hours.
- Three-quarter-time student: A student who is enrolled for 9-11 credit hours.
- Half-time student: A student who is enrolled for 6-8 credit hours.
- Freshman: A student who has earned 29 credit hours or less
- Sophomore: A student who has earned 30 credit hours or more.



## Student Resident Status

Residence, for tuition purposes, will be determined at the time of admission by the Records Office on the basis of the guidelines shown and information supplied on the Application for Admission and the request to change residency status form. Any student who registers improperly with respect to residence will be required to pay the non-resident tuition surcharge.

### A) Intent and authority

1. It is the intent of the chancellor of the Ohio Department of Higher Education in promulgating this rule to exclude from treatment as residents, as that term is applied here, those persons who are present in the state of Ohio primarily for the purpose of receiving the benefit of a state-supported education.
2. This rule is adopted pursuant to Chapter 119. of the Revised Code, and under the authority conferred upon the chancellor of the Ohio Department of Higher Education by section 3333.31 of the Revised Code.

### B) Definitions

For purposes of this rule:

1. "Resident" shall mean any person who maintains a twelve-month place or places of residence in Ohio, who is qualified as a resident to vote in Ohio and receive state public assistance, and who may be subjected to tax liability under section 5747.02 of the Revised Code, provided such person has not, within the time prescribed by this rule, declared himself or herself to be or allowed himself or herself to remain a resident of any other state or nation for any of these or other purposes.
2. "Financial support" as used in this rule, shall not include grants, scholarships and awards from persons or entities which are not related to the recipient unless such grants, scholarships and awards require residency of another state or nation.
3. An "institution of higher education" shall have the same meaning as "state institution of higher education" as that term is defined in section 3345.011 of the Revised Code, and shall also include private medical and dental colleges which receive direct subsidy from the state of Ohio.
4. "Domicile" as used in this rule is a person's permanent place of abode, so long as the person has the legal ability under federal and state law to reside permanently at that abode. For the purpose of this rule, only one domicile may be maintained at a given time.

5. "Dependent" shall mean a student who was claimed as a dependent, as defined in 26 U.S. Code section 152, dated 2011 on the filer's internal revenue service tax filing for the previous tax year.
6. "Residency Officer" means the person or persons at an institution of higher education that has the responsibility for determining residency of students under this rule.
7. "Community Service Position" shall mean a position volunteering or working for:
  - a) VISTA, Americorps, city year, the peace corps, "Teach for America," or any similar program as determined by the chancellor of the Ohio Department of Higher Education; or
  - b) An elected or appointed public official for a period of time not exceeding twenty-four consecutive months.
8. "Alien" means a person who is not a United States citizen or a United States national.
9. "Immigrant" means an alien who has been granted the right by the United States citizenship and immigration services to reside permanently in the United States and to work without restrictions in the United States.
10. "Nonimmigrant" means an alien who has been granted the right by the United States citizenship and immigration services to reside temporarily in the United States.

**C) Residency for subsidy and tuition surcharge purposes**

The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes:

1. A student whose spouse, or a dependent student, at least one of whose parents or legal guardian, has been a resident of the state of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.
2. A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.
3. A dependent student of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates. Documentation of full-time employment and domicile shall include both of the following documents:
  - a) A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative certifying that the parent, legal guardian or spouse of the student is employed full-time in Ohio.
  - b) A copy of the lease under which the parent, legal guardian or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent, legal guardian or spouse is the owner and occupant; or if the parent, legal guardian or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent, legal guardian or spouse resides at that residence.
4. A veteran, and the veteran's spouse and any dependent of the veteran, who meets both of the following conditions:
  - a) The veteran either (i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.
  - b) If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in this state as of the first day of term of enrollment in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and the spouse or dependent seeking residency status have established domicile in this state as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty, has been declared to be missing in action or a prisoner of war, or is deceased after discharge, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division. Domicile as used in paragraph (C)(4)(b) of this rule shall have the same meaning as used in paragraph (C)(3)(b) of this rule.

5. A veteran who is the recipient of federal veterans' benefits under the "All-Volunteer Force Educational Assistance Program," 38 U.S.C. 3001 et seq., or "Post-9/11 Veterans Educational Assistance Program," 38 U.S.C. 3301 et seq., or any successor program, if the veteran meets all of the following criteria:
  - a) The veteran served at least ninety days or active duty.
  - b) The veteran enrolls in a state institution of higher education, as defined in section 3345.011 of the Revised code.
  - c) The veteran lives in the state as of the first day of a term of enrollment in the state institution of higher education.
6. A person who is the recipient of the federal "Marine Gunnery Sergeant John David Fry" scholarship or transferred federal veterans' benefits under any of the programs listed in paragraph (C)(5) of this rule, if the person meets both of the following criteria:
  - a) The person enrolls in a state institution of higher education.
  - b) The person lives in the state as of the first day of a term of enrollment in the state institution of higher education. In order to qualify under paragraph (C)(6) of this rule, the veteran's period of active duty must have been at least ninety days.
7. A person who, while a resident of this state for state subsidy and tuition surcharge purposes, graduated from a high school in this state or completed the final year of instruction at home as authorized under section 3321.04 of the Revised Code, if the person enrolls in an institution of higher education and establishes domicile in this state, regardless of the student's residence prior to that enrollment.

**D. Additional criteria which may be considered in determining residency may include but are not limited to the following:**

1. Criteria evidencing residency:
  - a) If a person is subject to tax liability under section 5747.02 of the Revised Code;
  - b) If a person qualifies to vote in Ohio;
  - c) If a person is eligible to receive Ohio public assistance;
  - d) If a person has an Ohio's driver's license and/or motor vehicle registration.
2. Criteria evidencing lack of residency
  - a) If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of public assistance, or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation);

b) If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of public assistance (see paragraph (D)(2)(a) of this rule).

3. For the purpose of determining residency for tuition surcharge purposes at Ohio's state-assisted colleges and universities, an individual's immigration status will not preclude an individual from obtaining resident status if that individual has the current legal status to remain permanently in the United States. However, a student shall not be granted residency status if the alien is not also an immigrant or a nonimmigrant.

**E. Exceptions to the general rule of residency for subsidy and tuition surcharge purposes:**

1. A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes.
2. A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.
3. A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.
4. A person who is transferred by his employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment.
5. A person who has been employed as a migrant worker in the state of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.
6. A person who was considered a resident under this rule at the time the person started a

community service position as defined under this rule, and his or her spouse and dependents, shall be considered a residents of Ohio while in service and upon completion of service in the community service position.

7. A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than fifty percent of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio.
8. A person who is a member of the Ohio national guard and his or her spouse and dependents, shall be considered residents of Ohio while the person is in Ohio national guard service.

#### **F. Procedures**

1. A dependent person classified as a resident of Ohio for these purposes under the provisions of paragraph (C)(1) of this rule and who is enrolled in an institution of higher education when his or her parents or legal guardian removes their residency from the state of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.
2. In considering residency, removal of the student or the student's parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio residency status otherwise established under paragraph (C)(1) or (C)(2) of this rule.
3. For students who qualify for residency status under paragraph (C)(3) of this rule, residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than twelve months after accepting employment and establishing domicile in Ohio.
4. Any person once classified as a nonresident, upon the completion of twelve consecutive months of residency, must apply to the institution he or she attends for reclassification as a resident of Ohio for these purposes if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is or in the preceding twelve consecutive months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident. Evidentiary determinations under this rule shall be made by the institution which may require, among other things, the submission of documentation regarding the sources of a student's actual financial support.
5. Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification.
6. Any institution of higher education charged with reporting student enrollment to the chancellor of the Ohio Department of Higher Education for state subsidy purposes and assessing the tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Ohio residency for purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination under this rule.



# Fees, Expenses, and Financial Aid





## Fees and Expenses

### Estimated Book Charges

The Financial Aid Office estimates the average book cost is in the range of \$65 to \$75 per credit hour 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.ssc.edu/services/bookstore.shtml#textbooks](http://www.ssc.edu/services/bookstore.shtml#textbooks).

### Estimated Room and Board Costs

Because Southern State Community College is a commuter college, no annual room and board charge is assessed to the student. However, for financial aid budgeting purposes, there is an average semester allowance of \$3,392 for students living with parents and \$5,852 for students living independently of family.

### Fee Schedule

The following is a breakdown of student fees at Southern State Community College. *The College reserves the right to change fees.*

HRS.	RESIDENT	NON-RESIDENT
1	\$192	\$366
2	\$382	\$727
3	\$573	\$1,095
4	\$765	\$1,458
5	\$956	\$1,822
6	\$1,145	\$2,185
7	\$1,338	\$2,551
8	\$1,527	\$2,917
9	\$1,719	\$3,282
10	\$1,908	\$3,642
11	\$2,102	\$4,010
12	\$2,453	\$4,665
13	\$2,490	\$4,733
14	\$2,527	\$4,799
15	\$2,566	\$4,869
16	\$2,566	\$4,869
17	\$2,566	\$4,869
18	\$2,566	\$4,869
19	\$3,331	\$6,328
20	\$3,521	\$6,688
21	\$3,711	\$7,054
22	\$3,901	\$7,416
23	\$4,093	\$7,780
24	\$4,282	\$8,147
25	\$4,474	\$8,512

### Fees at Southern State

Additional fees that may be applied:

- Career Services Fee
- Facility Fee
- Laboratory Fee
- Online Course Fee

Such fees will be designated in the semester schedule and/or published through other college materials.

### Payment Options

All tuition and fees must be paid in full before a registration is complete. The College accepts VISA and Master Card. Online credit card payments may be made at [www.ssc.edu](http://www.ssc.edu) and the MYSSCC link. Once on MYSSCC simply click on My Records and then Account Information. Credit card payments may also be made by downloading the SSCC app or by calling 1-800-628-7722.

### Other Payment options available are as follows:

- A contractual Deferred Payment Option is available by completing a Deferred Payment Contract. The Deferred Payment Contract MUST BE COMPLETED each term, by the deadline date of each semester.
- Federal, State and other financial aid is available by completing the Free Application for Federal Student Aid, known as the FAFSA. The results of the FAFSA must be in the Financial Aid Office no later than three weeks before the payment arrangement deadline as set forth by the College prior to each semester.
- To apply for financial aid, you may go to the SSCC website, [www.ssc.edu](http://www.ssc.edu), then select "Admission" and then select "Apply for Financial Aid."
- Student Loans may be available to those who have completed the FAFSA, meet all eligibility criteria and submit a Student Loan Request form to the financial aid office by the Payment Arrangement Deadline. SSCC can award up to \$5,500 per academic year. Independent students may be eligible for additional amounts.



## Refund Policy

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

<i>Action completed:</i>	<i>All Students</i>
Before start of Semester (course drop) . . . . .	100%
By the 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.**

## Returned Check Fee

Any check returned for insufficient funds will have a \$35.00 fee.

## Servicepersons, Veterans, and War Orphans

Southern State is approved for the education and training of veterans and their dependents under several assistance laws. As a SOC (Servicemembers Opportunity College) Consortium Institution the College is committed to assisting qualified servicemembers in achieving their educational goals. Inquiries concerning eligibility and certification should be directed to the Records Office. To determine eligibility for Ohio War Orphans Scholarship, visit [www.ohiohighered.org/ohio-war-orphans](http://www.ohiohighered.org/ohio-war-orphans).

## Veterans Benefits and Transition Act of 2018 Compliance Statement

Southern State Community College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

## Senior Citizens Fee Reductions

Any person age sixty or over who meets the residency requirements for tuition purposes as defined in this Catalog may enroll in courses at Southern State Community College on a tuition-free, not-for-credit (audit) basis. Course fees and books are not covered by this program. Enrollment is limited to courses in which classroom space is available.

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 Senior fee reduction does not apply to continuing education courses. Questions concerning payment of fees and refund of fees should be directed to the Business Office.



## College Costs

Direct costs consists of estimated tuition, books, supplies and fees paid directly to the college. Indirect costs are those costs that you incur during the academic year, but which are not necessarily charged to the student.

### Estimated direct cost per academic year based on full-time enrollment:

<b>Tuition</b>	\$4,826
<b>Books &amp; Supplies</b>	\$2,050

### Estimated indirect cost per academic year *(Fall & Spring Semesters)* based on full-time enrollment:

<b>Living Allowance</b>	\$2,008	(Student living with parent)
	\$6,928	(Student living independently)
<b>Transportation</b>	\$2,184	(Average cost for commuter student)
<b>Miscellaneous fees</b>	\$2,592	(Lab and miscellaneous fees)





## Financial Assistance

### Applying for Financial Aid

#### Gather the required information to apply

The documents listed below hold important information required for the completion of the FAFSA.

- The student's Social Security Number and the household parents of a dependent student's Social Security Numbers and birth dates
- Student's Driver's License number
- Federal Income Tax Information from prior year
- Records of any untaxed income received in the household from prior prior year (child support, veteran's benefits, social security, proof of receipt of food stamps, and information on any child support paid out of the student's household for children not living in the student's household, etc.)
- Information on any investments or assets (Not including the home or value of tax deferred retirement accounts.

#### Complete the FAFSA

Apply for a Federal User ID and password at: [www.studentaid.gov/fsaid](http://www.studentaid.gov/fsaid). All students and at least one parent, if using parent's information on FAFSA, must have a User ID and password. This is your electronic signature on the FAFSA application. All interested students must complete and submit the FAFSA every academic year in order to have eligibility determined for Federal, State and some types of institutional financial aid. The complete application process is explained above in "Applying for Federal Aid." Visit: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or [www.StudentAid.gov](http://www.StudentAid.gov).



### Financial Resources

The primary purpose of the financial aid program at Southern State is to enable qualified students with limited financial resources to attend college. The College makes every effort to secure the needed funds so that our students will not find it necessary to alter their educational plans.

Questions concerning the financial aid application process and other related assistance may be answered by the Financial Aid Office by calling 1-800-628-7722 ext 2610. The following types of assistance are available through the financial aid application (FAFSA):

**GRANTS** are monies made available to students in need of financial aid and capable of meeting normal academic requirements. Specific grants available to eligible Southern State students include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant and the Ohio College Opportunity Grant (OCOG) *summer only*. These GRANTS do not have to be repaid unless the student drops all of their classes prior to completing at least 60% of the semester. See "Return of Title IV" regulations.

**LOANS** are a form of financial aid with the stipulation that they must be repaid at a specific time. Loans are available to our students through the William D. Ford Federal Direct Loan Program. Students must be enrolled in at least six (6) semester hours and meet all eligibility criteria to borrow a student loan.

#### FEDERAL COLLEGE WORK STUDY

**(FCWS)** provides employment opportunities for students, upon completion of the FAFSA. The following procedures will complete the application:

- Current year FAFSA application must be completed.
- Federal work study option is selected.
- Students can view the FWS application and apply at [www.sccc.edu](http://www.sccc.edu).
- A post-offer background check is required. A student who has a felony conviction will NOT be permitted to become employed in the Federal Work Study program.
- Employment begins after supervisor selection and final paperwork is completed.
- Students work no more than 20 hours a week.
- Student workers must be enrolled at least six (6) or more credit hours each semester to maintain eligibility.
- Hourly wage; between \$9.30 - \$10.00 per hour.
- Student must maintain SSCC's standards of academic progress.

**SCHOLARSHIPS** are monetary gifts that do not involve repayment. The amount of scholarship monies usually varies based on the type of scholarship and the requirements by the donor. To apply for scholarships, visit <https://www.sccc.edu/financialaid/scholarships.shtml>.

NOTE: Financial Aid is NOT automatically renewed each year. Students must reapply each year to be considered for financial assistance. FAFSA results received prior to June 1 will be considered for priority aid.

## Student Rights and Responsibilities

*You have the right . . .*

- to know what financial aid programs are available at Southern State Community College.
- to know the deadlines for submitting applications for each of the financial aid programs available.
- to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
- to know how your eligibility was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your budget.
- to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your eligibility.
- to request an explanation of the various programs in your student aid package.
- to know the College's refund policy and how it affects your financial aid package.
- to 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.
- to 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.
- to 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.
- to return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which

you submitted your application as requested.

- to be responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
- to accept responsibility for all agreements that you sign.
- to perform the work that is agreed upon in accepting a Federal Work-Study award.
- to be aware of and comply with the deadlines for application or reapplication for aid.
- to repay, according to the repayment provisions of the loan fund, all loans that you accept and use for educational expenses.
- to be responsible for maintaining a minimum registration of (six) 6 semester hours if you are a student employee or a student loan borrower.
- to comply with the standards of Satisfactory Academic Progress for continued eligibility of federal financial aid.

## Important Academic Requirements for Receiving Financial Aid

- In order to receive federal financial aid, the student must be degree-seeking in one of SCCC's degree programs. (Note: Some certificate programs may be eligible for federal aid.)
- The student cannot receive federal aid for any courses not required in their declared major. Payment for courses taken outside the major will be the responsibility of the student. Electives required by the declared major 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 meet with an advisor before enrolling in the course.
- If the Advisor approves a course substitution, the course substitution form must be submitted to the Records Office for approval and updated to the student's academic record. It is the student's responsibility to supply this document to the Records Office.
- The student must stay enrolled and attending at least 60% of the term or they will be required to return the unearned portion of federal financial aid (*See Return of Title IV regulations in the College catalog or visit: [www.sccc.edu/financialaid/financial-policies.shtml](http://www.sccc.edu/financialaid/financial-policies.shtml)*).
- The student 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).
- The student must have passing grades (D or above in at least 67% of attempted hours each term) (see Satisfactory Academic Progress Policy in this catalog).
- The student may only repeat a course for which

they have received a passing grade (D or above) ONE TIME.

- The student can retake a failed or withdrawn course until a passing grade (D or above) is obtained.
- The student must complete their degree within 150% of the required number of hours for the declared major. For example, if a program requires 60 semester hours, the student may receive financial aid for up to 90 semester hours (see Maximum Time Frame regulations in this catalog).
- A student may appeal the Maximum Time Frame regulation if the student has a change of major or extenuating circumstances that caused the student not to finish their degree within the 150% requirement.
- 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.

**Please Note: Failure to abide by these regulations will adversely affect the student's federal financial aid eligibility.**

### Satisfactory Academic Progress Standards

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.
  - c. 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.

**Withdrawals (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 will give the student the semester following the grade of Incomplete to complete the coursework. If the work is not submitted, the grade will become a failing grade and count as a non-completed course.

**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. Documentation is required to accompany the MTF appeal as to why the student needs a second degree, i.e. can not 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 wants 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 satisfactory academic progress to the financial aid office.



### Consequences of not meeting the Satisfactory Academic Progress Policies and Regaining Eligibility:

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 suffer consequences as outlined below:

- a. 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.
- b. Students who fail to meet the SAP Policy for the second consecutive semester will be placed on 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.
- c. 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.
- d. 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 students is able to regain satisfactory academic progress without use of federal financial aid.

### Pell Grant Regulations

Southern State has a policy of disbursing aid after the official College Drop/Add Period. The institution must receive the results of the FAFSA, known as the SAR (Student Aid Report or results of the FAFSA), with an official Expected Family Contribution Number, known as EFC, with a processed date prior to a student's last day of enrollment within an academic year. Student loans or work study can not be awarded after student ceases to be enrolled at least 6 credit hours. An otherwise eligible student who does not have a high school diploma or GED may NOT receive federal student aid.

#### Required Pell Recalculations after Census Date

In certain cases, the Financial Aid Office may have to recalculate the student's Pell Grant after the initial calculation or disbursement, to account for changes to the student's costs, EFC, or enrollment status.

**Change in the Expected Family Contribution (recalculation required)**

If the student's EFC changes due to corrections, updating, or an adjustment, and the EFC change would change the amount of the Pell award, the Financial Aid Office must recalculate the Pell award for the entire award year. If, as a result of the recalculation, the student has received more than his or her award amount, then the student has received an overpayment. In some cases, the Financial Aid Office may be able to adjust an award by reducing or canceling later payments to the student in the same award year. However, if the overpayment can't be eliminated, the student will have to return any overpayment of federal funds.

**Change in enrollment status between semesters (recalculation required)**

In a semester program that uses semester hours, the Financial Aid Office must calculate a student's payment for each semester based on the enrollment status for that semester. If a student attended full-time for the first semester and then enrolled half-time in the second semester, the Financial Aid Office must use the half-time enrollment status to calculate the student's payment for the second semester.

**Student who does not begin attendance in all classes within the drop/add date (recalculation required)**

If a student doesn't begin attendance in all of his or her classes, resulting in a change in the student's enrollment status, the Financial Aid Office must recalculate the student's award based on the lower enrollment status. A student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal Pell Grant eligibility. Students taking online courses must have logged in and completed at least one assignment to be considered as attended the class during the drop/add period. The College Records Office requires all instructors to submit class lists by the end of the first and second weeks of each semester. The class lists are marked by the faculty showing whether the student has begun attendance in each class and if there is a last date of attendance to that point. The Financial Aid Office will then disburse financial aid funds for all courses that have been documented as attended during the first two weeks of each semester.

**Change in enrollment status within a semester**

Because Southern State disburses financial aid at the end of the drop/add period, otherwise known as our census date, we do not recalculate Pell Grants when there is an enrollment change during the semester unless the change identified a situation that would otherwise make a student ineligible, such as finding out

that a student did not attend a class during the drop/add period. Student loans will be disbursed based on the number of semester hours attending at the time of disbursement.

**Return of Title IV Funds Policy**

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:**

Definition 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 direct interaction between instructor and student
- Submission of an academic assignment
- Examination, interactive tutorial, or computer-assisted instruction
- Study group assigned by school
- Participation in on-line discussion about academic matters (excludes introductory posts)
- Initiation of contact with instructor to ask question about 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 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 Student Services Office. 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 “WF”.

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, total number of days in the semester, and 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, 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 in the calculation.

Step Two: Multiply total accepted and eligible federal aid award by 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. A 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 the 14 days the grant and/or loan will be cancelled 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 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 I  
 \$3,398.00

### Ineligible Aid:

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

### Earned Aid:

\$ 3,398 (disbursed aid)  
 x 23 % (percentage completed)  
 \$ 781.54 (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

$\frac{19 \text{ days attended}}{110 \text{ days in semester}} = 0.1727 = 17.3\%$

## Title IV Loan Code of Conduct

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

The following Code of Conduct is followed:

- Southern State Community College does not have revenue-sharing arrangements with any lender. Advisory boards will not receive compensation from a lender.
- Employees in the Financial Aid Office are prohibited from receiving gifts from lenders, guaranty agencies or loan servicers.
- The Financial Aid Office does not contract with any lender and does not receive any staffing assistance from lenders.
- The Financial Aid Office at Southern State Community College will process loans in a timely manner.
- 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.





## Scholarships

Trustee Scholarships are funded by the Board of Trustees at Southern State Community College to encourage worthy students to pursue their academic careers at the College. A range of scholarships are available for both transfer students and those intending to pursue a degree leading to immediate employment. Most Trustee Scholarships require that the student enroll and complete a minimum of twelve (12) hours each semester. Students are strongly advised to seek the help of an advisor before selecting a program scholarship rather than other scholarships for which they may be eligible.

Trustee Scholarships available include: Valedictorian/Salutatorian, Academic Excellence, Accounting, Business, Computer Science, Early Childhood Education, Engineering, Human and Social Services, Math/Science, Medical Assisting, Nursing, Performing Arts, and Visual Arts.

Foundation Scholarships are funded by the Southern State Foundation to encourage worthy students to pursue their academic careers at the College. A range of Foundation Scholarships are available to students who qualify.

The scholarship applications may be completed online by selecting “Current Student” and then “Financial Aid” and then selecting “Scholarships.”



# Federal and State Financial Aid Assistance

PROGRAM	SOURCE OF FUNDING	ANNUAL LIMITS	MINIMUM CREDIT HRS. REQ.	REQUIRED APPLICATION	ADDITIONAL INFORMATION
FEDERAL PELL GRANT	Federal	Based on Federal funding	1	FAFSA*	Provides financial assistance based on federal calculation.
FED. SUPPLEMNT. EDUC. OPP. GRANT	Federal	Based on Federal funding	1	FAFSA	Priority given to students awarded Pell Grants. Must have exceptional financial need as determined by the Financial Aid Office.
FEDERAL WORK STUDY	Federal	\$4000 annually	6	FAFSA Work Study Application	Provides part-time employment on campus for minimum wage. Only for students with financial eligibility determined by the Financial Aid Office.
DIRECT FEDERAL SUBSIDIZED LOAN	Federal	\$3500 for 1st yr. stud. \$4500 for 2nd yr. stud.	6	FAFSA Student Loan Request Form	Loan administered by U.S. Department of Education. Amount is determined by Financial Aid Office. Variable interest; repayment begins after leaving school.
DIRECT FEDERAL UN-SUBSIDIZED LOAN	Federal	Amounts based on remaining need	6	FAFSA Student Loan Request Form	Students may make monthly interest payments while enrolled in college.
FEDERAL PARENT LOAN (PLUS)	Federal	Up to total cost of educ. for academic year	6	FAFSA Parent Plus Loan Request Form <a href="http://www.studentloans.gov">www.studentloans.gov</a>	Administered by U.S. Department of Education; certified and calculated by Financial Aid Office. Only for parents of dependent undergraduates.
NURSE EDUCATION ASSISTANCE LOAN	State	Varies	6	Loan Application	Apply through Nurse Education Assistance Office at <a href="http://www.ohiohighered.org">www.ohiohighered.org</a>
OHIO NAT'L GUARD SCHOLAR. (ONGS)	State	100% of tuition and fees	3	Ohio National Guard Armory	Apply through local National Guard. Reserved for students enrolled at Ohio public colleges and universities.
OHIO WAR ORPHANS SCHOLAR. (OWOS)	State	General and Instructional Fees	12	Ohio War Orphans Board	For children of disabled or deceased war veterans. Apply through the War Orphans Board at the Ohio Department of Higher Education.
OHIO COLLEGE OPP. GRANT (OCOG)	State	Tuition only	1	FAFSA by October 1	Applies to eligible Veterans in any semester. All other students is summer only.

*\*Free Application for Federal Student Aid*

# Student Services & Student Life



## Student Services

The Student Services Department of Southern State Community College is supportive of the philosophy and goals of the College. The College has organized a program of services and activities to assist each student in making full use of the curricular and co-curricular programs at Southern State.

The following functions are among those which are provided: information about admission requirements, advising and scheduling, grade reports, maintenance of student permanent records, proficiency examination information, counsel regarding graduation requirements, veterans' educational benefits, financial aid, requests for transcripts, and student athletics and activities.

### Alcohol and Drug Policy

Students who drink or use illegal drugs on the College campus will experience far-reaching effects on their academic and personal lives. Students who abuse alcohol or drugs will suffer from impairment of their decision-making capacity, which in turn may result in unintended behavior and consequences that include:

- Missing classes
- Unintended sexual activity
- Injuries or death
- Violence and vandalism

### 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 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. 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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.).

### Weapons Possession 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 Community College campus.





## 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 before posting.

## Campus Offices

Each campus maintains a Student Services Office that can provide answers to most student questions and concerns. More specific concerns or problems will be forwarded to the appropriate office within the Student Services Department.

## Campus Security

In compliance with the Crime Awareness and Campus Security Act of 1990, the College releases a yearly report on campus safety, prevention policies, educational programs, and crime statistics. This report may be obtained by calling 1-800-628-7722, writing to the Registrar's Office, Southern State Community College, 100 Hobart Drive, Hillsboro, OH 45133, or by visiting <http://www.sccc.edu/students/campus-safety.shtml>.

## Student Success Center

The goal of the Student Success Center is to provide assistance for the academic success of all students, ensure each student with career discovery and a pathway to degree completion, while making available resources for achieving academic and career goals.

The Center promotes initiatives that help students connect to campus resources and monitor their academic progress. The Center encourages students to participate in campus activities and programs as a means of community engagement. The areas of student support include:

**Learning Services** -- Learning Services offers one-on-one mentoring, drop-in labs, telepresence, and on-line labs for all campuses. Learning Services is committed to providing free, quality assistance and resources necessary to ensure the academic success of all current students. Lab sessions are limited to two hours, and one-on-one sessions are one-hour per day. While a learning coach cannot be guaranteed for every subject, every effort will be made to fill any request received.

The mission of Learning Services is to develop independent, responsible lifelong learners by promoting learning skills, increasing motivation, and instilling confidence. Learning Services will strive to create an open, inviting atmosphere conducive to learning. The learning coaches will seek to identify learning styles and assist students in developing sets of learning strategies that address their needs.

Learning Services also sponsors free, pre-semester, hands-on workshops:

- **Success in the Digital Age** for students needing help with basic computer skills for success in courses.
- **SSCC Web Tutorials** to ensure that students are logged into student portals and know how to utilize them.
- **ACCUPLACER Test Prep** for students desiring to place into a higher-level math or English course should visit <https://www.sccc.edu/services/accuplacer-prep.shtml> for more information.

## Connect with Learning Services

Students can make appointments to fit their schedules or drop in at any time to one of the Math or Writing labs. For information on options or finding labs:

- Visit <https://www.sccc.edu/services/learning-services.shtml>
- Click Student Life> Learning Services> Learning Coaches Directory> Learning Services Registration
- Fill out the "Request Form" and submit electronically or turn in to a campus office associate.
- Click on "Drop-In Lab Schedule" for a listing of drop-in labs with contact information.
- Students may also contact a campus office associate or Learning Services at (800) 628-7722, ext. 2881

If a student cannot attend a scheduled session, they must notify the learning coach at least two hours in advance or call ext. 2881 to cancel.



## Retention and Engagement

Student Success Center staff provides in-depth, hands-on guidance and assistance to first-time community college students who require preparation courses, who need assistance in locating and utilizing campus/community resources and who need help with academic progress.

Advisors and student mentors assist first-year students with tools to help guide them one-on-one with:

- career and major exploration/confirmation
- risk factor identification and campus resources to address those risks
- financial aid and scholarship opportunity
- study skills assistance
- student engagement in college life /classroom experience

The Student Success Center actively monitors student progress through Early Alert Messages, mid- semester grades, and other academic status reports. When a report is received, the staff notify the student and assist with the resources necessary to help the student get back on track.



## Advising Services

Students begin their academic process with an Academic/Career Advisor to determine their desired career pathway and plan course work based on assessment needs. Students are then encouraged to meet each term with their academic/career advisor or faculty advisor in advance of each semester priority registration period to revisit the current academic pathway and plan semester course options.

The mission of the Advising Center is to work collaboratively with students and faculty in developing educational pathways, identifying resources consistent with personal, academic, and career goals, and providing all support necessary for student success.

Academic/Career Advisors, available at all campus locations, are knowledgeable in all matters pertaining to student enrollment. This includes registration, late registration, add/drop of classes, withdrawals, and waitlists; college policies and regulations, i.e. grading system, clean slate, repeat policy, and waitlist; referrals to other services such as career, counseling, disabilities, financial aid, and tutoring; SSCC degree offerings, articulation agreements, and continuation partnerships

with other institutions of higher education.

Primary advising duties include but are not limited to the following:

- The selection and scheduling of semester courses based on chosen academic program
- Use of career discovery resources
- Development of course program maps for all SSCC degree programs
- Presentation of Student Success workshops
- Use of proactive advising to identify student needs
- Communication with and monitoring of students on academic warning
- Creation and monitoring of Academic Probation Plans
- Mentoring students on academic warning or probation.

## Connecting with an Academic/Career Advisor

**Scheduling appointments:** Students can schedule an appointment with an Academic/Career Advisor through their Navigate portal, connecting with the Office Associate on each campus, or by calling the Advising Center at 800.628.7722, ext.2825.

**Walk-ins:** The Advising Center welcomes drop-ins for students with a quick question or short need taking 15 minutes or less. Students need to be aware that drop-in opportunities could expect considerable wait times during busy times such as the first week of registration/semester start, and placement testing days.

**Course Load Recommendations:** Many students have difficulty deciding how many hours to enroll in each semester because of other outside obligations. The advising tool in this section lists a formula that can help students determine the correct number of credit hours to enroll in. Working with your academic or faculty advisor along with advising resources such as the “Course Load Recommendations” formula can help with these decisions.

What is meant by course load? Course load is the total number of credit hours in which you enroll in for a semester. Consider restrictions imposed by financial aid, scholarships, and your own commitments. Advisors usually suggest that first-year, full-time students enroll in approximately 12 credit hours their first semester.

**Please note: While a full load is 12 credit hours, a student must carry 15 credit hours each semester to complete most degrees in a timely manner.**

For every one credit hour in which you enroll, you will spend approximately two to three hours outside of class studying. Therefore, to help determine the course load most appropriate for you, use the following formula:

- 3 credit hours (1 course) = 3 hours in class per week = 6-9 hours study time per week.
- 12 credit hours (4 courses) = 12 hours in class per week = 24-36 hours study time per week.

Full time students enroll in 12-18 credit hours per semester. Part time students enroll in 1-11 credit hours per semester. The course load that is best for you depends on a variety of factors, such as other commitments, study skills, time management skills, and self-discipline. To determine the course load which is most appropriate for you, please refer to the following guidelines:

Employment Obligations - *Course Load if Working:*  
 40 hours per week - 3-5 credit hours  
 30 hours per week - 3-9 credit hours  
 20 hours per week - 6-12 credit hours  
 Less than 20 hours - 12-18 credit hours

### Career & Counseling Services

The Career & Counseling Services Office at Southern State Community College provides essential career and mental health services to all actively enrolled students and their direct family members. Services are free and confidential.

Career counseling includes career direction, development, and job search services to currently enrolled students, alumni, and community members. Southern State will assist you in discovering a career and/or major to match your interests, abilities, values, and career desires.

From the beginning of your college career, through graduation and beyond, the Career Services Office is here to help you.

- New students are encouraged to explore the Career Services web page to discover career decision-making and planning resources.
- Students looking for employment may register for employment search assistance any time during their SSCC experience.
- Check out Job Search Resources including our online Job Board and notices of job fairs at SSCC and the surrounding area.
- **Graduating students should register with the Career Services Office three to four months prior to graduating in order to effectively utilize the Office's resources – interview coaching, resume writing, and tips on job search strategies, networking, and the elevator speech.**

- Including assistance with job coaching, tips for assessing and managing your current career, and dealing with job stress utilizing Hardiness 'Techniques' 3Cs. Watch for special related activities and workshops on our website.
- Assistance in planning your classes to satisfy course requirements for your program.
- Notice of jobs that become available in your field of study (available through Career Services Online).
- Pertinent information about trends in employment and guidelines of how to keep the job once you have it.

Current job opportunities from area employers are posted on all campuses and also available on the SSCC webpage at [www.sccc.edu/job-board/](http://www.sccc.edu/job-board/).

### Mental Health Counseling

Many students are juggling multiple roles – student, parent, spouse, and worker to name a few. Life can pile up and become stressful. Southern State provides free and confidential assistance in sorting out the things that inevitably come to the surface. We are here to help you succeed in school and in your personal life by offering:

- Free and confidential counseling
- Topics such as relationships, stress, depression, anxiety, or feeling as if one is lost and confused

Check out our website for videos, printable handouts, and resource links on a variety of self-help topics.

### Veteran Workforce Training and Education

SSCC will work to provide better access and success for service members and veterans in postsecondary education and training while improving the transition to civilian work. Services provided will include:

- An online tool for exploring careers, searching programs in Ohio and providing consumer reporting information on earnings and employment outcomes for each program. This website should include special information targeted to service members and veterans regarding shortening the time to receive a credential or degree through:
  - o Expanding credit for prior learning;
  - o Articulation and transfer agreements;
  - o Bridge programs;
  - o Applied Baccalaureate degrees; and
  - o Online tools.

### Ohio Benefit Bank

Need help with medical care? Heating and electric? Having tough economic times? We are an Ohio Benefits Application service center. We can help.

## Disability Services

Southern State Community College is committed to assuring equality of both opportunity and participation for persons with disabilities. The Americans with Disabilities Act (ADA) defines disability as a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, working, or learning. It further defines a person with a disability as having a physical or mental impairment, a record of such impairment, and/or someone that is regarded as having such impairment.

In addition to visible disabilities, such as the need for wheelchairs or sign language, this definition includes invisible disabilities as well. Some of these are learning disabilities, psychological disorders, and chronic illnesses.

Persons requesting reasonable adjustments for disabilities must self-identify to be granted protection under Section 504 and the Americans with Disabilities Act. Any student with a disability may request modifications at any time. However, because all individual needs are determined on a case by case basis, it is suggested that notification and appointments be made with the coordinator of the Disabilities Services Office several months in advance. This will enable time to provide appropriate documentation and completion of necessary processes prior to beginning classes. Requests for accommodations must be received 45 days prior to the start of the term for which they are requested. This is to ensure that reasonable accommodations will be provided at the start of the term.

All information is held in confidence in compliance with SSCC policies. Contact the Disabilities Service Coordinator on Central Campus at (800) 628-7722 or (937) 393-3431 extension 2604.

### 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  
Coordinator of Disability Services  
100 Hobart Drive  
Hillsboro, OH 45133

Within 15 calendar days after receipt of the complaint, the Coordinator of Disability Services, or his/her designee, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the Coordinator of Disability Services, 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 Coordinator of Disability Services, 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 Vice President of Student Affairs and Enrollment Management or his/her designee.

Within 15 calendar days after receipt of the appeal, the Vice President of Student Affairs and Enrollment Management or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Vice President of Student Affairs and Enrollment Management 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 Coordinator of Disability Services, or his/her designee, appeals to the Vice President of Student Affairs and Enrollment Management, or his/her designee, and responses from these two offices, will be retained by the College for at least three years.

## Valuing Our Veterans | Support & Assistance Policy

Southern State Community College (SSCC) seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. In an effort to better serve this population, SSCC has adopted this policy as required by Ohio Revised Code Section 3345.421 (B). The purpose of this policy is to set forth the support and assistance SSCC will provide to service members and veterans.



In alignment with Ohio Revised Code Section 3345.42, this policy utilizes the definitions for “service member” and “veteran.” “Service member” means a person who is serving in the armed forces of the United States. “Veteran” means any person who has completed service in the armed forces, including the national guard of any state or a reserve component of the armed forces, and who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

### **Support and Assistance Provided to Service Members and Veterans**

SSCC will:

- Refer service members and veterans to proper local, state and/or federal agencies in the event SSCC believes that the service member or veteran is eligible for services;
- Work with the Ohio Department of Higher Education (ODHE) to develop a veteran-friendly campus that increases the opportunity for service members and veterans to succeed academically;
- Work with other Ohio institutions of higher education to disseminate and share promising practices for serving service members and veterans effectively;
- Promote veteran-friendly campuses by utilizing the ODHE’s structure to disseminate and share promising practices statewide for serving service members and veterans effectively;
- Train appropriate faculty and staff to increase awareness of the mindset and unique needs of service members and veterans returning from combat zones and/or tours of duty overseas;
- Create “safe zones” for service members and veterans through a student service member/veteran club, organization, or association and campus-wide awareness training;
- Provide a portion of student orientation (or a separate session) specifically for service members and veterans;
- Recognize the service of service members and veterans at various events such as graduation, community service awards, honors awards, and an appreciation day;
- Regularly evaluate institutional policies and procedures that create barriers to service member and veteran success;
- Empower those working directly with service members and veterans to provide services designed to promote educational achievement;
- Providing training, in partnership with Veterans Affairs, in the proper certification methods for certifying officials on each campus;
- Develop a clear outreach strategy to communicate with eligible persons about educational and training benefits to encourage the use of GI Bill benefits, as well as services and assistance offered by the institution;

- Continue to work with the legislature, workforce and higher education community to identify and develop statewide policies to ensure the transition to higher education is seamless for all students, including service members and veterans. (This may include, but is not limited to, issues such as transfer, credit for prior learning and/or experience, career ladders, support services, etc.); and

- Ensure the campus community is aware of benefits associated with the new Post 9/11 GI Bill and actively find ways to connect returning service members and veterans with the services offered by the Department of Veterans Affairs.

### **College Bookstores**

The College provides bookstores for the convenience of students and faculty. Textbooks and supplies may be purchased in the campus bookstore located at the Central Campus in Hillsboro. Books and supplies may also be purchased online at [www.sccc.edu](http://www.sccc.edu).





## 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, any Student Services Office at any campus location will be designated to provide such information.

## Distribution of Literature

No literature, including newspapers, books, pamphlets, flyers, posters, banners and other such publications may be distributed or posted on-campus without prior approval from the Vice President of Student Affairs and Enrollment Management.

## 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.

### Guidelines for Implementation of the Alcohol and Drug Policy

The Southern State Community College policy on alcohol and alcohol related behavior stresses the concept of individual responsibility.

The purpose of these implementation guidelines is to summarize and clarify some institutional strategies to help students assume their responsibilities under the law.

Each individual should be aware of the state and local laws and is responsible for their own decisions and

actions and for any consequences of them. The legal requirements, as well as the College alcohol and drug policy, will be communicated to students in the following ways:

1. In writing, in the College policy manual and posted in the student center.
2. Verbally, during orientation.

The following types of concerns would warrant intervention by staff or the Vice President of Student Affairs and Enrollment Management:

1. Individuals demonstrating problem drinking patterns (this includes problems leading to or resulting from the irresponsible use of alcohol).
2. Individuals making irresponsible choices and decisions that could endanger themselves and others due to the influence of drugs or alcohol.
3. Individuals whose alcohol and/or drug related behavior infringes on the rights of others.
4. Individuals possessing or using drugs.

Interventions may be made in either or both of the following directions:

1. Accountability
  - a. The implications of the individual's or organization's behavior will be discussed with them by the Vice President of Student Affairs and Enrollment Management.
  - b. If the situation persists, the individual or organization may be referred to the Disciplinary Committee and/or the Vice President of Student Affairs and Enrollment Management.
  - c. Serious problems can be referred immediately to the Disciplinary Committee.
  - d. The Vice President of Student Affairs and Enrollment Management retains the general authority in dealing with students.
2. Help/Support
  - a. The individual may be referred to counseling services.
  - b. The individual may be referred to support groups such as AA, Al-Anon, etc.
  - c. The individual may be referred to any other appropriate resource in the community.

An educational program will be developed, implemented, and coordinated by the Student Services Office.

## New Student Orientation

### Offered online only

After students have met with an advisor and registered for classes, they will receive a letter and/or email inviting them to complete the New Student Orientation. This is a great tool for students to utilize and one that they can refer back to throughout their time as a Southern State student. While working through the online orientation, students will learn about all of the free services available to them, the College's academic policies and standards, how to stay safe both online and on campus, student life, and more. Students will be able to mark items they would like to learn more about, come back, and view those items later. New Student Orientation is a fun, interactive way for our students to learn everything they need to know when starting at Southern State.

## 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.

## Title IX - Anti-Discrimination, Bullying and Harassment Policy

Southern State Community College will not tolerate harassment or related behavior of any kind. It is the policy of the College to maintain a learning and working environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX protects students, employees and third parties with a relationship to the College, whether on or off campus. The entire policy may be accessed using the following web link: <https://www.sccc.edu/students/assets/anti-discrimination-bullying-and-harassment-policy.pdf>



## 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 Services Office on the appropriate 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.

## Student ID Cards

In adherence with the Family Educational Rights and Privacy Act (FERPA) as well as SCCC's commitment to protecting student information, Student IDs are the preferred means of authenticating student identity in the Library and Bookstore.

Student IDs provide important information to identify students including email address, ID number, library barcode, and photo. The library barcode, located on the back of the Student ID, is used to request and check-out library materials and to access electronic research databases off-site or to gain Remote Authentication.

Student IDs are FREE and only take a few minutes to make. To get an ID, students will need to visit any SCCC Library and bring their current class schedule and a photo ID to verify student information. Accepted photo IDs include: Driver's License, State ID, Military ID, or High School ID (if it has a photo). Please note, only currently enrolled students are eligible to receive their ID. Additionally, Student IDs will be available twenty-four hours after initial enrollment.

## Student Rights and Responsibilities

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.

Any violation of the rights and responsibilities addressed above should be reported to the Vice President of Student Affairs and Enrollment Management. The following procedures will be followed in such cases.

1. The student must make a reasonable attempt to address the violation to the party in which they perceive compromised their student right. In cases involving a faculty member, the student should first speak directly with the faculty member.
2. If the student does not receive satisfaction, he/she can provide a written account of the student right infraction to the Vice President of Student Affairs and Enrollment Management. At this juncture, the college administrator will offer a resolution or refer the issue to a committee to review such issues.
3. Committee ruling will be final.

In situations involving strictly academic issues, refer to Student's Right to Appeal in the Academic Regulation section of this catalog.

## 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.sccc.edu](http://www.sccc.edu).

## Animals On Campus

To protect the health and safety of students, faculty, staff, and visitors, domestic or wild animals are not permitted on campus unless they meet one or more of the following exceptions:

- Animals are permitted for instructional purposes when approved by the Vice President of Academic 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 Vice President of Academic 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.



## Weather and Emergency Policy

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.  
CLARIFICATION OF DELAY - Example: If classes are on a 2-hour delay, your 8 a.m. class is cancelled. A class which would start before 10:00 a.m., and which would have 50% or more meeting time remaining after 10:00 a.m., will meet for the remainder of the class period (a 9:30 class which ends at 11:00 would begin meeting at 10:00 since more than 50% of the class period would be available).
- Delays may later be changed to closings. Therefore, check for updates 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 administration and campus directors have the authority to dismiss classes for the rest of the day on his/her campus only. The designated administrator or director will immediately notify all other campus locations 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 makeup class(es) or add extra assignments so that the course requirements will not be affected by the cancellation of the class(es).
- For individual alerts, please visit our website at [www.sccc.edu/students/alerts.shtml](http://www.sccc.edu/students/alerts.shtml)

### Policy/Practice for Exams Cancelled Due to Inclement Weather

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

Students and campus personnel may listen to the identified radio and TV stations (listed below). Students are advised to listen to or watch more than one station since the announcement is at the discretion of the station.

Students may also call the College. A message will be placed on the recorder, giving details on delays and closings, as soon as a decision has been made. This information is also available on our website at [www.sccc.edu](http://www.sccc.edu).

Toll-Free . . . . . 800-628-7722  
Central Campus . . . . . 937-393-3431  
Brown Co. Campus . . . 937-444-7722

**NOTE:** In the event there is any doubt whether the College is open or closed, and the weather is inclement in a particular location, individuals should use good judgement to ensure their health and safety.

## List of Radio and TV Stations

WSRW (1590 AM) - Hillsboro  
WCHO (1250 AM/105.5 FM) - Washington CH  
WVNU (97.5 FM) - Greenfield  
WLW (700 AM) - Cincinnati  
WRAC - C103 (103.1 FM) - West Union  
WAOL (99.5 FM) - Ripley

### Cincinnati TV

WCPO (Channel 9)  
WKRC (Channel 12)  
WLWT (Channel 5)  
WXIX (Channel 19)

### Dayton TV

WDTN (Channel 2)  
WKEF (Channel 22)

*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. Students can sign up for alerts at: [www.sccc.edu/students/alerts.shtml](http://www.sccc.edu/students/alerts.shtml).



## Student Life

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### Departmental Clubs and Activities

Students within various academic departments of the College often sponsor activities and clubs based upon their fields of study. Currently, the College has the following clubs:

- Patriot Campus Ministry
- Phi Theta Kappa Honor Society
- Occupational Therapy Assistant Association:  
*\*in partnership with Shawnee State University*  
<https://www.shawnee.edu/>

### Recreation

Areas are provided on each Southern State campus for recreation and leisure activities. Each campus has outdoor recreational areas where students may exercise or relax.

### 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 Services Office.

The following guidelines apply to all SSCC student organizations, clubs and activities:

1. 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.
2. Campus organizations must secure a faculty or staff advisor.
3. Campus organizations must be open to student body members from all campuses of Southern State Community College.
4. Officers in all campus organizations must be current students of Southern State; however, membership in the organizations may be open to non-students.
5. Campus organizations must maintain all organizational funds in a college agency account under the organization's name.



# Student Code of Conduct



# Student Code of Conduct

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## 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

**Alleged:** an event that is said to have taken place but which has not yet been verified

**Breach of Peace:** failure to maintain peace in a situation

**Charged:** a complaint has been filed against an individual and an investigation will follow

**Civility:** politeness or courtesy extended to members of the College community

**College Community:** includes all faculty, staff, administration and students who are fully affiliated with the College

**College Official:** any individual employed by the College, performing assigned administrative or professional responsibilities

**Complainant:** an individual who makes a complaint or files a formal charge

**Disciplinary Proceedings:** the process in which the College is involved during the investigation or hearing of a violation of the Student Code of Conduct

**Disposition:** a final settlement between all parties and the Vice President of Student Affairs and Enrollment Management

**Due Process:** ensuring that procedures are fair to the accused student

**Hazing:** an act that endangers the mental or physical health or safety of a student or which destroys or removes public or private property

**Hearing:** a session in which evidence from both parties is investigated or testimony is taken from witnesses

**Judicial Authority or Body:** any individual(s) authorized by the Vice President of Student Affairs and Enrollment Management to determine whether a student has violated the Student Code of Conduct and to recommend appropriate sanctions

**Policy:** written regulations of the College as found in, but not limited to the SSCC Catalog

**Sanctions:** the penalties for not complying with the

regulations set forth in the Student Code of Conduct  
**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

**Student Code of Conduct:** the College's expectations for students' behavior and the procedures when students have failed to follow these expectations

**Working days:** days when the College is open for normal business operations

## Authority

Authority rests with the Division of Student Services. The Vice President of Student Affairs and Enrollment Management 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 Vice President of Student Affairs and Enrollment Management 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 Vice President of Student Affairs and Enrollment Management shall determine the type and composition of the Student Disciplinary Committee and shall designate the chairperson of the Student Disciplinary Committee.
  - C. The Vice President of Student Affairs and Enrollment Management 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.

## Conduct - 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 and technology resources, including but not limited to:
  - a. Unauthorized access of a file, account, or record, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file or data.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of College computing resources to interfere with the work of another student, faculty member or College official.
  - e. Use of College computing resources to send threatening or harassing communications, or to view pornography.
  - f. Use of College computing resources to interfere with normal operations of the College's computing systems.
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.

## 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 Vice President of Student Affairs and Enrollment Management or designee or in the Student Services office 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 Vice President of Student Affairs and Enrollment Management 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 Vice President of Student Affairs and Enrollment Management 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 Vice President of Student Affairs and Enrollment Management. 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 Student Affairs and Enrollment Management may later serve in the same matter as a member of the Student Disciplinary Committee.
6. The Vice President of Student Affairs and Enrollment Management 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 Vice President of Student Affairs and Enrollment Management 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 Vice President of Student Affairs and Enrollment Management).

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 Vice President of Student Affairs and Enrollment Management or designee. The Vice President of Student Affairs and Enrollment Management or designee in determining and imposing sanctions shall consider the recommendation of all members of the committee. The Vice President of Student Affairs and Enrollment Management or designee is not limited to sanctions recommended by members of the committee. Following the hearing, the committee and Vice President of Student Affairs and Enrollment Management 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 Vice President of Student Affairs and Enrollment Management or designee may impose a College suspension prior to the hearing before the Committee.

1. Interim suspension may be imposed by the Vice President of Student Affairs and Enrollment Management 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 Vice President of Student Affairs and Enrollment Management 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 Vice President of Student Affairs and Enrollment Management 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 Vice President of Student Affairs and Enrollment Management 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 Vice President of Student Affairs and Enrollment Management 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.

# Academic Regulations



## Academic Regulations

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### Advising

All full-time and/or degree-seeking students should see a faculty advisor in his/her anticipated career area. Students are responsible for making an appointment with a faculty advisor to review program development and other matters such as transfer possibilities. Students undecided about their majors are advised by personnel in the Student Success Center.

The faculty advisor is the key person in the registration process. When a semester class schedule is published, students are to schedule a meeting with their faculty advisor. Faculty advisors should approve course selection for each academic semester for all degree-seeking students.

### Academic Honors

- **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:** To be eligible for graduation honors, a student must have completed all requirements for the degree with a minimum of 20 semester hours of credit at SSCC. 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.

### Alternative Credit

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. Additional information about the AP program is available from high school guidance offices, the Records Office at Southern State, or by contacting the College Board, Princeton, NJ.

### Advanced Standing High School

Southern State Community College will acknowledge successful completion of approved programs at area high schools by awarding college credit through the College's 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 the area high school or the Student Services Office at Southern State.

### College Level Examination Program (CLEP)

Students 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, Princeton, NJ.

### 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

The Prior Learning Assessment provides an opportunity for Southern State Community College students to gain college credit for prior learning, training, or public involvement. A student who qualifies may earn up to one academic year of credit (30 credit hours)



through the program. With the approval of the Vice President of Academic Affairs, these credits may be used in qualifying for an Associate degree. Please note that students who earn credits through the program and who later wish to transfer those credits to another institution should be aware that the receiving institution determines whether any or all credits earned through the program shall be counted in the transfer of credits.

Any person wishing to participate in the program must be enrolled and must have already completed **at least six (6) semester credit hours** at Southern State. In addition, the applicant must be able to demonstrate that he or she has accomplished a minimum of five (5) years experience, training or public involvement directly related to the course or courses he or she wishes to substitute. Moreover, students must complete the required minimum of 20 hours of classroom instruction to earn a degree from Southern State Community College.

A person who wishes to participate in the program must write a letter to the Vice President of Academic Affairs stating his/her desire to participate, the reasons why he/she believes he/she qualifies, and the courses for which he/she wishes to receive credit.

The Vice President of Academic Affairs will then advise the applicant of his/her opportunity to participate, or of the denial of participation. If granted the opportunity the applicant will be advised of the procedure to follow in presenting prior learning, training, or public involvement.

There is a non-refundable application fee of \$45.00 due at the time the applicant is notified he/she has been granted the opportunity to participate in the program.

There is a fee of \$15.00 per course credit hour for credits earned through the program. This fee must be paid before the Records Office will add the credit to the successful participant's permanent record.

## 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 Admissions Office.

## Servicemembers Opportunity Colleges (SOC) Consortium

Southern State Community College is a member of the Servicemembers 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 members to higher education programs.

## Proficiency Examination

Under certain circumstances, a proficiency examination can be arranged through consultation with a faculty advisor. This procedure provides the opportunity for the student 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 the student's record is \$45.00 per semester credit hour. For more information, see the faculty advisor or Records Office.

## Tech Prep

Southern State Community College 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 Services Office at Southern State. <http://www.sccc.edu/academics/articulations/tech-prep-transfer-credit-request.pdf>

## Training Programs

Some courses offered by business and professional organizations are considered the equivalent of college courses and students 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.

Credit may also be awarded to students that have successfully passed standardized testing/training for programs such as the CDA credential for the Early Childhood program, Ohio Peace Officer Training Academy Certificate for the Criminal Justice: Law Enforcement program. Documentation of completion must be submitted to the Admissions Office.



## 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 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 from another accredited college or university must be in good standing from the last college of attendance. To recognize fully the 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.

## 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 “T”.

All students must make the decision to audit at the time of registration. The Records Office will not honor a change request for credit and/or audit after the deadline date for refund of fees has passed (see policy as stated in this catalog under refund fees or dates listed in semester schedule).

## 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 the College or effect current Satisfactory Academic Progress (SAP) standing.

If the student is or has been a recipient of any form of financial aid, he/she must discuss the ramifications of this request with the Financial Aid Office prior to submitting the request.

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.

There is no limit to the number of Clean Slates the student may petition for if the purpose is to re-enter SSCC. If the Clean Slate is requested to begin work at any other institutions, it will be granted only once for this purpose.

Contact the Records Office for Clean Slate Request forms.

## 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. A student reported as NEVER attending, within the first two weeks of a full-semester course or first 20% of a flexibly scheduled course, will be dropped from the course and have all tuition charges removed from their account.
3. Students dropped for non-attendance will be notified via their SSCC email account.
4. Students who receive federal financial aid or College Credit Plus funding who are dropped, may have all or a portion of their funding removed.

## Course Substitutions

Courses listed in an academic program may only be substituted with a faculty advisor's approval. The student is cautioned that if he or she intends to transfer to another college, some courses that are substituted may not be accepted for transfer credit by that college. It is up to the student to consult with an advisor at the transferring institution.

## Credit Hour Limit

Students may enroll for a maximum of 18 credit hours per semester during the regular academic year and 18 credit hours total for the combined Summer Semester terms, unless the program guidelines for their major exceed that number. Students who wish to exceed this limit must contact their faculty advisors. Requests will be forwarded to the Vice President of Academic Affairs for review and approval or denial.

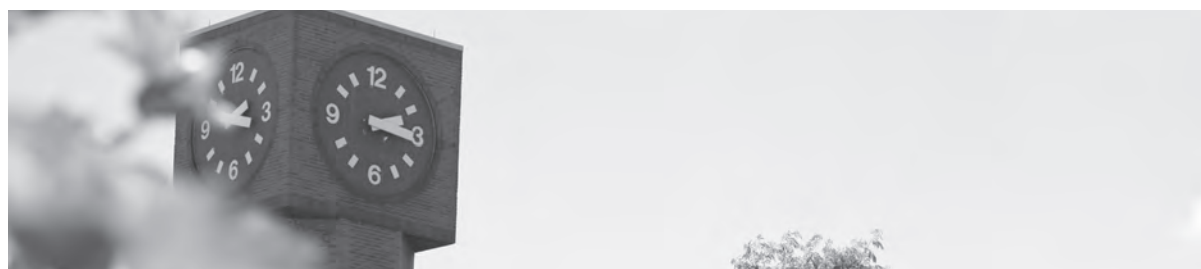
## Credit Hour

In accordance with Federal and State definitions, Southern State Community College defines a credit hour as an equivalency that reasonably approximates one of the following:

1. A minimum of one hour (50 minutes) of classroom or direct faculty instruction complemented by two hours of out of class student work each week, for approximately fifteen weeks, or an arrangement that yields the same ratio, in terms of credit to instruction and/or out of class work time.
  - a. Such arrangements include online, hybrid, and accelerated courses in which the completion of an equivalent amount of instruction and student work is required, as stipulated in (1), but may occur over a different amount of time.
2. At least an equivalent amount of work, in terms of time spent, as required in (1) for other academic activities such as laboratory work, internships, practicums, studio work, or other academic work leading to the award of credit-hours.
3. In the case of courses that are delivered in independent study format, a credit hour is approximated by the demonstration of learning—as measured by performance on assignments and assessments—that is expected in the traditional in person or online delivery of the course.

Alternatively, the Southern State Community College approximation of the credit hour could be understood as the following:

Credit hours earned	In person, online, hybrid, and/or accelerated delivery of credit bearing course		Other academic experiences which are credit bearing
	<i>In class requirements for the term</i>	<i>Out of class requirements for the term</i>	
1 Credit	15 hours	30 hours	45 hours
2 Credits	30 hours	60 hours	90 hours
3 Credits	45 hours	90 hours	135 hours
4 Credits	60 hours	120 hours	180 hours



## FERPA Policy

The student's educational record is confidential and will only be disclosed at the written request of the student or alumnus or to the extent that Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent as listed as directory information defined by the College. Photographs may be used for marketing, publicity, and newsworthy events. Directory information may be released without consent of the student unless the student has requested in writing that information designated as directory information not be disclosed. This request encompasses all directory information.

Students may inspect and review their educational records by submitting a written request to the Registrar which identifies, as precisely as possible, the record or records he/she wishes to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place

where the records may be inspected. The College reserves the right to refuse to permit a student to inspect the following records: (1) the financial statement of the student's parents; (2) those records which are excluded from the FERPA determination of educational records.

Students who believe that their education records are inaccurate, misleading, or in violation of their privacy rights, may ask to have them corrected. Contact the Records Office for the proper procedure.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-5920 regarding an alleged violation under FERPA. Contact the Records Office for the proper procedure.

The complete FERPA policy may be obtained by contacting the Records Office.

## Grade Point Average

A student's cumulative grade point is calculated by dividing the number of quality points earned by the number of semester hours attempted. The following example will illustrate:

<i>Course</i>	<i>Title</i>	<i>Credit Hours</i>	<i>Grade</i>	<i>Quality Points</i>
CSCI 1101	Keyboarding	1	C	$4 \times 2 = 8$
CSCI 1150	IT Essentials	3	W*	Not Applicable
ENGL 1101	English Composition I	3	B	$3 \times 3 = 9$
PSYC 1110	Principles of Psychology	3	D	$3 \times 1 = 3$
MATH 1141	College Algebra	4	A	$3 \times 4 = 12$
<b>TOTALS</b>				<u>13</u> <u>32</u>

Grade Point Average (GPA)      32 divided by 13 = 2.462

\*Note that the student still completed 13 hours after withdrawing from CSCI 1112. Therefore, the student would still qualify for full-time student status. If this student had completed less than 12 hours because of the withdrawal from CSCI 1112, then the student would have no longer qualified for full-time student status which could have an effect on the student's financial aid entitlements.

## Grading System

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

<b>Grade</b>		<b>Quality Points</b>
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 Excess 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

\*No quality points are recorded until the work is made up and the grade is reported.

Numerical equivalents are established for letter grades as follows:

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

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.

The grading scale for Health Sciences Programs (identified by the prefix MAST and ALTH) is as follows:

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 (NRSG and PRAC) is as follows:

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.

## Graduation Requirements

To qualify for graduation, a student must:

1. 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.
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.

Graduation for the Nursing degrees require completion of the courses specified in the Nursing Curriculum Plan. Grade requirements for these courses are specified in the Nursing Student Handbook.

The following developmental courses may not be used to satisfy a general elective or basic degree requirement: ENGL 0097, ENGL 0099, ENGL 1000, MATH 1106, MATH 1116, MATH 1117, MATH 1118, MATH 1119.

Application for the diploma must be made in the Records Office one month prior to the start of the semester in which they expect to graduate.

## Information Changes

Any changes to address, phone, and name must be reported to the Records Office by completing a Status Change form. Currently enrolled 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.).

## Independent Study

An independent study is designed to provide students with an opportunity to pursue a course that is consistent with their 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.

### Policy

These courses may be taken as an independent study with the concurrence of the instructor and the appropriate Dean. 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 academic advisors and then apply to the appropriate Dean no later than one week before the beginning of the semester during which they wish to take the independent study course.

### Procedure

- The student must be in good standing and have a minimum cumulative grade point average of 2.5.
- The student must complete an Independent Study Request Form.
- 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 of papers and/or projects. This information is to be attached to the request form. Both student and faculty member are to sign the form.
- The student then submits the request form to the appropriate Dean no later than one week before the beginning of the semester during which the independent study will be taken.
- If the appropriate Dean 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.
- If the appropriate Dean does not approve the request, the student and the faculty member will be notified.

## Multiple Degrees

Students receiving more than one degree, regardless of when either was awarded, and regardless 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 SSCC. This restriction applies to graduates of Southern State Community College 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.

## Official Withdrawal

After the drop/add period, students may withdraw from classes up to and including the week before final exams by completing and submitting a signed Official Withdrawal form to the Student Services Office. A final grade of 'W' will be reported on the student transcript. Attendance in class is an important part of the learning process. Excess absences may result in a failure. Faculty may count attendance as part of the grading policy and a failure to officially withdraw may result in a failing grade. Withdrawal from classes may affect a student's financial aid. See the FEE SCHEDULE section of the College Catalog for the policy on refunds and financial aid.



Faculty may request to withdraw students who have missed more than 20% of the total scheduled classes by contacting the Registrar. A faculty initiated withdrawal will result in a final grade of 'WT'.

## Phi Theta Kappa

The Alpha Omicron Eta chapter of Phi Theta Kappa is a national honor society for community college students who maintain a GPA of 3.5 or better. Phi Theta Kappa's primary mission is to recognize and reward academic achievement in the two-year college. Students are invited to join and become active in the community life of the College.

## Policy on Responsible Use of SSCC Computing Resources

### General Statement

As part of the learning environment for students, Southern State Community College purchases, installs, and maintains computers, computer systems, and networks. These computing resources are intended for College-related purposes, including direct and indirect support of instruction and communication for faculty; administrative functions; and the free exchange of ideas among the College community and between the College community and the wider local, national, and international communities.

The rights of academic freedom and freedom of expression apply to the use of the College computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of the College computing resources, like the use of any other college-provided resource and activity, is subject to the normal requirements of legal and ethical behavior within the College community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operation system or network and whether or not they can be circumvented by technical means.

After an absence of one or more full semesters (excluding summer), user access to all College computing resources (including email) will be removed. The College does not archive any content, data, or communications that were created, shared, or stored by former students on any system maintained by or on behalf of the College, and ultimately all of the corresponding data is deleted. Students are responsible for transferring all personal content which they have created in the form of materials prepared for the classroom, educational, or professional purposes prior to separation from the College.

### Applicability

This policy applies to all users of the College's computing resources, whether affiliated with the College or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the College or to users within specific units. Consult the operators or managers of the specific computer, computer systems, or network in which you are interested or the management of the unit for further information.

### Policy

All users of the college computing resources must:

**1. Comply with all federal, Ohio, and other applicable law; all generally applicable College rules and policies; and all applicable licenses and contracts.**

Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the College's code of student conduct; the College's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

**2. Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.**

Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the College.

**3. Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.**

Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

**4. Refrain from using those resources for personal commercial purposes or for personal financial or**

**other gain.** Personal use of the College's computing resources for other purposes is permitted when it does not constitute personal commercial purposes or personal financial or other gain.

**5. Refrain from stating or implying that they speak on behalf of the College and from using College service marks and logos without authorization to do so.** Authorization to use Southern State Community College service marks, logos and the College's name may be granted only by the College's designee. Current administrative control of the College's service mark, logo and the visual identity program will be the responsibility of the College's Communications Department. The Southern State Community College service mark is a registered entity and as such it is a violation of copyright law, the Identity Standards Guide and College policy to use the service mark or its likeness without the prior authorization of the Director of Marketing or their designee.

If permission is granted by the Director of Marketing to use the Southern State Community College name, its likeness, service mark, logo or etc. it can only be done by the guidelines listed in the Identity Standards Guide. Please refer to the Identity Standards Guide at [www.ssc.edu/about/identity-standards.shtml](http://www.ssc.edu/about/identity-standards.shtml)

Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College. All employees and students should refrain from implying that they speak on behalf of the College.

- Employees have the right to free speech and free association.
- The College's name must not be associated with an expression of private opinion. In a public or private presentation or protest, employees are not to leave the impression that they are speaking on behalf of the College, or that their position at the College lends validity to their private opinions.
- In a hearing, forum, debate or protest, employees are to make a disclaimer between their opinions and the position of the College.
- Departments of the College are to request prior approval from the President before entering an association with a special interest group.
- Employees are not to use College letterhead or forms for private use.

The use of appropriate disclaimers is encouraged. Personal web pages linked to the College website should disclaim association with Southern State Community College.

### Enforcement

Users who violate this policy may be denied access to the College computing resources and may be subject to other penalties and disciplinary action, both within and outside the College. Violations will normally be handled

through the College disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated and any penalties or other discipline will normally be imposed by the Vice President of Student Affairs and Enrollment Management. However, the College may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability. The College may also refer suspect violations of applicable law to appropriate law enforcement agencies.

### Security and Privacy

The College employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the College cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of the College computing resources are not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The College may also specifically monitor the activity and account of individual users of College computing resources, including individual login sessions and communications, without notice, when (a) the user has voluntarily made them accessible to the public, as by posting to a list serve or a web page; (b) it reasonably appears necessary to do so to protect the College from liability; (c) there is reasonable cause to believe that the user has violated, or is violating, this policy; (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (e) it is otherwise required or permitted by law. Any such individual monitoring, emergency situations, must be authorized in advance by the President or Treasurer, or the Vice President of Academic Affairs.

The College, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate College disciplinary proceedings. Communications made by means of College computing resources are also generally subject

to Ohio's Public Records Statute to the same extent as they would be if made on paper.

## Program Policy for Returning Students

Students who have not attended for at least a year will be required to follow the program requirements from the catalog year in which they re-enter.

## Registration and Course Changes

Registration for classes offered at Southern State Community College will be announced in advance for each academic semester by the Records Office. All degree-seeking students shall arrange their schedules in consultation with their faculty or academic advisors. Refer to the class schedule on the college website for the announcement of registration opening dates. Students may:

1. Register for courses by completing a Registration Form and submitting it to the Student Services Office. The last day for regular registration is the Thursday before the term begins.
2. Register or add a course late beginning the Friday before the term begins and up through the second week of the term of a full semester (10 weeks or longer) with written permission from the course instructor. If the class is less than 10 weeks in length, the student may do a late registration or add within the first 20% of the term.
3. Drop a course up through the first two weeks of the term for any class 10 weeks or longer. If the class is less than 10 weeks in length the student may drop within the first 20% of the term.
4. Withdraw from a course up to and including the week before final exams by completing and submitting a signed Official Withdrawal form to the Student Services Office.

Students shall be aware that not attending any class meetings of a course does not constitute an automatic drop nor does it relieve the student of tuition/fee liability. See the REFUND POLICY section of the College Catalog for the policy on refunds.

## Repeating a Course

With the approval of the respective faculty advisor, a student may repeat any course. The original title and grade will remain on the student's permanent record. Only the quality points from the course with the highest grade, however, will be used in computing the grade point average.

## Replacement Diploma Policy

The following policy applies to replacement diplomas.

- The name printed on the replacement diploma will be the same as the name printed on the original diploma unless a legal name change has been processed.
- For legal name changes, you must provide to the Records Office a legal document declaring the change along with a completed Student Information Change form. 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.).
- The replacement diploma will bear the signatures of the current administration and not the administration at the time of graduation.
- The term "official replacement" will be printed on the diploma.
- The cost for a replacement diploma is \$15.00 for diploma only or \$40.00 for diploma and cover.
- Allow approximately 4-6 weeks for delivery of the replacement diploma.

## Requirements for Good 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** a student's cumulative grade point average must not fall below the following levels:

- 1.75 for Freshman students (*29 or fewer total hours earned*)
- 2.0 for Sophomore students (*30 or more total hours earned*)

In addition to GPA, 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 one semester. Students who fail to meet the requirements for good standing will be dismissed at the end of the 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 probation upon re-entry. If the student is not in good standing at the end of that term, they will be dismissed from the College. The College reserves the right to waive this policy under extenuating circumstances.

Any student that is receiving or plans to receive any type of financial aid must review the Satisfactory Academic Progress (SAP) policy in the financial aid section of this catalog to determine eligibility to receive financial aid.

## Semester Calendar

The academic year consists of two semesters approximately 16 weeks long: Fall and Spring. At the present time, Summer Semester offers 8-12 week terms. All academic credits are expressed in terms of semester credit hours.

Recognized holidays falling within the three instructional periods are shown in the appropriate academic year calendar. Special arrangements will be made for those students whose religious holidays fall within a registration, orientation or instructional period. It will be the individual student's responsibility to inform the College of the circumstances and to comply with the special arrangements that are made.

## Statement of Academic Honesty

Southern State Community College 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

1. Any unauthorized use of material (books, notes, electronics of any kind, and so forth) during an examination, test, or quiz.
2. Copying from another student's work, 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, quiz, or posing as another person during an examination, test, or quiz.
5. Altering an examination, test, 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 a work of art, a speech or oral report, a musical composition, a computer program, a laboratory project or any other creation done by another person.

### Plagiarism Defined

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 World Wide Web, the Internet, books, videos, and all copyrighted material without express permission and documentation.

Examples of plagiarism are:

1. Reproducing another person's words, published or unpublished, as one's own;
2. Permitting another person to alter substantially one's written work;
3. Failing to acknowledge the ideas or words of another person, including verbatim use of another's words without proper documentation or paraphrasing another's words without proper documentation;
4. Using material from the World Wide Web, Internet, videos, encyclopedias, books, magazines, newspapers, student papers, and copyrighted material without indicating where the material was found.

"Proper documentation" is a written acknowledgement, such as the use of quotation marks and footnotes, that alerts a reader to the fact that the words or ideas are not that of the writer.

Plagiarism can result in failure on an examination or paper, failure in a course, suspension for one to two semesters, dismissal from the College for one year, and/or possibly civil penalties.

### Student Responsibility for Avoiding Academic Misconduct

Instructors provide course outlines which specify all requirements and procedures. Students must familiarize themselves with these documents. Students who have questions about potential academic misconduct on an examination, test or quiz, or other evaluated work must contact their instructors prior to completing the assignment.

### Possible Sanctions for Academic Misconduct

*By an instructor:*

- Instructors must state possible options at the beginning of a semester what sanctions they will apply to cases of academic misconduct.
- Instructors may choose any of the following possible sanctions:
  - "F" for an individual examination, test, quiz or evaluated project
  - "F" for the course
  - Refer the case to the Academic Appeals Committee

*By the Academic Appeals Committee:*

- Drop the matter for lack of evidence
- "F" for the individual examination, test, quiz, or evaluated project
- "F" for the course
- Suspension for one to two semesters
- Dismissal from the College for one year
- A sanction mutually agreed upon by the student, the instructor, and a majority of the members of the Academic Appeals Committee

*By the Vice President of Academic Affairs:*

- Drop the matter for lack of evidence



- Uphold the decision of the Academic Appeals Committee
- “F” for the individual examination, test, quiz, or evaluated project
- “F” for the course
- Suspension for one to two semesters
- Dismissal from the College for one year
- A sanction mutually agreed upon by the student, the instructor, and the Vice President of Academic Affairs

### **Charges of Student Academic Misconduct**

An instructor who determines that a student has engaged in academic misconduct will confront the student, explain the evidence he or she has to support the charge of misconduct, and explain the sanction he or she intends to impose. The instructor has the right to impose any sanction listed under “By an Instructor.”

#### *Academic Dismissal*

The College’s statement on Academic Honesty, in the College Catalog, outlines various, but not all, forms of academic misconduct. Additionally, outlined in the College Catalog are the measures that may be taken by a faculty member or the Academic Appeals Committee as a result of academic misconduct. If the result of academic misconduct is academic dismissal the student may follow the Academic Appeal Process.

### **Documentation of Sanctions for Academic Misconduct**

The instructor, the Academic Appeals Committee, the Vice President of Academic Affairs, or the President will provide the student with a written explanation of all action to be taken within seven calendar days of the date of the decision. A copy will be maintained in the appropriate files while the sanction is in force; however, no copy will be placed with the student’s academic records.

## **Academic Appeals Process**

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.

### **Grounds for Appeal**

#### *Final Course Grade*

The College’s Academic Appeal Policy prescribes the circumstances in which, for good reason, you may submit an appeal. 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 Vice President of Academic 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 Vice President of Academic 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.

### **Appeal Process**

A student seeking an academic appeal must follow all the steps outlined in sequence.

**Level 1**

In an effort to resolve the issue, the student must first arrange a meeting with the faculty member involved within 30 calendar days of the awarding of grades. If the professor is absent from campus, the student must attempt to contact the professor through mail, email or by phone, working with campus personnel if necessary. Students should document all attempts to contact faculty. When discussing the grade with the professor, students should present as much evidence as possible to support their appeal. Open and civil communication is the best approach in an attempt to reach agreement on the appeal.

In the event the professor is absent from the campus or no longer in the employment of the college, or after consultation with the faculty member the issue is not resolved, the student may proceed to appeal Level 2.

**Level 2**

A Level 2 appeal is initiated by the student through a typed statement to the respective Dean or Program Director depending on the course for which they are appealing the final grade. If it is a course with a Program Director then the Program Director in conjunction with the Dean of Technical Studies will review the appeal together. If it is a course without a Program Director then the appeal will go to the respective Dean. Should a Program Director be the instructor of record for the course involved in the appeal then it shall be handled by the Dean. Should the appeal occur for a course taught by a Dean, then the Vice President will appoint a designee to review the appeal.

Upon receiving the typed student appeal the Dean/Program Director will notify the faculty member and request a written statement from the professor concerning the appeal. Additionally, the Dean may request a meeting with the professor and/or the student to obtain further clarification of the appeal. After receiving typed statements from both the student and professor and through possible consultation, with the student or the professor, the Dean/Program Director must give a typed response to the student with a copy to the professor within 10 working days. If the issue(s) brought forward in the appeal are not resolved satisfactorily in this step the student or faculty member may then appeal to the Academic Appeals Committee (AAC) in Level 3.

**Level 3**

A student wishing to take the appeal to the Academic Appeals Committee (AAC) must submit their typed appeal to the Vice President's Office within 5 working days after receiving the Dean's/Program Director's response. If the student appeals to the AAC, the Dean/Program Director will forward all information provided and gathered during their evaluation of the issue to the committee.

The AAC will review the appeal within 10 working days of receipt of typed appeal. The AAC may, but are not required to, request a meeting with the student and/or the professor in which the student and/or professor may present evidence or information on his or her behalf and may be accompanied by an academic advisor or other faculty or staff member (or if the student is under age of 18, may be accompanied by a legal guardian). The advisor or guardian may consult with the student, but may not speak on behalf of the student or otherwise participate in the proceedings unless given specific permission by the committee. Should a mutually agreeable meeting date or adequate review not be feasible within the 10 working days, Level 3 may be extended an additional five days. Once the AAC has made a decision, the chair of the committee will provide a typed response that will be sent to the student, instructor and Dean/Program Director.

The decision of the Academic Appeals Committee is final even if a decision against the student will mean the grade or requirement under appeal will result in academic disqualification. There is no further college appeal process.

## Student Complaint Procedure and Resolution Process | *for non-grade issues*

The steps are listed below to help the student through both the informal and the formal resolution processes. The informal process must be completed before using the formal process.

**Informal Resolution Process***Conversation between student & faculty member*

The goal of the informal process is to provide answers to the student's questions and concerns and/or come to a resolution agreeable to both the student and the faculty member. Within ten (10) days of the concern and no more than two (2) weeks after the end of the term in which the concern occurred, begin an Informal Resolution Process. If the beginning of the process occurs during a break in the schedule, such as the break following Fall, Spring, or Summer terms, it is important that the student send an email to the faculty member letting the faculty member know the concern. By sending the email, the student meets the required deadline for initiating an Informal Resolution Process.

- Continue the process when the faculty member returns to campus.
- Schedule a face-to-face meeting with the faculty member at a time and place where the student can have a confidential conversation. The student should take this document to the meeting.
- Conversations with the faculty member after a class

or in the hallway do not take the place of the required initial face-to-face meeting.

- The student and/or the faculty member may request the faculty member's Dean (or Program Director) to sit in on your discussion to help facilitate this step of the process. The Dean's or Program Director's job is to help with communication—not to take sides—and to maintain a neutral position.
- Begin the meeting by stating the student is beginning the Informal Resolution Process.
- The student and the faculty member should note in writing the day and time of the meeting and take notes about any suggested resolutions.
- If a resolution is reached during this face-to-face meeting with the faculty member, the student has successfully resolved the concern and no further action under this process is necessary.

If NO resolution is reached in the discussion with the faculty member, the student and the faculty member will inform the Dean who has five (5) college working days to consult individually with the student and/or the faculty regarding the ongoing concern.

The Dean then has five (5) college working days to provide the student with the conclusions reached during the informal process. This will include a statement describing:

- a mutually acceptable resolution, or
- lack of student response, or
- lack of a mutually acceptable resolution.

A copy of the written conclusions will be given to the student and to the faculty member. This will not be filed in any of the student's or the faculty member's records. If the student is not satisfied with the outcome of the Informal Resolution Process, the student may choose to begin the Formal Resolution Process.

### Formal Resolution Process

*Meeting with student, faculty member, & faculty member's Dean*

The goal of the formal process is to work together to find a solution to the student concern. Submit a written Statement of Concern within ten (10) college working days after the student has received the Dean's written conclusions from the informal process.

- The Statement of Concern should be carefully prepared.

Submit in person the Statement of Concern to the faculty member's Dean and a second completed copy to the Vice President of Academic Affairs. Keep a third copy for your records. (The Dean will provide the correct contact information for the Vice President.) The Statement of Concern will be date/time stamped and initialed when received. The following actions may then be taken:

- The Dean may dismiss the action as having no grounds for further review if it is concluded that the

concern is untimely, being concurrently reviewed in another forum, frivolous, or filed in bad faith; or

- The Dean may take five (5) college working days to work with the parties to find a solution.
- If either the student or the faculty member does not like the recommended solutions or if no solution is found, the Vice President will review the Statement of Concern and the dean's documented solutions, if any.
- The student may be contacted to meet with the Vice President.
- The student will be informed in writing within twenty (20) college working days after the student submitted the Statement of Concern of the Vice President's decision and the reasons for it.

The decision of the Vice President of Academic Affairs is final. Copies of the Formal Complaint and the outcome will be placed in the student's file and the faculty member's file.

## Student Records

### Directory Information

Southern State Community College has defined directory information as follows:

- Name
- Dates of attendance
- Full or part-time enrollment status
- Honors and awards received
- Degree(s)/Certificate(s) awarded, if any
- City of residence
- Email address
- Phone number
- Participation in officially recognized sports and activities.
- Photograph

Directory information may be released without consent of the student, unless the student has requested in writing that directory information not be disclosed. This request encompasses all directory information. If a student wishes to have directory information withheld, a completed form must be on file in the Records Office prior to the start of the most recent academic term. However, releasing directory information to any person or group for use in a profit-making plan or activity is prohibited.

## Transcripts

Official College transcripts may be obtained in writing 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.

## Transfer of Credit, Institutional Transfer & the Transfer Module

The Ohio Department of Higher Education developed the Ohio Articulation and Transfer Policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125th Ohio General assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy. While all state-assisted colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Department of Higher Education will establish a transfer clearinghouse to receive, annotate, and convey transcripts among state-assisted colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

### Transfer Module

The Ohio Department of Higher Education's Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college or university's general education curriculum in A.A., A.S. and baccalaureate degree programs. Students in applied associate degree programs may complete some individual transfer module courses within their degree program or continue beyond the degree program to complete the entire transfer module. The Transfer Module contains 54-60 quarter hours or 36-40 semester hours of course credit in English composition (minimum 5-6 quarter hours or 3 semester hours); mathematics, statistics and formal/symbolic logic (minimum of 3 quarter hours or 3 semester hours); arts/humanities (minimum 9 quarter hours or 6 semester hours); social and behavioral sciences (minimum of 9 quarter hours or 6 semester hours); and natural sciences (minimum 9 quarter hours or 6 semester hours). Oral communication and interdisciplinary areas may be included as additional options. Additional elective hours from among these areas make up the total hours for a completed Transfer Module. Courses for the Transfer Module should be 100- and 200-level general education courses commonly completed in the first two years of a student's course of study. Each State-assisted university, technical and community college is required to establish and maintain an approved Transfer Module.

Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Transfer Module course(s) or the full Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Transfer Module portion of Institution R's general education program. Institution R, however, may have general education courses that go beyond its Transfer Module. State policy initially required that all courses in the Transfer Module be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Transfer Module courses on a course-by-course basis.

### Transfer Assurance Guides

Transfer Assurance Guides (TAGs) comprise Transfer Module courses and additional courses required for an academic major. A TAG is an advising tool to assist Ohio university and community and technical college students planning specific majors to make course selections that will ensure comparable, compatible, and equivalent learning experiences across the state's higher-education system. A number of area-specific TAG pathways in the arts, humanities, business, communication, education, health, mathematics, science, engineering, engineering technologies, and the social sciences have been developed by faculty teams.

TAGs empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged.

### Guaranteed Transfer Pathways (OGTP)

The Ohio Guaranteed Transfer Pathways (OGTPs) are designed to provide a clearer path to degree completion for students pursuing associate degrees who plan to transfer to an Ohio public university to complete their bachelor's degree. The OGTPs also constitute an agreement between public community colleges and universities confirming that community college courses meet major preparation requirements and will be counted and applied toward the bachelor's degree. Students still must meet all university program admission requirements. As a member of the University System of Ohio, Southern State Community College has aligned its courses and programs for "guaranteed to transfer opportunities. To see how specific pathways align with other institutions in the State, explore alignments in "Ohio Transfer to Degree" website. (<https://www.ohiohighered.org/OGTP>)



### Conditions for Transfer Admission

1. Ohio residents with associate degrees from state-assisted institutions and a completed, approved Transfer Module shall be admitted to a state institution of higher education in Ohio, provided their cumulative grade point average is at least 2.0 for all previous college-level courses. Further, these students shall have admission priority over out-of-state associate degree graduates and transfer students.

2. When students have earned associate degrees but have not completed a Transfer Module, they will be eligible for preferential consideration for admission as transfer students if they have grade point averages of at least a 2.0 for all previous college-level courses.

3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in an A.A. or A.S. degree program but have earned 60 semester or 90 quarter hours or more of credit toward a baccalaureate degree with a grade point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students.

4. Students who have not earned an A.A. or A.S. degree or who have not earned 60 semester hours or 90 quarter hours of credit with a grade point average of at least a 2.0 for all previous college-level courses are eligible for admission as transfer students on a competitive basis.

5. Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

### Acceptance of Transfer Credit

To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college-level courses completed in and after fall 2005 from Ohio state-assisted institutions of higher education. Students who successfully completed A.A. or A.S. degrees prior to fall 2005 with a 2.0 or better overall grade point average would also receive credit for all college-level courses they have passed. (See Ohio Articulation and Transfer Policy, Definition of Passing Grade and Appendix D) While this reflects the baseline policy requirement, individual institutions may set equitable institutional policies that are more accepting. Pass/fail courses, credit by examination courses, Prior Learning Assessment courses, and other nontraditional credit courses that meet these conditions will also be accepted and posted to the student record.

### Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Students should use the Transfer Module, Transfer Assurance Guides, and the course applicability system for guidance in planning the transfer process. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their SSCC advisor and the college or university to which they plan to transfer.

### Appeals Process

Following the evaluation of a student transcript from another institution, the receiving institution shall provide the student with a statement of transfer credit applicability. At the same time, the institution must inform the student of the institution's appeals process. The process should be multi-level and responses should be issued within 30 days of the receipt of the appeal.

### Southern State Transfer Appeal Process

- A student disagreeing with the application of transfer credit by Southern State Community College should complete a Transfer Appeal Form available in the Admission's Office. Upon receipt of the form, the Director of Admissions will arrange for faculty review on a course-by-course basis.
- If the student does not receive satisfaction from the faculty review, then he/she should appeal in writing to the appropriate Dean.
- If the student is not satisfied with the above results, he/she may request to see the Vice President of Academic Affairs at Southern State Community College.

### Tuition Reciprocity

In pursuant to Ohio Revised Code (O.R.C) 3333.17, the Ohio Department of Higher Education has established tuition reciprocity agreements that are institution, state, and county specific. These agreements allow students residing in specific northern counties within Kentucky to enroll at Southern State Community College and request the in-state tuition rate. Current reciprocity agreements can be viewed at <https://www.ohiohighered.org/tuition-reciprocity#ky>.

# Academic Services



## Academic Services

### Academic Advising

The role of the faculty is not only teaching but to provide guidance to students in their overall education at SSCC. The faculty advisor is available to assist students in selecting the correct courses in their choice of programs. Students are encouraged to seek the assistance of the faculty advisor periodically throughout his/her education at SSCC. Some faculty advisors are specialists in advising students who intend to transfer to the four-year institution, while others are specialists in advising students in specific fields, such as nursing, medical assisting, engineering, etc. Once the student declares a major, then a faculty advisor in the field chosen would be the most appropriate expert for advising.

### Library

The Library operates a full service facility at each campus location and may be accessed through our website address at [library.sccc.edu](http://library.sccc.edu).

The Library provides comprehensive library services, including access to materials using an online public access catalog called OPASS. Information literacy instruction is available on a general or subject specific topic to any class offered at the College. Books and other materials are available from all campuses and may be accessed from any campus location. Reference and information services, both print and electronic, are provided on each campus.

The Library collection has been developed to support the curriculum taught at the College. There are numerous volumes located in the Library collection and access to materials from 90 OhioLINK member libraries. The library provides access to thousands of electronic periodicals through academic databases covering a variety of subjects.

The Library provides a variety of resource sharing services. Interlibrary loan services are available from the Ohio Library and Information Network (OhioLINK), the Southwestern Ohio Council for Higher Education (SOCHE) in the Dayton-Miami Valley area, the Greater Cincinnati Library Consortium (SWON), and the Online Computer Library Center (OCLC), which provides access to libraries around the world. Document delivery is provided by fax and electronic scanning service in addition to a daily courier service. The Library operates as a portal to digital resources and provides the College community with an information commons environment for learning.

Public service policies have been adopted to assure all users have access to information for their instructional needs. The Library utilizes an automated circulation system that requires the use of a valid patron record. OPASS (the online library catalog) provides up-to-the-minute circulation access to materials on the shelves not only at Southern State but also at all OhioLINK and SearchOhio libraries throughout the state. Remote access to Library services is available to all users. For Library Loan rules, please visit <https://www.sccc.edu/library/loan-rules.shtml>.



# Adult Opportunity Center

## Aspire

Aspire (formerly known as Adult Basic and Literacy Education - ABLE) classes are provided on each campus and in several off-campus locations, making services available in Adams, Brown, Clermont, Clinton, Fayette, and Highland counties. Morning and evening classes are available with fully qualified instructors present at each site. A variety of services are offered, which include adult literacy, GED preparation, college refresher/readiness courses, and workforce education.

The Aspire program is offered FREE to any qualified individual who is at least 16 years old with those under the age of 19 have additional requirements. All books and materials are provided and no fees are charged for instruction. Following assessment, students work with the staff to establish an Individualized Learning Plan (ILP) to assist in defining goals and developing activities. ILPs are designed to assist students in meeting their own educational or career objectives.

The Aspire Program offers services for improving the basic skills of reading, writing, and math. Parents can enroll to be better equipped to help their children with homework. Other adults enroll for self-improvement. Enrollment is open to any adult who has a deficiency in any of these areas.

GED preparation is available to those who wish to complete their secondary education. Instructors are trained in what is needed to pass the GED and excellent materials are available to students who enroll. Practice GED tests are taken during classes. Many workers come to the AOC to retrain for new or better jobs. Students are encouraged to develop skills that will allow them to get and keep jobs. The program works with area businesses to train workers.

Orientation is the first step for all enrolling students. Pre-registration is required. The Orientation process includes registration, assessment, and development of student goals. Information about the program is provided.

For additional information or to pre-register for the orientation at any of the sites, call the AOC office at (937) 393-3431, Ext. 2687 or 1-800-628-7722, Ext. 2687.

Further information is available at [www.sccc.edu](http://www.sccc.edu). From the home screen, click on Departments, then Adult Opportunity Center.

## Tentative Class Schedule

The locations of campus classes and tentative class times for AOC classes are listed. New students can enter following an orientation for which pre-registration is required. The schedule and locations are subject to change, so please call for current information.

- Mt. Orab | SSCC Brown County Campus  
351 Brooks-Malott Rd.  
M & W (9 a.m. – 12 noon or 5:30 p.m. – 8:30 p.m.)  
T & Th (5:30 - 8:30 p.m.)
- Hillsboro | SSCC Central Campus  
200 Hobart Drive  
M & W (9 a.m. – 12 noon or 5:30 – 8:30 p.m.)

Please note: Additional classes are scheduled at various off-campus sites. Please call for information.

## College Readiness

For college or college-bound students who need extra assistance in mathematics or English, the AOC program offers College Readiness. The classes, which meet twice a week, are free and the materials are furnished. Since no tuition or fees are required, financial aid can be reserved for college-level classes.

The classes are designed specifically to help students prepare for college. Students may enter prior to college enrollment or while taking college classes. Enrollment is limited to students who have a high school diploma/GED, yet need a refresher before or after registering for college math or English. Students cannot be enrolled in both the AOC and college classes for the same subject at the same time. Class enrollment is limited, allowing for ample opportunity for individualized instruction. This is a great opportunity for students to build confidence in these areas.

For additional information or pre-registration, call the AOC office at (937) 393-3431, Ext. 2687 or 800-628-7722, Ext. 2687.

## Annual Recognition

An annual GED Recognition, sponsored by area businesses, organizations, and individuals, is held at the end of the program year. The evening is a way of recognizing students who have received their GED, or achieved other significant goals.

The GED Trustees Honors Scholarships are awarded during the ceremony. The time is also used to honor those in the community who have been especially supportive of the Aspire program. All students are invited to attend. Family, friends, and members of the community are encouraged to participate.



## Southern State Testing Center

The Testing Center offers testing at our Hillsboro campus. The Testing Center offers a variety of examination services to both students and the general public. We provide a quiet, monitored environment that successfully blends the needs of the students with the requirements of the faculty and staff. Be sure to call the Testing Center to schedule an exam as most of our services are offered by appointment only. To schedule an exam, call 800-628-7722, Ext. 2792.

### Certification Testing

Southern State understands that employers are looking for employees who are up-to-date with current technologies. Make your personal brand stand out in a crowded job market by validating your skills and building your confidence with professional certifications of in-demand skills that make you marketable to employers.

### Certiport

Southern State is a Certiport Authorized Test Center and offers a variety of testing for both students and members of the community in Adobe, Microsoft Office, & QuickBooks. To register for an exam visit [www.certiport.com](http://www.certiport.com) or contact the Testing Center to schedule an appointment for the following certifications:

- ACA: Adobe Certified Associate
- MOS: Microsoft Office Specialist - 2013 or 2016
- MTA: Microsoft Technology Associate
- MCA: Microsoft Certified Educator
- QuickBooks Certified User

### Pearson VUE

Southern State is a Pearson VUE Authorized Test Center. Pearson VUE is the global leader in computer based testing for IT, academic, government and professional programs. We provide on-site, on-demand testing for certification and professional licensure exams. Pearson VUE offers testing for hundreds of certifications. To register for testing or to see a complete list of exams/certifications that are offered visit [www.pearsonvue.com](http://www.pearsonvue.com). Some of types of exams/certifications that are offered are:

- C++ Institute
- Cisco Systems, Inc.
- CompTIA Testing
- LPI: Linux Professional Institute
- OAE: Ohio Assessments for Educators
- AMT: American Medical Technologists

### HESI A2 Testing

The Testing Center offers online HESI A2 testing

through Elsevier. The HESI A2 exam is the pre-entrance multiple choice test for Southern State Community College's Nursing RN & LPN Programs which measures the entry level skills and abilities of program applicants.

### GED Testing

The Testing Center is an official GED Program Test Location. The new computer-based test program offers students the ability to schedule and pay for tests one at a time in addition to offering several convenient testing times and dates. Testing is offered daily, however, advance registration is required due to limited seating. For more information concerning the GED exam, call the Testing Center or visit: [www.gedtestingservice.com/ged-testing-service](http://www.gedtestingservice.com/ged-testing-service).

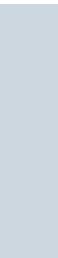
### Distance Learning Testing

The Testing Center also provides on-site Distance Learning student testing. We can provide proctoring for both online and paper based exams for students attending other schools who wish to test at Southern State. More information about Southern State's Testing Center such as the Testing Schedule, Testing FAQs and our Policies & Procedures can be found by visiting: [www.sccc.edu/specialized/testing-center.shtml](http://www.sccc.edu/specialized/testing-center.shtml).

### ACT WorkKeys®

The Testing Center provides ACT WorkKeys® a job skills assessment system measuring "real-world" skills that employers believe are critical to job success. WorkKeys National Career Readiness Certificate (NCRC) credential verifies that an individual has essential core employability skills in Applied Mathematics, Locating Information, and Reading for Information. WorkKeys system is used by thousands of companies worldwide to help select, hire, train, develop, and retain a high-performance workforce.

# Workforce Development and Community Services



## Workforce Development and Community Services

The Workforce Development and Community Services Division is the employer services and community education outreach arm of the College. It serves the College's service area of Adams, Brown, Clinton, Fayette, and Highland counties. The Division provides college credit and noncredit courses, customized training, onsite and offsite employer services, customized contract training, and employer services according to business needs. Both credit and non-credit classes and training are offered. The training can be conducted at the business site or at any College campus location.

For information, contact the Director of Workforce Development and Academic Partnerships at 800-628-7722, Ext. 3510.

### 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.

Do you need to improve customer retention? Would you like your staff to become proficient in utilizing all the new features of the latest Microsoft® Word or Excel versions? Would you like to improve general performance in a non-threatening environment? We can help with all of these and much more!

Customized training services through the Workforce Development Division are available (but not limited to) such areas as: maintenance technology; business writing; communication; supervisory, management, and leadership training; employment skills, and workplace math. Portable wireless computers can be provided at no cost, to deliver onsite computer training for business and industry.

### Organizational Development Training

The term "accountability" is being heard more and more often, and is a behavior that many organizations and individuals say they value in the people around them. However, the term is defined differently by organizations and individuals alike, and the opinions on how to develop more "accountability" are plentiful. If you are interested in improving the atmosphere of accountability for yourself and your organization, and/or your organization has promoted from within and would like to improve the supervisory/lead skills of those promoted, this training is for you!

For more information, please call 800-628-7722, Ext. 3510.

### Continuing Education

The College's Office of Continuing Education offers short-term, noncredit courses for personal enrichment, professional development, certification for licensure, and more, in a more relaxed and flexible format. These courses are offered for children and adults of all ages. The Office of Continuing Education offers these courses at all of Southern State's sites and they are listed in a separate publication.

A 100% refund will be given within 30 days if a course is cancelled or if the student formally withdraws prior to the first class meeting. Senior fee reduction does not apply to continuing education courses.

For more information on any continuing education course, please call 800-628-7722, Ext. 3510.

### Online Noncredit Courses (Ed2Go)

If you prefer to do your studying from the comfort of your own home, we offer numerous online (noncredit) courses to quench your thirst for knowledge. To view our selection and choose the courses best suited for you, visit:

<http://www.ed2go.com/sscc>.

For more information on any continuing education course including online noncredit courses, please contact the program's Coordinator at 800-628-7722, Ext. 3510.



## Truck Driving Academy (TDA)

The Commercial Drivers License (CDL) Program offered by the TDA delivers practical, personalized instruction within a curriculum designed to provide the knowledge and skills necessary for a successful career in truck driving. The TDA's vehicles are modern, well maintained, and compare to equipment currently being used by major transportation companies.

Semi-tractor trailer driving is a career with many advantages including the following:

- Job freedom and independence.
- Maximum income potential with minimum investment of training time and money.
- Job security – U.S. News and World Report reported truck driving as one of the eight most secure jobs in America.

Potential students are encouraged to investigate this career opportunity. Career counseling and job placement is provided by program staff.

The Class A and Class B CDL programs begin with an introduction to the transportation industry, include driving instruction, proceed to testing in Academy vehicles, and conclude with the student earning the Ohio CDL including endorsements.

The TDA offers weekday and weekend classes with a variety of partners in southern Ohio. The Class A Program is 160 hours and the Class B Program is 80 hours.

Additional services include customized contract training for companies, passenger and school bus endorsements, driver recruitment for companies, and CDL refresher courses.

Contact the TDA at 800-628-7722, Ext. 4560 or 937-444-7722, Ext. 4560 for more questions and/or information on options to help with paying for TDA training costs. *Industry partners and the State of Ohio often offer funding assistance to TDA students for training in "high demand, high wage" occupations such as CDL Class A driver.*

## Truck Driving Academy Attendance Policy

Attendance in the Truck Driving Academy is mandatory in order for students to meet the hour requirements that have been set down by the State of Ohio. Attendance will be taken daily and will be evaluated weekly. Students that miss any scheduled classroom hours must make arrangements with the Director of Training to make them up.

If a student misses a total of 2 days (or 10% of scheduled classroom hours) for any Truck Driving Academy, the student will be dropped from that class. The student's performance will be evaluated and a determination could result in either being dropped from the course completely or set back into another class.





## **Tooling U-SME**

Southern State, a regional leader in workforce training, has partnered with Tooling U-SME, the industry leader in online manufacturing training, to bring the advantages of online education to workforce training. As stand-alone curriculum, or used within an instructor-led program, online training can deliver measurable, high-impact results.

Available training areas include:

- Manufacturing Awareness
- Stamping, Forming & Fabricating
- Maintenance
- Engineering
- Machining
- Composites Processing
- Welding
- Plastics Processing
- Assembly/Final Stage Processes

For information, contact the Workforce Development and Community Services Director at 800-628-7722, Ext. 3510.

# Academic Programs



## Academic Programs

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All students working toward an associate degree must register for one of the programs listed in this section.

Two-year general studies or pre-baccalaureate programs lead to the Associate of Arts or Associate of Science degree. Two-year technical education curricula lead to either the Associate in Applied Science, the Associate in Applied Business, or Associate of Technical Studies.

### General Studies Programs Developmental Courses

Developmental courses are taken in addition to any degree program and may not be used to satisfy any basic degree requirements. These developmental courses are: ENGL 1000 (co-req), MATH 1106, MATH 1116, MATH 1118, and MATH 1119 (co-req).

### Associate of Arts and Associate of Science Degrees

The Associate of Arts and the Associate of Science degrees allow each student the opportunity to pursue programs culminating in two years of formal education. While the programs provide for a core of courses required of all students, they have enough flexibility to enable students to pursue a selection of courses based upon their own areas of interest and their educational goals. Students should select electives with their academic advisor's assistance.

The Associate of Arts and the Associate of Science degrees also provide the prospective student with a firm base from which to pursue a baccalaureate degree at a four-year college or university. Courses resemble those typically offered during the first two years at an accredited baccalaureate institution. The programs have been designed to permit a broad curricular sampling in the areas of communication, social sciences, humanities, and the sciences. The degrees have also been structured to permit students the possibility of selecting courses which suit their own individual needs.

Students must meet the entrance requirements of the college to which they intend to transfer. Since requirements vary among the colleges, students are advised to consult with the appropriate officers of the transfer institution. Acceptance and evaluation of credits lies exclusively within the jurisdiction of the colleges to which students transfer. Advisors will assist any student who plans to transfer to another college or university.

### General Studies Requirements

Every student pursuing an Associate of Arts or Associate of Science degree program at Southern State Community College shall select studies in specific areas of discipline. The specification of such studies is not a designation of specific courses; rather it allows the student freedom to select, from several alternatives, those experiences most appropriate for him/her. The credit distribution which follows is based on the recommended standards of the Ohio Department of Higher Education.

### Transfer Module (OTM) and Institutional Transfer Pathways (OGTP)

The Ohio Department of Higher Education developed a statewide process which facilitates the transfer of students within Ohio state colleges and universities. The transfer policy, referred to as the Transfer Module, allows students who meet the Transfer Module general education requirements of their home institutions to automatically meet the transfer module requirements of the colleges or universities to which they transfer, even though some requirements of the institutions may vary. Students should note, however, that after transfer, they may be required to meet additional general education requirements that are not included in the Transfer Module. The Transfer Module is made up of a specific subset or the entire 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 semester hours of course credits, as specified by individual colleges and universities.

The Ohio Guaranteed Transfer Pathways (OGTPs) are designed to provide a clear path to degree completion for students pursuing associate degrees who plan to transfer to an Ohio public university to complete their bachelor's degree. The OGTPs constitute an agreement between public community colleges and universities confirming that community college courses meet major preparation requirements, including the Transfer Module, and will be counted and applied toward the bachelor's degree. Students still must meet all university program admission requirements, which in some cases may be competitive. The Ohio Guaranteed Transfer Pathways available to Southern State Students is found on the Ohio Department of Higher Education OGTP webpage.

Under the guidelines of the Transfer Module policy, once transfer students are admitted into their receiving institutions, they are subject to the same regulations,

including residency requirements, as are native students. They also will be given the same class standing and other privileges as native students. Students should communicate, as early as possible in their academic careers, with the various colleges and universities to which they plan to transfer. Early communication and subsequent, early decisions about majors and prospective receiving institutions, enables students to plan their academic pathway to their transfer institutions. Southern State cannot be responsible if the student takes courses out of sequence or substitutes courses for those listed in the guaranteed program.

## Transfer Module Requirements

The Transfer Module at Southern State Community College (effective Autumn Quarter 1991) consists of **36 semester credit hours** of introductory courses in: English Composition, Mathematics, Arts/Humanities, Social and Behavioral Sciences, and Natural and Physical Sciences. Students should follow these directions in selecting courses for the Transfer Module:

1. Select minimum requirements from introductory courses following the instructions provided in each section.
2. Complete the required minimum hours of the Transfer Module from the remaining courses on this list.

**NOTE:** Be sure to check with an academic advisor to assure the courses selected are the most appropriate for the major and the transfer college or university selected.

## WRITTEN & ORAL COMMUNICATIONS (9 semester hours)

ENGL 1101	English Composition I (3)
ENGL 1102	English Composition II (3)
COMM 1115	Fundamentals of Effective Speech (3)

(This course is in addition to English Composition and does not replace nor can it be substituted for written composition courses.)

## MATHEMATICS

**(Select a minimum of 3 semester hours)**

MATH 1124	Finite Math (3)
MATH 1141	College Algebra (4)
MATH 1142	College Trigonometry (4)
MATH 1160	Statistical Concepts (3)
MATH 2221	Calculus I (5)
MATH 2222	Calculus II (5)
MATH 2223	Calculus III (4)
MATH 2250	Linear Algebra (4)
MATH 2281	Introductory Statistics (3)

## ARTS/HUMANITIES

**(Select 6 semester hours from at least two areas)**

### English

ENGL 2201	Introduction to Literature (3)
ENGL 2202	The Great American Novel (1925-Present) (3)
ENGL 2207	Women's Literature (3)
ENGL 2217	Readings in Early British Literature (3)
ENGL 2218	Readings in Later British Literature (3)
ENGL 2230	American Literature to 1865 (3)
ENGL 2235	American Literature after 1865 (3)
ENGL 2236	Contemporary World Literature: The Novel (1945 to present) (3)
ENGL 2238	Young Adult Literature (3)
ENGL 2240	Introduction to Films (3)
ENGL 2241	Film History (3)
ENGL 2246	Classical and World Mythology (3)
ENGL 2247	Critical & Cultural Approaches to the Fairytale (3)

### Philosophy

PHIL 1101	Introduction to World Philosophy (3)
PHIL 1102	Introduction to Western Philosophy (3)
PHIL 1107	Ethics (3)

### Fine Arts

FNAR 1104	Introduction to the Arts (3)
FNAR 1111	History of Art I (3)
FNAR 1112	History of Art II (3)
FNAR 1116	Music Appreciation I (3)
FNAR 1117	Music Appreciation II (3)





**Theater**

THEA 1121 Introduction to the Theater (3)

**SOCIAL SCIENCE****(Select 6 semester hours in at least two areas)****Economics**

ECON 2205 Principles of Microeconomics (3)

ECON 2206 Principles of Macroeconomics (3)

**History**

HIST 1110 American History I (3)

HIST 1111 American History II (3)

HIST 1130 African American History (3)

HIST 1140 American Women's History (3)

HIST 1151 Introduction to Western Civilization I (3)

HIST 1152 Introduction to Western Civilization II (3)

**Political Science**

PSCI 1104 American Government - The American Democracy I (3)

PSCI 1105 American Government - The American Democracy II (3)

**Psychology**

PSYC 1110 Principles of Psychology (3)

**Sociology**

SOCI 1107 Introduction to Diversity (3)

SOCI 1170 Introduction to Sociology (3)

**NATURAL AND PHYSICAL SCIENCES****(Select 6 semester hours with at least one course a laboratory course)****Biology**

BIOL 1310/1311 Principles of Biology I/Lab I (4/1)

BIOL 1320/1321 Principles of Biology II/Lab II (4/1)

BIOL 1040/1041 Human Biology I/Lab I (3/1)

BIOL 1050 Human Biology II (3)

BIOL 1060 Environmental Science (3)

BIOL 1510/1511 Anatomy &amp; Physiology I/Lab II (3/1)

BIOL 1520/1521 Anatomy &amp; Physiology II/Lab II (3/1)

BIOL 2300/2301 Microbiology/Lab (3/1)

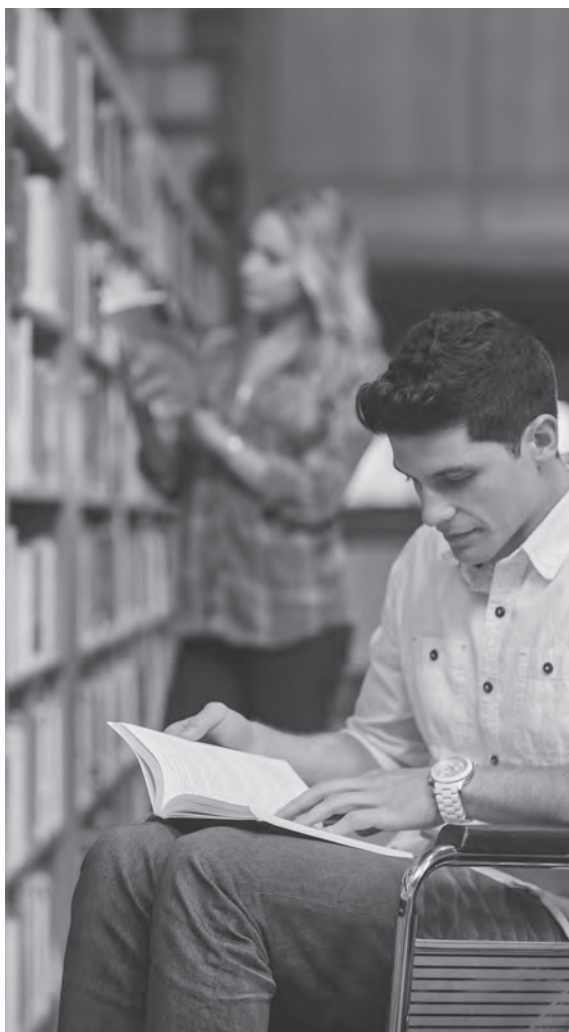
**Chemistry**

CHEM 1151/1161 First-Year Chemistry I/Chemistry Lab (4/1)

CHEM 1152/1162 First-Year Chemistry II/Chemistry Lab (4/1)

CHEM 2201/2211 Organic Chemistry I/Organic Chemistry Lab (4/1)

CHEM 2202/2212 Organic Chemistry II/Organic Chemistry Lab (4/1)

**Physical Science**

PHYS 1101 Introduction to Physical Science (3)

PHYS 1104 Physical Geology (4)

PHYS 1130 Astronomy (3)

PHYS 2201/2211 General Physics I/Physics Lab (4/1)

PHYS 2202/2212 General Physics II/Physics Lab (4/1)

PHYS 2221/2231 College Physics for Scientists &amp; Engineers I/Lab (4/1)

PHYS 2222/2232 College Physics for Scientists &amp; Engineers II/Lab (4/1)

## Technical Programs

Technical education is designed to provide thorough career training at the technician level. The two-year associate degree programs expose students to intensive practical experience and skill development in the field they choose to study. The certificate programs are aimed at giving students a compact but thorough knowledge in a specified field. Technical offerings are tailored to meet the career interests and employment needs of persons in the communities served by Southern State Community College.

These degrees are awarded for successful completion of program requirements in a specialized degree program aimed at preparing a student for entry into a specific occupation.

### Associate of Applied Business

- 429 Business Management - Real Estate Broker
- 429D Accounting

### Associate of Applied Science

- 430 Nursing
- 435 Human & Social Services
- 435A Human & Social Services:  
Chemical Dependency
- 455B Computer Technology
- 460C Mechanical Design Technology
- 470A Electro-Mechanical Engineering Technology
- 470G Engineering: Aviation Maintenance
- 485 Early Childhood Education
- 486 Paraprofessional Education
- 492 Medical Assisting
- 496A Law Enforcement

### Associate of Technical Studies

- 410 Associate of Technical Studies

**It is important for students to plan their program with the help and approval of a faculty advisor.**

## Certificate Programs

These certificates are awarded for successful completion of the certificate requirements designed to give students a compact but thorough knowledge for these fields:

- 429G Accounting
- 432 Practical Nursing
- 470I Aviation Airframe
- 470J Aviation Powerplant
- 492B Phlebotomy
- 492E Medical Assistant Technology

## Career Enhancement Certificates

- Real Estate
- Microsoft Office Specialist



# Associate of Arts Degree

Two-year Degree Program

Total Credits: 60

## General Education Distribution Requirements

### Associate of Arts Degree

To receive an Associate of Arts Degree, a student must complete course work that satisfies the following guidelines:

1. The SSCC Transfer Module (36 semester credit hours) must be satisfied.
2. A minimum total of 60 non-developmental education semester credit hours must be successfully completed.
3. Course work must be distributed in the following manner. In all cases, courses taken to satisfy the Transfer Module may be included in these totals.

#### A. Written & Oral Communications

**9 semester hours**

- ENGL 1101
- ENGL 1102
- COMM 1115

#### B. Social Sciences

**9 semester hours** (Courses from at least 2 areas)

- Economics
- Sociology
- Psychology
- History
- Political Science

#### C. Science and Mathematics

**9 semester hours** (at least one course from category 1 and two courses from category 2)

- Category 1: Mathematics
- Category 2: Biology, Chemistry, Physics

#### D. Arts and Humanities

**12 semester hours** (Courses from at least two areas)

- Literature
- Film
- Fine Arts
- Philosophy
- Theater
- Foreign Language

#### E. Electives

**At least 21 semester hours**

**60 total credit hours for degree completion**

Students with specific baccalaureate goals should meet the Associate of Arts requirements with electives that are approved by the advisor at the receiving institution.

# Associate of Arts Degree

## Concentration Pathways

### Associate of Arts – Concentration Pathways

The concentrations listed below are academic pathways within the Associate of Arts Degree. *For example, a student who is planning to transfer to a four-year institution for Business Management may be interested in pursuing a concentration in Business Management.* Students must meet all requirements for the Associate of Arts Degree and Transfer Module to qualify for a concentration.

#### • Health and Physical Education

- |             |   |
|-------------|---|
| HPER 1195   | Fitness & Wellness for Life                           |
| HPER        | At least six credit hours from the following courses: |
| - HPER 1101 | Introduction to Sport and Kinesiology                 |
| - HPER 1102 | Introduction to Athletic Training                     |
| - HPER 2234 | Personal Health                                       |
| - HPER 2295 | Principles of Health-Related Fitness                  |

#### • Business Management

- |           |                                     |
|-----------|-------------------------------------|
| ACCT 1101 | Principles of Financial Accounting  |
| ACCT 1102 | Principles of Managerial Accounting |
| BADM 2204 | Principles of Marketing             |
| BADM 2206 | Principles of Mgmt & Org. Behavior  |
| BADM 2251 | Business Law I                      |
| BADM 2272 | Business Communications             |

#### • Real Estate

- |           |                                 |
|-----------|---------------------------------|
| REST 1171 | Principles of Real Estate       |
| REST 1173 | Real Estate Law                 |
| REST 2275 | Real Estate Finance & Appraisal |

#### • Theatre

- |                         |                                     |
|-------------------------|-------------------------------------|
| THEA 1121               | Introduction to Theatre             |
|                         | <i>Choose one of the following:</i> |
| - THEA 1131, THEA 1132, |                                     |
| THEA 2231               |                                     |
|                         | <i>Choose one of the following:</i> |
| - THEA 1101, THEA 1104, |                                     |
| THEA 2204               |                                     |
|                         | <i>Choose one of the following:</i> |
| - THEA 1140, THEA 1150, |                                     |
| THEA 2220               |                                     |



# Associate of Science Degree

Two-year Degree Program

Total Credits: 60

## Associate of Science Degree

To receive an Associate of Science Degree, a student must complete course work that satisfies the following guidelines:

1. The SSCC Transfer Module (36 semester credit hours) must be satisfied.
2. A total of 60 non-developmental education semester credit hours of must be successfully completed.
3. Course work must be distributed in the following manner. In all cases, courses taken to satisfy the Transfer Module may be included in these totals.

### A. Written and Oral Communications

9 semester hours

- ENGL 1101
- ENGL 1102
- COMM 1115

### B. Social Sciences

9 semester hours (Courses from at least 2 areas)

- Economics
- Sociology
- Psychology
- History
- Political Science

### C. Science and Mathematics

14 semester hours Courses from 1 and 2 (at least one course from category 1 and two courses from category 2)

1. Mathematics - 1141, 1142, 2221, 2222, 2223, 2230

Other math courses will not satisfy this requirement.

2. Science - Biology - 1040/1041, 1050, 1310/1311, 1320/1321, 1510/1511, 1520/1521, 2300/2301

Chemistry - 1151/1161, 1152/1162, 2201/2211, 2202/2212

Physical Science - 2201/2211, 2202/2212, 2221/2231, 2222/2232

Other science courses will not satisfy this requirement.

### D. Arts and Humanities

9 semester hours (Courses from at least two areas)

- Literature
- Film
- Fine Arts
- Philosophy
- Theater
- Foreign Language

### E. Electives - At least 19 semester hours

**60 total credit hours for degree completion**

Students with specific baccalaureate goals should meet the Associate of Science requirements with electives that are approved by an advisor at the receiving institution.

# Associate of Science Degree

## Concentration Pathways

### Associate of Science – Concentration Pathways

The concentrations listed below are academic focus pathways within the Associate of Science Degree. For example, a student who is planning to transfer to a four-year institution for Engineering may be interested in pursuing a concentration in Mathematics. Students must meet all requirements for the Associate of Science Degree and Transfer Module to qualify for a concentration.

#### • Forensic Biotechnology

*Recommended for students interested in Crime Scene Investigation, Law Enforcement, and Criminal Investigation Laboratory Science*

BTNL 1110	Intro to Biotechnology & Laboratory Science
BTNL 1120	Intermediate Biotechnology & Laboratory Science
CJUS 2233	Criminal Investigation
CJUS 2245	Crime Scene Investigation

#### • Molecular Biotechnology

*Recommended for students interested in Premedicine, Pre dentistry, Preveterinary, Biology, or work in the Biotechnology field*

BTNL 1110	Intro to Biotechnology & Laboratory Science
BTNL 1120	Intermediate Biotechnology & Laboratory Science
BTNL 2220	Advanced Biotechnology & Laboratory Science

#### • Mathematics

MATH 2222	Calculus II
MATH 2223	Calculus III
MATH 2230	Differential Equations
MATH 2250	Linear Algebra

# Technical Studies - 410

## Associate of Technical Study Degree

**Total Credits: 60-73**

The Associate of Technical Study (ATS) program offers the student the opportunity to design, with faculty guidance, an individualized course of study to suit specific career-related goals. Course work for ATS degrees may include portions of existing Southern State programs, skills already learned, life experience and applicable credits earned at other schools. Requirements for an individual student's program usually fit into traditional program offerings.

While meeting each student's personal career objectives, the ATS program satisfies the employer as well. The program is particularly appropriate for individuals who are employed and have been targeted for positions with additional responsibility. It also provides an option for both employer and employee when existing job positions have requirements which are not adequately matched with current college curricula. The individualized philosophy of the program draws courses from two or more technical areas and attempts to fulfill local employment needs one student at a time. Furthermore, this multidisciplinary approach will prepare graduates for future transitions which may occur in the workplace.

### Admissions Procedures

Individuals interested in pursuing the Associate of Technical Study degree will begin the application procedure by first being directed to a faculty advisor.

Secondly, the student will complete and submit the Southern State Community College Application for Admission and the Associate of Technical Study Application. On the ATS Application form, the student will be asked to justify acceptance into the program and to demonstrate sound rationale for why the ATS degree is more appropriate.

Next, the student will be assigned a faculty advisor and an ATS planning committee will be established. The faculty advisor, along with the planning committee, will oversee the selection of courses and assure that standards will be maintained.

Each student's progress will be monitored, and any deviation from the established program must be approved by the Vice President of Academic Affairs.

### Graduation Requirements

1. Graduates of the ATS program will adhere to the same requirements as any technical program at Southern State with regard to communications, mathematics, social science/humanities and natural sciences.
2. Semester hour requirements will be established individually within limits of 60 to 73.

3. A grade point average of 2.00 or above is required for graduation.
4. At least 20 semester hours of classroom instruction of each student's course work must be completed at Southern State.
5. Particular courses may be required by the planning committee, based upon the student's background and career objectives.

### Associate of Technical Study: Type A Program

This program enables the student to receive college credit for qualified industry training and to choose courses from two or more existing Southern State associate degree programs and thereby design a personalized curriculum. All ATS Type A program curriculums must be approved by the Vice President of Academic Affairs.

### Associate of Technical Study: Type B Program

This program helps the college to develop associate degree programs in partnership with professional organizations and business/industrial firms with staff development programs by equating their training activity to a block of college credit.

A college review committee will examine the training program offered by an organization in order to determine if it qualifies for inclusion.

When implemented, each program accommodates students transferring from an educational program which lies outside the traditional collegial domain. The degree gives recognition to the training of the professionals while enabling them to experience the broadening, liberalizing, and enriching components of a college education. For more information concerning the ATS Type B program, contact your faculty advisor.

Currently, cooperative arrangements can be incorporated for ATS Type B degrees in the following:

### Industrial Training

Southern State has worked with numerous industries to develop a program for skill areas used in industry from existing curriculum, in whole or in part. These completed programs can provide a significant amount of credit toward an associate degree.

The basic ingredients of these programs and their basic framework can be adapted to other trade or skill areas to meet other companies' needs.

**Total Credits: 60-73**

# Business Management - 429

Associate of Applied Business Degree

Total Credits: 60

**Nature of the Profession:** Managerial personnel oversee, direct and plan the work of others as well as determine business policy. Entry-level positions are either supervisory or trainee in nature. Supervisors are the largest group and they direct workers' activities in such areas as sales, production, accounting, and purchasing.

**Related Job Titles:** Retail Department Manager; Purchasing Manager; Restaurant, Hotel, or Motel Manager; Credit Manager; and Manager Trainee.

COURSES		CREDITS
<b>Fall Semester</b>		
ACCT 1101	Principles of Financial Accounting	3
BADM 2206	Principles of Management & Organizational Behavior	3
BADM 2251	Business Law I	3
CSCI 2218	Excel	3
ENGL 1101	English Composition I	3
<b>Spring Semester</b>		
ACCT 1102	Principles of Managerial Accounting	3
BADM 2252	Business Law II	3
BADM 2272	Business Communications	3
ENGL 1102	English Composition II	3
MATH 1124	Finite Math <u>OR</u> higher	3
<b>Fall Semester</b>		
BADM 2204	Principles of Marketing	3
BADM 2220	Human Resources Management	3
ECON 2205	Principles of Microeconomics	3
MATH 1160	Statistical Concepts OR	
MATH 2281	Statistics	3
-----	Arts & Humanities Elective	3
<b>Spring Semester</b>		
BADM 2208	Supervision & Leadership	3
BADM 2216	Business Ethics	3
BADM 2222	Business Finance	3
BADM 2290	Problems in Business	3
ECON 2206	Principles of Macroeconomics	3
<b>Program Total</b>		<b>60</b>



# Business Management | Real Estate Broker - 429

Associate of Applied Business Degree

Total Credits: 60

COURSES		CREDITS
<b>Nature of the Profession:</b> Managerial personnel oversee, direct and plan the work of others as well as determine business policy. Entry-level positions are either supervisory or trainee in nature. Supervisors are the largest group and they direct workers' activities in such areas as sales, production, accounting, and purchasing.		
<b>Related Job Titles:</b> Real Estate Agent; Real Estate Broker; Retail Department Manager; Purchasing Manager; Restaurant, Hotel, or Motel Manager; Credit Manager; and Manager Trainee.		
<b>Fall Semester   First Year</b>		
ACCT 1101	Principles of Financial Accounting	3
REST 1171	Principles of Real Estate	3
REST 1173	Real Estate Law	3
REST 2275	Real Estate Finance and Appraisal	3
ENGL 1101	English Composition I	3
<b>Spring Semester   First Year</b>		
ACCT 1102	Principles of Managerial Accounting	3
CSCI 2218	Excel	3
BADM 2272	Business Communications	3
ENGL 1102	English Composition II	3
MATH - - -	*MATH 1115 or MATH 1124 <u>or</u> higher	3
<b>Fall Semester   Second Year</b>		
BADM 2204	Principles of Marketing	3
BADM 2220	Human Resources Management	3
BADM 2251	Business Law I	3
ECON 2205	Principles of Microeconomics	3
-----	Arts & Humanities Elective	3
<b>Spring Semester   Second Year</b>		
BADM 2208	Supervision & Leadership	3
BADM 2216	Business Ethics	3
BADM 2222	Business Finance	3
BADM 2290	Problems in Business	3
ECON 2206	Principles of Macroeconomics	3
<b>Program Total</b>		<b>60</b>

\*MATH 1124 or higher is required for most transfer institutions.

**\*\*After completion of REST 1171, REST 1173, & REST 2275, students can sit for the Ohio Real Estate Salesperson Licensure Exam.**

# Accounting Major - 429D

Associate of Applied Business Degree

Total Credits: 60

**Nature of the Profession:** Accounting personnel compile and analyze business records. They also prepare financial reports, ensuring accuracy and compliance with legal regulations. The major opportunity fields are auditing, public accounting, managerial accounting, and government accounting.

**Related Job Titles:** Accountant, Auditor, Budget Analyst, Credit Analyst, Financial Analyst

## COURSES CREDITS

### Fall Semester

ACCT 1101	Principles of Financial Accounting	3
BADM 2251	Business Law I	3
CSCI 2218	Excel	3
ENGL 1101	English Composition I	3
-----	Arts & Humanities Elective	3

### Spring Semester

ACCT 1102	Principles of Managerial Accounting	3
ACCT 2230	Computerized Accounting - Quickbooks	3
BADM 2252	Business Law II	3
ENGL 1102	English Composition II	3
MATH 1124	Finite Math	3

### Fall Semester

ACCT 2201	Intermediate Accounting I	3
ACCT 2206	Managerial Cost Accounting	3
ACCT 2210	Tax Accounting	3
BADM 2208	Supervision & Leadership	3
ECON 2205	Principles of Microeconomics	3

### Spring Semester

ACCT 2202	Intermediate Accounting II	3
ACCT 2221	Auditing	3
BADM 2222	Business Finance	3
BADM 2290	Problems in Business	3
ECON 2206	Principles of Macroeconomics	3

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<b>Program Total</b>		<b>60</b>
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# Accounting Certificate - 429G

## One-Year Technical Program

Total Credits: 30

**Nature of the Profession:** The Accounting One-Year Certificate will introduce you to the basics of accounting and prepare you for employment with a small business or an entry level accounting position. You will have the opportunity to earn user certifications in Intuit Quickbooks and Microsoft Excel.

**Related Job Titles:** Accounting Clerk, Bookkeeping, and Tax Preparers.

COURSES		CREDITS
<b>Fall Semester</b>		
ACCT 1101	Principles of Financial Accounting	3
ACCT 2210	Tax Accounting	3
BADM 2251	Business Law I	3
CSCI 2218	Excel	3
ENGL 1101	English Composition I	3
<b>Spring Semester</b>		
ACCT 1102	Principles of Managerial Accounting	3
ACCT 2230	Computerized Accounting - Quickbooks	3
MATH 1115*	Math for Business & Social Sciences OR	
MATH 1124	Finite Math or higher	3
ECON 2205	Principles of Microeconomics	3
ENGL 1102	English Composition II	3
<b>Program Total</b>		<b>30</b>

\*MATH 1124 is required for the Associate Degree and most transfer institutions.

After completion of CSCI 2218, students can sit for the Excel Licensure Exam.

After completion of ACCT 2230, students can sit for the Intuit Quickbooks Licensure Exam.

Completion of the Accounting One-Year Technical Certificate is stackable into the Accounting Associate Degree.

# Nursing - 430

## Associate of Applied Science Degree

**Total Credits: 65**

**Nature of the Profession:** The registered nurse (RN) provides patient care due to illness or desire to maintain health. The RN scope of practice is defined by the Ohio Nurse Practice Act. RNs practice nursing in a wide range of settings including hospitals, schools, work sites, and patient's homes. Multiple advanced degrees are offered at various universities.

**Program Design:** The program is designed to be completed in four semesters. It is a daytime program, with primarily face-to-face classes. Accepted students enter with a specific cohort, and continue within that cohort until graduation. All lecture, lab, simulation, and clinical experiences are integrated into each semester, and must be completed successfully to progress in the program. NRSG courses must be completed in the order listed in the outline.

Non-nursing courses may be completed prior to entry into the program or during the required semester of the nursing program. Please note this may reduce the amount of Financial Aid you receive each term.

**Admission Criteria:** Admission to the nursing program is a competitive and selective process. The Associate Degree Nursing Program Information Packet describes the application process and documentation required to support entry into the ADN Program. The Nursing Transition Program Information Packet is available to guide practicing LPNs to apply to the Associate Degree Nursing Program. The Associate Degree Nursing Program and Nursing Transition Program Information Packets are available at all Southern State campuses or at:  
[www.ssc.edu/academics/associate/nursing.shtml](http://www.ssc.edu/academics/associate/nursing.shtml)

*Incomplete applications will not be considered. It is the responsibility of the applicant to be sure the required information is submitted to the nursing office.*

*Other recommended courses are: CHEM 1124, COMM 1115, any course with FNAR prefix, HPER 2261, MAST 1115, MATH 1160 and PSYC 1110. If preparing for BSN completion, please contact school of choice for program requirements.*

COURSES		CREDITS
<b>Fall Semester</b>		
BIOL 1510	Anatomy & Physiology I	3
BIOL 1511	Anatomy & Physiology Lab I	1
MATH 1135	Allied Health Mathematics	3
NRSG 1050	Intro. to Nursing Practice	2
NRSG 1200	Pathophysiology	2
NRSG 1500	Nursing Concepts I: Normal Findings	5
<b>Spring Semester</b>		
BIOL 1520	Anatomy & Physiology II	3
BIOL 1521	Anatomy & Physiology Lab II	1
ENGL 1101	English Composition I	3
NRSG 1300	Pharmacology	2
NRSG 1600	Nursing Concepts II: Wellness & Basic Chronic Conditions	6
PSYC 1111	Life Span Human Dev.	3
<b>Fall Semester</b>		
ENGL 1102	English Composition II	3
NRSG 2300	Concepts of Maternal and Child Nursing Care	5
NRSG 2500	Nursing Concepts III: Acute & Chronic Conditions	5
SOCI 1170	Introduction to Sociology	3
<b>Spring Semester</b>		
BIOL 2300	Microbiology	3
BIOL 2301	Microbiology Lab	1
NRSG 1107	Ethics in Nursing Practice	2
NRSG 2400	Mental Health Nursing	2
NRSG 2600	Nursing Concepts IV: Complex & Higher Acuity Conditions	4
NRSG 2800	Nursing Capstone	3
<b>Program Total</b>		<b>65</b>



# Practical Nursing - 432

## Certificate Program

Total Credits: 35

**Nature of the Profession:** The licensed practical nurse (LPN) provides patient care due to illness or desire to maintain health. The LPN scope of practice is defined by the Ohio Nurse Practice Act. The LPN provides care at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse. The majority of LPNs work is in long-term care and community organizations.

**Program Design:** The Practical Nursing Program is a three semester certificate program combining lecture, lab, and clinical experiences designed to prepare the graduate to be eligible to complete the licensure examination (NCLEX-PN) to become a Licensed Practical Nurse. The program has full approval of the Ohio Board of Nursing.

**Admission Criteria:** Admission to the nursing programs is a competitive and selective process. The Practical Nursing Program Information Packet describes the application process and documentation required to support entry into the Practical Nursing Program. The Practical Nursing Program Information Packet is available at all Southern State campuses or at [www.sccc.edu/academics/certificate/practical-nursing.shtml](http://www.sccc.edu/academics/certificate/practical-nursing.shtml)

Non-nursing courses may be completed prior to entry into the program or during the required semester of the nursing program. Please note this may reduce the amount of Financial Aid you receive each term.

**Incomplete applications will not be considered. It is the responsibility of the applicant to be sure the required information is submitted to the nursing office.**

Other recommended courses include:

BIOL 2300/2301, CHEM 1124, COMM 1115, ENGL 1102, and MAST 1115, and PSYC 1111.

COURSES		CREDITS
<b>Spring Semester</b>		
BIOL 1510	Anatomy and Physiology I	3
BIOL 1511	Anatomy & Physiology Lab I	1
MATH 1135	Allied Health Mathematics	3
PRAC 1200	Pathophysiology	2
PRAC 1500	Practical Nursing Concepts I	5
<b>Summer Semester</b>		
BIOL 1520	Anatomy and Physiology II	3
BIOL 1521	Anatomy and Physiology Lab II	1
PRAC 1300	Pharmacology	2
PRAC 1600	Practical Nursing Concepts II	5
<b>Fall Semester</b>		
ENGL 1101	English Composition I	3
PRAC 1700	Practical Nursing Concepts III	7
<b>Program Total</b>		<b>35</b>

# Human and Social Services - 435

Associate of Applied Science Degree

Total Credits: 64

**Nature of the Profession:** Human services worker is a generic term for people with various job titles who may play a variety of roles in community service and agency settings. They may assist clients in obtaining benefits and services or assess the needs and establish the eligibility of clients for services. They may organize and lead group activities, assist clients in need of emotional support or crisis intervention, or they may monitor and keep case records on clients and report progress to supervisors. Additionally, human services workers may administer programs such as food banks, emergency fuel programs, or work with senior centers or charities.

Human services workers generally work under the direction of a qualified professional—many times a social worker, professional counselor, program director, or psychologist. The amount of responsibility and supervision they are given varies a great deal, as do actual work duties. Some are on their own most of the time and have little direct supervision; others work under close supervision.

**Related Job Titles:** Social Work Assistant, Social Services Technician, Assistant Counselor, Family Services Worker, Case Extender, Case Manager, Victim Advocate Associate, MR/DD Adult Services Worker, Gerontology Aide, Residential Treatment Facility Associate, Intake Specialist, Job Coach, Income Maintenance Worker, Senior Center Director, Outreach Worker.

**Program Design:** The program provides a foundation in social and behavioral sciences which will prepare students for challenging work in a variety of social service settings. Entry level courses in the helping professions such as psychology, cultural diversity, sociology, social problems, and interviewing techniques will be offered. Specialty classes will include substance abuse, case management, counseling, crisis intervention, mental retardation, and gerontology. The program has been designed to meet the course work standards of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board certification as Social Work Assistant. Individuals will be provided opportunities for personal and professional growth through knowledge-based learning, experiential processes, community involvement and 480 hours of practical experience under direct supervision of professionals in local agencies.

Persons pursuing a career in human services should recognize that to be successful, they must be emotionally stable, creative, and flexible. Human services professionals must be able to work effectively with diverse groups of people and individuals with a wide variety of ages, racial and cultural backgrounds, and life situations.

A grade of “C” (2.00) or better is required in all courses for graduation. Any required course in which a grade below a “C” is received must be repeated. Life experience credit may not be used to fulfill graduation requirements in this program.

COURSES		CREDITS
<b>Fall Semester</b>		
HSSR 1140	Racial & Cultural Diversity in the Helping Professions	3
HSSR 1110	Intro to Social Services & Ethical Procedures	3
ENGL 1101	English Composition I	3
PSYC 1110	Principles of Psychology	3
MATH 1115	Math for the Business and Social Sciences	3
SOCI 2232	The Criminal Justice System	3
<b>Spring Semester</b>		
HSSR 1105	Survey of Substance Abuse	3
HSSR 1135	Affective Education & Group Process	3
HSSR 1150	Case Management Writing in the Helping Professions	3
ENGL 1102	English Composition II	3
PSYC 2207	Human Growth & Dev.	3
<b>Fall Semester</b>		
HSSR 2271	Human Services Practicum I	3
HSSR 2265	Diagnosis of Mental and Emotional Disorders	3
HSSR 2210	Counseling Theories	3
BIOL 1040	Human Biology I	3
BIOL 1041	Human Biology Lab I	1
SOCI 1170	Introduction to Sociology	3
<b>Spring Semester</b>		
HSSR 2272	Human Services Practicum II	3
HSSR 2211	Counseling Techniques	3
HSSR 2280	Crisis Intervention and Trauma Informed Treatment	3
SOCI 1150	Marriage & Family	3
COMM 1115	Fundamentals of Effective Speech	3
<b>Program Total</b>		<b>64</b>

# Chemical Dependency Major - 435A

Human and Social Services - Associate of Applied Science Degree

Total Credits: 64

## Nature of the Profession:

The Human and Social Services Chemical Dependency Major is designed to prepare students for careers in case management and counseling of chemically dependent individuals and their families. Students are prepared for employment in entry level positions in a variety of settings including therapeutic communities, rehabilitation centers, inpatient facilities, residential programs, outpatient clinics, mental health centers, detox units, and other organizations focusing on addictions treatment, education, or prevention. They may organize and lead group activities, assist clients in need of emotional support or crisis intervention, or they may monitor and keep case records on clients and report progress to supervisors. The amount of responsibility and supervision they are given varies a great deal, as do actual job duties.

**Related Job Titles:** Case Manager, Caseworker, Chemical Dependency Counselor, Social Work Assistant, Home Visitor, Residential Treatment Facility Associate, Addictions Educator, Intake Specialist.

## Program Design:

The program provides students with a foundation in social and behavioral sciences, a focused study in addictions, and career-oriented clinical/practicum experiences leading to the development of competent addictions counselors. The curriculum places strong emphasis on application of knowledge to problems and practices in the fields of human services and chemical dependency treatment, intervention, and prevention. Courses in the program address basic human services and counseling skills, pharmacology and addictions theory, as well as a selection of liberal arts topics to provide a broad understanding of the human experience. Academic and clinical application coursework is built around the knowledge, skills, and competencies necessary to help clients move from life threatening addictions to recovery. Classes focus on the following: psychological and sociological understanding of human interactions; addictive behaviors and various treatments utilized with chemically dependent persons; pharmacological effects of alcohol and other chemicals; understanding the various needs of special populations and their differing help seeking behaviors; ethical issues including confidentiality, appropriate boundaries, and dual relationships; and counseling theory and techniques.

Program requirements address the competencies identified by Ohio Department of Mental Health and Addictions Services (OMHAS). Graduates will have completed the necessary coursework requirements for eligibility as a Licensed Chemical Dependency Counselor II, a credential awarded by the Ohio Chemical Dependency Professionals Board. Additional requirements for LCDC II include a period of supervised experience, some of which students are expected to complete after graduation from the program. Program graduates planning to work as chemical dependency counselors must apply for and receive this credential in order to practice legally in the State of Ohio. In addition, the program meets the educational requirements of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board certification of Social Work Assistant.

A grade of "C" (2.00) or better is required in all courses for graduation. Any required course in which a grade below "C" is earned must be repeated. Students completing the Chemical Dependency Major must complete their entire practicum experience at a chemical dependency counseling/treatment facility. Life experience credit may not be used to fulfill graduation requirements in this program.

## COURSES

### Fall Semester

HSSR 1110	Intro to Social Services & Ethical Procedures	3
SOCI 2232	The Criminal Justice System	3
ENGL 1101	English Composition I	3
PSYC 1110	Principles of Psychology	3
MATH 1115	Math for Business and Social Sciences	3
SOCI 1107	Introduction to Diversity	3

### Spring Semester

HSSR 1105	Survey of Substance Abuse	3
HSSR 1135	Affective Educ. & Group Process	3
HSSR 1150	Case Management & Writing in the Helping Professions	3
ENGL 1102	English Composition II	3
PSYC 1111	Life Span and Human Development	3

### Fall Semester

HSSR 2271	Human Services Practicum I	3
HSSR 2265	Diagnosis of Mental and Emotional Disorders	3
HSSR 2210	Counseling Theories	3
SOCI 1170	Introduction to Sociology	3
BIOL 1040	Human Biology I	3
BIOL 1041	Human Biology Lab II	1

### Spring Semester

HSSR 2272	Human Services Practicum II	3
HSSR 2211	Counseling Techniques	3
HSSR 2216	Prevention, Diagnosis, and Treatment of Chem. Dependency	3
PSYC 2225	Psychology of Addiction and Family Services	3
COMM 1115	Fundamentals of Effective Speech	3

### Program Total

64

# Computer Technology - 455B

Associate of Applied Science Degree

Total Credits: 63/64

**Nature of the Profession:** This program focuses on the design of technological information systems, including computing systems, as solutions to business and communications support needs. The program includes instruction in the principles of computer hardware and software components, programming, application support and human interface design.

**Related Job Titles:** Consultant, Desktop Support Technician, Hardware Support Technician, Help Desk Technician, Junior Analyst, Network Administrator, Network Technician, Server Administrator, Software Support Technician, Technical Salesman, Technical Writer and Testing Technician.

## COURSES CREDITS

### Fall Semester | First Year

CSCI 2246	IT Fundamentals	3
ENGL 1101	English Composition I	3
CSCI 1150	IT Essentials	3
CSCI 2275	Professionalism	1
-----	General Elective	3
PSYC 1110	Principles of Psychology	3

### Spring Semester | First Year

PHIL 1107	Ethics	3
-----	Student Pick 1 ( <i>Class 1 of 3</i> )	3
-----	Student Pick 2 ( <i>Class 1 of 3</i> )	3
MATH 1120	Technical Math <b>OR</b>	3
MATH 1141	College Algebra	4
ENGL 1102	English Composition II	3

### Fall Semester | Second Year

-----	Student Pick 1 ( <i>2 of 3</i> )	3
-----	Student Pick 2 ( <i>2 of 3</i> )	3
CSCI 1155	Linux	3
PHYS 2201	General Physics	4
PHYS 2211	General Physics Lab	1
-----	CSCI Elective	3

### Spring Semester | Second Year

CSCI 2234	Server Administration	3
CSCI 2290	Computer Information Technology Capstone	3
-----	Student Pick 1 ( <i>3 of 3</i> )	3
COMM 1110	Interpersonal Communications	3
-----	Student Pick 2 ( <i>3 of 3</i> )	3

### Program Total

63/64

### Students Pick TWO Focus Areas

(after first year fall semester)

#### Focus 1 - Networking

- Class 1 - CSCI 2233 - CISCO Introduction to Networks
- Class 2 - CSCI 2236 - CISCO Routing and Networking
- Class 3 - CSCI 2239 - CISCO Enterprise Networking, Security, and Automation 4

#### Focus 2 - Programming

- Class 1 - CSCI 1121 - Introduction to Computer Programming
- Class 2 - CSCI 2263 - HTML 5 Programming
- Class 3 - CSCI 2205 - Mobile Device Programming

#### Focus 3 - Cybersecurity

- Class 1 - CYBR 1121 - Introduction to Cybersecurity
- Class 2 - CYBR 2220 - Ethical Hacking
- Class 3 - CYBR 2230 - Advanced Cybersecurity

#### Focus 4 - Robotics

- Class 1 - EENG 1105 - DC Circuits & Devices
- Class 2 - CSCI 2260 - MicroController Programming
- Class 3 - EENG 2205 - Digital Circuits

# Mechanical Design Technology - 460C

Associate of Applied Science Degree

Total Credits: 64

**Nature of the Profession:** Designers prepare detailed drawings on computer aided drafting (CAD) systems. Drawings are made on a video screen and might never be placed on paper. These systems can save time from routine drafting work and permit design variations to be easily prepared, with consideration given to tooling and manufacturing.

**Related Job Titles:** Architect, Engineering Technician, Landscape Architect, Surveyor, and all product design and manufacturing technicians.

**\*\*To view the new part-time guided pathway for 460C, please visit [www.sccc.edu](http://www.sccc.edu).**

COURSES		CREDITS
<b>Fall Semester</b>		
ENDS 1140	Introduction to Engineering Graphics w/ AutoCAD	3
ENDS 1100	Intro to Engineering	2
CSCI 2218	Excel	3
ENGL 1101	English Composition I	3
EENG 1105	DC Circuits & Devices	3
MATH 1120	Technical Mathematics	3
<b>Spring Semester</b>		
ENDS 2230	Advanced 2D AutoCAD	3
ENDS 2233	Computer Aided Manufacturing	3
COMM 1115	Fundamentals of Effective Speech	3
PHYS 2201	General Physics	4
PHYS 2211	General Physics Lab	1
ENGL 2205	Technical Report Writing	3
<b>Fall Semester</b>		
ENDS 2201	Engineering Mechanics: Statics	3
ENDS 2205	Hydraulics & Pneumatics	3
ENDS 1143	Introduction to Project Management & Product Design	3
ENDS 2219	Tool Design & Manufacturing	3
ENDS 2231	3D AutoCAD	3
<b>Spring Semester</b>		
ENDS 2232	Introduction to SolidWorks	3
ENDS 2203	Strength of Materials	3
ENDS 2261	Manufacturing Materials and Processes	3
ENDS 2299	Design Capstone Project	3
-----	General Elective	3
<b>Program Total</b>		<b>64</b>



# Electro-Mechanical Engineering Technology - 470A

Associate of Applied Science Degree

Total Credits: 64

**Nature of the Profession:** Electro-Mechanical engineers work in various engineering and manufacturing companies using the principles and theories of science, engineering, and mathematics. They may prepare specifications for materials, test for quality control, study ways to improve manufacturing efficiency, supervise production workers, work as field representatives, install and repair technical equipment, or write repair and operation manuals.

**Related Job Titles:** Product Design and Manufacturing Technician, CAD, CAM, Instrumentation Calibration and Repair Technician, Technical Writer, Sales Technician, and Research and Test Technician.

**\*\*To view the new part-time guided pathway for 470A, please visit [www.sccc.edu](http://www.sccc.edu).**

## COURSES CREDITS

### Fall Semester

ENDS 1140	Introduction to Engineering Graphics w/AutoCAD	3
ENDS 1100	Introduction to Engineering	2
ENGL 1101	English Composition I	3
MATH 1120	Technical Math	3
EENG 1105	DC Circuits & Devices	3

### Spring Semester

CSCI 2260	MicroController Programming	3
ENDS 2232	Introduction to SolidWorks	3
PHYS 2201	General Physics I	4
PHYS 2211	General Physics I Lab	1
EENG 2205	Digital Electronics	3
EENG 1115	AC Circuits & Devices	3

### Fall Semester

EENG 1185	Electrical Machinery	3
EENG 2285	Manufacturing Control Systems	3
ENDS 2205	Hydraulics & Pneumatics	3
EENG 2215	Analog Circuits & Devices	3
ENDS 2201	Engineering Mechanics: Statics	3
ENDS 1143	Introduction to Project Management & Product Design	3

### Spring Semester

ENDS 2203	Strength of Materials	3
ENDS 2299	Design Capstone Project	3
ENGL 2205	Technical Report Writing	3
COMM 1115	Fundamentals of Effective Speech	3
-----	General Elective (Humanities or Social Sciences)	3

<b>Program Total</b>	<b>64</b>
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# Aviation Maintenance - 470G

Associate of Applied Science Degree

Total Credits: 118

**Nature of the Profession:** Aviation mechanics repair and perform scheduled maintenance on airplanes and helicopters. They inspect aircraft as required by the Federal Aviation Administration (FAA).

**Related Job Titles:** Aviation Maintenance Technician, Aviation Mechanic, Sales and Service Technician, and FAA Certified Repairman.

## COURSES CREDITS

### Fall Semester

AVIT 1111	Aircraft Operations & Preservation	5
AVIT 1112	Basic Aircraft Electricity	5
AVIT 1113	Aircraft Materials, Processes, & Fluid Lines	5
MATH 1120	Technical Mathematics	3

### Spring Semester

AVIT 1121	Aircraft Maintenance Publications & Regulations	3
AVIT 2221	Aircraft Metallic Structures	6
AVIT 2222	Aircraft Fuel Systems	2
AVIT 2241	Aircraft Instrumentation, Navigation, and Communication	4
PHYS 2201	General Physics	4
PHYS 2211	General Physics Lab	1

### Summer Semester

AVIT 2231	Aircraft Non-Metallic Structures	5
AVIT 2232	Airframe Electrical Systems	5
AVIT 2233	Aircraft Landing Gear & Fluid Power	5
ENGL 1101	English Composition I	3

### Fall Semester

AVIT 2242	Aircraft Atmospheric & Protection Systems	3
AVIT 2243	Aircraft Assembly & Rigging	4
AVIT 2244	Airframe Inspection	3
AVIT 2363	Aircraft Propellers and Cooling Systems	5
ENDS 1140	Introduction to Engineering Graphics w/ AutoCAD	3
PHIL 1107	Ethics	3

### Spring Semester

AVIT 2351	Aircraft Reciprocating Engines I	6
AVIT 2352	Aircraft Reciprocating Engines II	6
AVIT 2353	Aircraft Fuel Metering	5
ENDS 2232	Introduction to SolidWorks	3
ENGL 2205	Technical Report Writing	3

### Summer Semester

AVIT 2361	Aircraft Turbine Engines I	6
AVIT 2362	Aircraft Turbine Engines II	6
AVIT 2364	Aircraft Powerplant Inspections	3
THEA 1121	Introduction to Theatre -OR-	
SOCI 1170	Introduction to Sociology-OR-	
PSYC 1110	Principles of Psychology	3

<b>Program Total</b>	<b>118</b>
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# Aviation Airframe - 470I

## Certificate Program

**Total Credits: 63**

**Nature of the Profession:** Aviation mechanics repair and perform scheduled maintenance on airplanes and helicopters. They inspect aircraft as required by the Federal Aviation Administration (FAA). The Airframe Certificate is the foundation of the maintenance technical role to maintain registered aircraft. The Airframe program must be completed before any FAA testing can occur as it also incorporates the general knowledge requirement.

**Related Job Titles:** Aviation Airframe Mechanic

## COURSES CREDITS

### Fall Semester

AVIT 1111	Aircraft Operations & Preservation	5
AVIT 1112	Basic Aircraft Electricity	5
AVIT 1113	Aircraft Materials, Processes, & Fluid Lines	5
MATH 1120	Technical Mathematics	3

### Spring Semester

AVIT 1121	Aircraft Maintenance Publications & Regulations	3
AVIT 2221	Aircraft Metallic Structures	6
AVIT 2222	Aircraft Fuel Systems	2
AVIT 2241	Aircraft Instrumentation, Navigation, and Communication	4
PHYS 2201	General Physics	4
PHYS 2211	General Physics Lab	1

### Summer Semester

AVIT 2231	Aircraft Non-Metallic Structures	5
AVIT 2232	Airframe Electric Systems	5
AVIT 2233	Aircraft Landing Gear & Fluid Power	5

### Fall Semester

AVIT 2242	Aircraft Atmospheric Protection Systems	5
AVIT 2243	Aircraft Assembly & Rigging	5
AVIT 2244	Aircraft Inspection	5

<b>Program Total</b>		<b>63</b>
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# Aviation Powerplant - 470J

## Certificate

Total Credits: 48

**Nature of the Profession:** Aviation mechanics repair and perform scheduled maintenance on airplanes and helicopters. They inspect aircraft as required by the Federal Aviation Administration (FAA). Works to diagnose, repair, and maintain aircraft and helicopter engines and assemblies.

**Related Job Titles:** Aviation Mechanic and Aviation Power Plant Technician .

## COURSES

## CREDITS

### Fall Semester

AVIT 2363	Aircraft Propellers and Cooling Systems	5
ENGL 1101	English Composition I	3
MATH 1120	Technical Mathematics	3

### Spring Semester

AVIT 2351	Aircraft Reciprocating Engines I	6
AVIT 2352	Aircraft Reciprocating Engines II	6
AVIT 2353	Aircraft Fuel Metering	5
PHYS 2201	General Physics I	4
PHYS 2211	General Physics I Lab	1

### Summer Semester

AVIT 2361	Aircraft Turbine Engines I	6
AVIT 2362	Aircraft Turbine Engines II	6
AVIT 2364	Aircraft Powerplant Inspections	3

### Program Total

48

# Early Childhood Education - 485

Associate of Applied Science Degree

Total Credits: 63

**Nature of the Profession:** Early childhood professionals are responsible for planning daily programs, providing caring and nurturing environments, and utilizing community resources to enrich programs and to support the needs of young children and their families.

**Related Job Titles:** Pre-kindergarten Teacher, Associate Teacher, Preschool/Child Care Teacher, Nanny, Infant/Toddler Caregiver, or Children's Activities Coordinator for hospitals, group homes, resorts, etc.

**Note:** Successful completion of the Early Childhood Education program, along with a passing performance on the required state of Ohio exam, will permit graduates to obtain an Ohio Pre-K teaching license.

COURSES		CREDITS
<b>Fall Semester</b>		
EDUC 1140	Introduction to Early Childhood Education	3
EDUC 1145	Observation/Assessment of Children	3
EDUC 2234	Technology in Education	3
EDUC 1000	Introduction to Child Dev.	3
ENGL 1101	English Composition I	3
<b>Spring Semester</b>		
BIOL 1060	Environmental Science	3
EDUC 2243	Indiv. w/ Exceptionalities	3
EDUC 1118	Guiding Children's Behavior & Learning	3
EDUC 2219	Infant/Toddler Care and Education	3
EDUC 2230	Children's Literature with Reading Approaches	3
<b>Fall Semester</b>		
EDUC 1163	Social Studies for the Young Child	3
EDUC 2217	Science & Math Experiences for the Young Child	3
PSYC 1110	Principles of Psychology	3
EDUC 2215	Health/Physical Education for Children	3
FNAR 1104	Intro to Art	3
EDUC 1110	Art/Music for Young Child	3
<b>Spring Semester</b>		
EDUC 2228	Families, Communities, and Schools	3
PSYC 2241	Educational Psychology	3
EDUC 2240	Early Childhood Practicum	3
EDUC 2241	Early Childhood Seminar	3
MATH 1115	Math for the Business & Social Sciences	3
<b>Program Total</b>		<b>63</b>



# Paraprofessional Education - 486

Associate of Applied Science Degree

Total Credits: 64

**Nature of the Profession:** Paraprofessionals work in schools and districts throughout Ohio and serve a critical role in supporting the delivery of high quality instruction for all children (from preschool through grade 12), especially those students considered at risk. Today's paraprofessionals (which may also be known as instructional assistants, special education aides, teaching assistants, or teaching/classroom aides) work alongside a professional under the direction of licensed teachers, as part of instructional teams, to support individual students and small groups of students to access and progress through challenging curricula aligned with Ohio's academic content and common core state standards.

General duties associated with a paraprofessional educator include the following:

- Assisting teachers in the classroom
- Supervising students outside of the classroom
- Providing administrative support for teaching
- Helping students understand and complete assignments
- Working with students who have special needs
- Performing clerical work for teachers as needed

## COURSES

### Fall Semester

EDUC 1101	Introduction to Education	3
EDUC 2234	Technology in Education	3
ENGL 1101	English Composition I	3
PSYC 1110	Principles of Psychology	3
EDUC 1145	Observation/Assessment of Children	3

### Spring Semester

EDUC 1102	Foundations of Education	3
EDUC 1118	Guiding Children's Behavior & Learning	3
ENGL 1102	English Composition II	3
EDUC 2243	Ind. w/Exceptionalities	3
EDUC 1000	Introduction to Child Development	3

### Fall Semester

EDUC 2220	Foundation of Literacy	3
PHYS 1104	Physical Science - Geology	4
COMM 1115	Fundamentals of Effective Speech	3
EDUC 2260	Teach. in a Diverse Society	3
MATH 1115	Math for the Business & Social Sciences	3
FNAR 1104	Introduction to the Arts	3

### Spring Semester

EDUC 2228	Families, Communities, and Schools	3
PSYC 2241	Educational Psychology	3
EDUC 2225	Paraprofessional Seminar	3
EDUC 2224	Paraprofessional Practicum	3
BIOL 1060	Environmental Science	3

### Program Total

64

# Medical Assisting - 492

Associate of Applied Science Degree

Total Credits: 60

## Nature of the Profession: The Medical

Assistant is cross-trained to perform administrative and clinical duties in physician's offices, hospitals and other healthcare facilities. They may choose to work as a receptionist in a hospital or physician's office, a medical transcriptionist/scribe, insurance specialist, financial secretary, billing and collection specialist, laboratory assistant, or a clinical assistant involved in patient care. Duties vary with the location, specialty and needs/size of the practice.

**Related Job Titles:** Medical Receptionist, Computerized Medical Office Management, Medical Records Clerk, Medical Transcriptionist/Scribe, Clinical Assistant, Lab Assistant, Out-patient Clinic Medical Assistant, X-ray Aide, Health Coach/Manager, Patient Navigator, or Patient Care Coordinator.

**Program Design:** This program is designed to be completed following the Step Pathway outline, a two-year program if a full time student. Graduates also earn the Medical Assistant Technology Certificate and are eligible to complete multiple credentialing exams upon successful program completion. All courses must be completed with a grade of "C" or better.

**Application Criteria:** Admission to the Medical Assisting (MAST) Program requires completion of written application and program acceptance. The Medical Assisting Student Handbook details program and admission requirements (available online). Complete the program application and submit with required documentation by the appropriate deadline. Completion of minimum requirements does not guarantee a placement.

See the Student Handbook for the Medical Assisting Program and requirements/policies pertaining to: **GPA Requirements, Health Requirements, Required Immunizations/Tests, General Practicum Requirements Background checks, etc.**

*It is strongly recommended for students within Medical Assisting to meet with an advisor within the program every semester to ensure they are taking classes in sequence. Not meeting with a Medical Assisting program advisor may result in a student being unable to finish their degree in a timely manner.*

**Please Note:** General Education Courses for the A.A.S. in Medical Assisting may be completed prior to, or following, the 492E Medical Assisting Certificate.

## Step 1 – Pathway to Medical Assistant Technician

*After successful completion of first three semesters, you will be eligible to earn multiple credentials including the Certified Medical Assistant (CMA) from American Association of Medical Assistants (AAMA), the Registered Medical Assistant (RMA) credential through American Medical Technologists (AMT) and the Certified Clinical Medical Assistant (CCMA) from National Healthcareer Association (NHA).*

### COURSES

### CREDITS

#### Fall Semester | Year One

MAST 1101	Introduction to Medical Assisting & Procedures	3
MAST 1111	Medical Administrative Procedures	3
MAST 1115	Medical Terminology	2
MAST 2218	Medical Billing & Coding	3
MAST 2212	Medical Transcription	3

#### Spring Semester | Year One

ALTH 1160	Electronic Health Records	2
MAST 2215	Medical Laboratory Techniques	3
MAST 2220	Emergency Medical Procedures	3
MAST 2230	Pharmacology for Medical Assisting	3
MAST 2240	Clinical Procedures	3

#### Summer Semester | Year One

MAST 1118	Human Diseases	2
MAST 1126	Clinical Practicum I	1
MAST 2205	Medical Law & Ethics	2
MAST 2226	Clinical Practicum II	1
MAST 2297	Medical Assisting Review	2

## Step 2 – Pathway to A.A.S. Medical Assisting

*Meet with the MAST Program Director to discuss recommended course options for completion of AAS in Medical Assisting – See Program 492/492B/492E. Completion of the Medical Assistant Technology Certificate is stackable within the AAS in Medical Assisting Degree Program (see Year 2 below). Most of the required AAS Pathway courses include online or hybrid offerings.*

#### Fall Semester | Year Two

BIOL 1510	Anatomy & Physiology I	3
BIOL 1511	Anatomy & Physiology Lab I	1
CSCI 1101	Computer Keyboarding	1
ENGL 1101	English Composition I	3
PSYC 1110	Principles of Psychology	3

#### Spring Semester | Year Two

BIOL 1520	Anatomy & Physiology II	3
BIOL 1521	Anatomy & Physiology Lab II	1
COMM 1115	Fund. of Effect. Speech	3
MATH 1135	Allied Health Mathematics	3
PSYC 1111	Life Span & Human Dev.	3

## Step 3 – Pathway to Bachelor Degree

*Transfer to one of our Partner Universities for a Bachelor Degree in Healthcare Management OR Bachelor Degree in Healthcare Administration.*

Program Total 60

# Phlebotomy Technician - 492B

## Certificate Program

Total Credits: 31

**Nature of the Profession:** A Phlebotomist is trained to work primarily in a hospital and is depended upon to acquire quality blood specimens from the patient by performing venipuncture and capillary sticks.

**Related Job Titles:** Phlebotomist, Phlebotomy Technician, Lab Assistant, Reference Lab Phlebotomist

**Program Design:** This program is designed to be completed in 2 semesters if a full time student. A Step Pathway option is available for part-time students. All courses must be completed with a grade of "C" or better.

**Application Criteria:** Admission to this Allied Health (ALTH) Program requires completion of written application and program acceptance. The Allied Health Student Handbook details program and admission requirements (available online). Complete the program application and submit with required documentation by the appropriate deadline. Completion of minimum requirements does not guarantee a placement.

See the Student Handbook for the Phlebotomy Program/Allied Health Certificate Program requirements/policies pertaining to: **GPA Requirements, Health Requirements, Required Immunizations/Tests, General Practicum Requirements Background checks, etc.**

*It is strongly recommended for students within Allied Health Sciences to meet with an advisor within the program every semester to ensure they are taking classes in sequence. Not meeting with an Allied Health Science program advisor may result in a student being unable to finish their degree in a timely manner.*

### Gainful Employment Program Disclosure

This Title-IV-eligible certificate is subject to the US Department of Education gainful employment regulations. These regulations require that we make the gainful employment program disclosure information available to you so that you may make informed decisions about which program best meets your career path needs.

## COURSES

## CREDITS

### Step 1 – Pathway to Phlebotomy Technician

*After successful completion of Step 1, you will be eligible to earn the Phlebotomy Technician (PBT) credential through the American Society of Clinical Pathology (ASCP), and the Registered Phlebotomy Technician (RPT) credential through American Medical Technologists (AMT) and the Certified Phlebotomy Technician (CPT) credential through National Healthcareer Association (NHA).*

### Spring Semester

MAST 2220	Emergency Medical Procedures	3
ALTH 2201	Phlebotomy Technology	3
ALTH 2225	Phlebotomy Practicum	1

### Step 2 – Pathway to Phlebotomy Tech Certificate

*Meet with the ALTH Program Director to discuss recommended course options for 1-year Full-time Status Outline or course options for Part-Time Status Outline.*

### Fall Semester | Year 1

BIOL 1040	Human Biology I	3
BIOL 1041	Human Biology Lab I	1
CSCI 1101	Computer Keyboarding	1
ENGL 1101	English Composition I	3
MAST 1115	Medical Terminology	2
MATH 1116	Beginning Algebra	3

### Spring Semester | Year 1

BIOL 1050	Human Biology II	3
BIOL 1051	Human Biology Lab II	1
MAST 1118	Human Diseases	2
MAST 2205	Medical Law & Ethics	2
MATH 1118	Intermediate Algebra OR	(4)
MATH 1135	Allied Health Mathematics	3

*Completion of the Phlebotomy Technician Certificate is stackable within the Medical Assistant Technology Certificate and the Associate of Applied Science in Medical Assisting Program. Most of the required courses include online offerings, allowing degree completion while working in the field.*

**Add Step 1 Spring Term Courses if not complete.**

**Program Total does not include any pre-requisites: 31 (32)**

### Step 3 – Pathway to A.A.S. Medical Assisting

*Meet with the Program Director for a complete Program Outline for A.A.S. Medical Assisting – See Program 492/492E.*

### Step 4 – Pathway to Bachelor Degree

*Transfer to one of our Partner Universities for a Bachelor Degree in Healthcare Management OR Bachelor Degree in Healthcare Administration.*

# Medical Assistant Technology - 492E

## Certificate Program

Total Credits: 36

**Nature of the Profession:** The Medical Assistant is cross-trained to perform administrative and clinical duties in physician's offices, hospitals and other healthcare facilities. They may choose to work as a receptionist in a hospital or physician's office, a medical transcriptionist/scribe, insurance specialist, financial secretary, billing and collection specialist, laboratory assistant, or a clinical assistant involved in patient care. Duties vary with the location, specialty and needs/size of the practice.

**Related Job Titles:** Medical Receptionist, Computerized Medical Office Management, Medical Records Clerk, Medical Transcriptionist/Scribe, Clinical Assistant, Lab Assistant, Out-patient Clinic Medical Assistant, X-ray Aide, Health Coach/Manager, Patient Navigator, or Patient Care Coordinator.

**Program Design:** This certificate program is designed to be completed in three semesters, or one academic year, when enrolled as a full time student. The certificate may also be used as a Step Pathway toward the A.A.S. in Medical Assisting. Graduates are eligible to complete multiple credentialing exams upon successful semester and/or program completion. All courses must be completed with a grade of "C" or better.

**Application Criteria:** Admission to the Medical Assisting (MAST) Program requires completion of written application and program acceptance. The Medical Assisting Student Handbook details program and admission requirements (available in the Medical Assisting/Allied Health office or at <https://www.sccc.edu/academics/associate/applications/medical-assisting-app-2018.pdf>). Complete the program application and submit with required documentation by the appropriate deadline. Completion of minimum requirements does not guarantee a placement.

See the Student Handbook for the Medical Assisting Program/Allied Health Certificate Program requirements/policies pertaining to: **GPA Requirements, Health Requirements, Required Immunizations/Tests, General Practicum Requirements Background checks, etc.**

*It is strongly recommended for students within Medical Assisting to meet with an advisor within the program every semester to ensure they are taking classes in sequence. Not meeting with a Medical Assisting program advisor may result in a student being unable to finish their degree in a timely manner.*

### Gainful Employment Program Disclosure

This Title-IV-eligible certificate is subject to the US Department of Education gainful employment regulations. These regulations require that we make the gainful employment program disclosure information available to you so that you may make informed decisions about which program best meets your career path needs.

*The Southern State Community College Medical Assisting Technology Certificate is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB) Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763, (727) 210-2350.*

## COURSES

## CREDITS

### Pathway to Medical Assistant Technician Certificate

#### Fall Semester | Year One

*After successful completion of first three semesters, you will be eligible to earn multiple credentials including the Certified Medical Assistant (CMA) from American Association of Medical Assistants (AAMA), the Registered Medical Assistant (RMA) credential through American Medical Technologists (AMT) and the Certified Clinical Medical Assistant (CCMA) from National Healthcareer Association (NHA).*

MAST 1101	Introduction to Medical Assisting & Procedures	3
MAST 1115	Medical Terminology	2
MAST 2218	Medical Billing & Coding I	3
MAST 2212	Medical Transcription	3
MAST 1111	Medical Admin. Procedures	3

#### Spring Semester | Year One

ALTH 1160	Electronic Health Records	2
MAST 2215	Medical Laboratory Techniques	3
MAST 2220	Emergency Medical Procedures	3
MAST 2230	Pharmacology	3
MAST 2240	Clinical Procedures	3

#### Summer Semester | Year One

MAST 1118	Human Diseases	2
MAST 1126	Clinical Practicum I	1
MAST 2205	Medical Law & Ethics	2
MAST 2226	Clinical Practicum II	1
MAST 2297	Medical Assisting Review	2

<b>Program Total</b>	<b>36</b>
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### Step 2 – Pathway to A.A.S. Medical Assisting

*Meet with the MAST Program Director to discuss recommended course options for completion of AAS in Medical Assisting – See Program 492/492B/492E. Completion of the Medical Assistant Technology Certificate is stackable within the AAS in Medical Assisting Degree Program (see Year 2 below). Most of the required AAS Pathway courses include online or hybrid offerings.*

#### Fall Semester | Year Two

BIOL 1510	Anatomy & Physiology I	3
BIOL 1511	Anatomy & Physiology Lab I	1
CSCI 1101	Computer Keyboarding	1
ENGL 1101	English Composition I	3
PSYC 1110	Principles of Psychology	3

#### Spring Semester | Year Two

BIOL 1520	Anatomy & Physiology II	3
BIOL 1521	Anatomy & Physiology Lab II	1
COMM 1115	Fund. of Effective Speech	3
MATH 1135	Allied Health Mathematics	3
PSYC 1111	Life Span & Human Dev.	3

### Step 3 – Pathway to Bachelor Degree

*Transfer to one of our Partner Universities for a Bachelor Degree in Healthcare Management OR Bachelor Degree in Healthcare Administration.*

# Law Enforcement Major - 496A

Associate of Applied Science Degree

Total Credits: 65

**Nature of the Profession:** Law Enforcement Professionals work in a variety of environments which require the ability to conduct investigations, to provide security and service, and to communicate with varied constituencies. A broad working knowledge of criminal and civil law, especially in regard to police procedure, is required. A large number of new and replacement personnel in Law Enforcement are projected to be needed for the next decade.

**Related Job Titles:** Patrol Officer, Detective, Bailiff, Criminal Investigator, Sheriff and Sheriff's Deputy.

## COURSES

## CREDITS

### Fall Semester - First Year

ENGL 1101	English Composition I	3
PSCI 1104	American Government I	3
CJUS 1101	Introduction to Law Enforcement	4
CJUS 2233	Criminal Investigation	2
SOCI 2230	Social Problems	3
SOCI 2231	Juvenile Delinquency	2

### Spring Semester - First Year

MATH 1115	Math for the Business & Social Sciences(or higher)	3
ENGL 1102	English Composition II	3
PSCI 1105	American Government II	3
CJUS 2234	Constitutional Criminal Procedures	3
CJUS 2245	*Crime Scene Investigation	3
PHIL 1107	Ethics	3

### Fall Semester - Second Year

CJUS 2236	Current Issues in Criminal Justice	3
CJUS 1102	*Basic Law Enforcement I	9
COMM 1115	Fundamental of Effective Speech	3

### Spring Semester - Second Year

CJUS 2241	Comparative Criminal Justice Systems	3
PSYC 1110	Principles of Psychology	3
CJUS 1103	*Basic Law Enforcement II	9

### Program Total

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**65**



# Course Descriptions



## Course Descriptions

All courses are assigned a course code title in the College data processing system. The first four characters indicate the area of study and the last four indicate the specific course, e.g. ACCT 1104 (Accounting 1104).

Course offerings will be published on the College's website prior to registration each semester. The College reserves the right to cancel a course due to low enrollment.

**Prerequisite:** A class which students must successfully complete before enrolling in the class that requires the prerequisite.

**Corequisite:** A class which students must take during the same semester as the class which requires the corequisite, unless they have already successfully completed the corequisite.

Courses that do not count toward graduation shall be identified in the College Catalog as carrying "institutional credit." This type of credit will not count in the student's cumulative grade point average, but will be used in the calculation of full-time status and calculation for grants and other financial aid formulas.

### ACCOUNTING - ACCT

#### **ACCT 1101 Principles of Financial Accounting** *3 credits*

An introduction to the principles and practices of accounting. Emphasis is placed on the fundamentals of recording, adjusting, analyzing, and reporting financial information in accordance with Generally Accepted Accounting Principles. Includes the study of the accounting for cash, accounts receivable, inventory, fixed assets, accounts payable, liabilities, revenues and expenses.

#### **ACCT 1102 Principles of Managerial Accounting** *3 credits*

##### **Prerequisite: ACCT 1101**

An introduction to the use of accounting data in managerial decision making with an emphasis on the capital structure of corporations, financial statement analysis and managerial accounting techniques. Content includes corporate organization, accounting for equity transactions, long-term obligations and investments, ratio analysis of financial statements, cost measurement systems, cost-volume-profit analysis, and budgeting.

#### **ACCT 2201 Intermediate Accounting I** *3 credits*

##### **Prerequisites: ACCT 1102**

Intermediate Accounting I provides an in-depth study of the conceptual framework of accounting as it

relates to recording, reporting, and disclosing financial information on the Balance Sheet, Income Statement and Cash Flow Statement. Emphasis is placed on the accounting procedures for measuring, recording, and reporting Assets. Recent developments in accounting standards are practice are also covered.

#### **ACCT 2202 Intermediate Accounting II** *3 credits*

##### **Prerequisites: ACCT 2201**

A continuation of the in-depth study of financial accounting with a concentration on the liabilities and stockholder's equity accounts of the Balance Sheet. Other topics include financial statement analysis, error analysis, and accounting for income taxes, retirement benefits, and leases.

#### **ACCT 2206 Managerial Cost Accounting** *3 credits*

##### **Prerequisite: ACCT 1102**

Managerial Cost Accounting provides a detailed examination on the use of accounting information in managerial decision-making. Special emphasis is placed on costing techniques used in manufacturing, budgeting, differential analysis, and performance measurement.

#### **ACCT 2209 Not-for-Profit Accounting** *3 credits*

##### **Prerequisite: ACCT 1105**

This course introduces the accounting techniques and principles uniquely applicable to governmental and not-for-profit organizations. Topics include Governmental "Fund Accounting" and accounting for Public Colleges, Hospitals, and Private Not-For-Profits.

#### **ACCT 2210 Tax Accounting** *3 credits*

This is an introductory course in personal tax accounting. Emphasis is on the principles of federal income taxation as they relate to individuals and simple trusts, including the laws, rulings, and regulations that govern the preparation of individual tax returns.

#### **ACCT 2221 Auditing** *3 credits*

##### **Prerequisite: ACCT 1102 or ACCT 1105**

This course will provide a sweeping overview of auditing. Special attention will be given to the nature and economic purpose of audits, auditing standards, professional ethics, auditor's legal liability, the study and evaluation of internal control, the nature of audit evidence, forensic auditing and auditing technique.

#### **ACCT 2230 Computerized Accounting - QuickBooks** *3 credits*

##### **Prerequisite: ACCT 1101**

A hands-on study of the market leading small business accounting software, QuickBooks Online. Emphasis is placed on using QuickBooks to record transactions and report financial information for both new and existing businesses.

**ACCT 2299 Seminar 1-6 credits**

This course will be a discussion of particular problems related to the student's chosen program and areas of interest.

**ALLIED HEALTH - ALTH****ALTH 1160 Electronic Health Records 2 credits**

This course is designed to be an interactive, competency-based approach to learning electronic health records. The student will develop skills used in electronic health records through the introduction of theory as well as the application of medical electronic health records through the use of MEDCIN Software. It includes using the computer to: 1) navigate the medical health record 2) record various patient health information such as history and findings 3) Order diagnostic tests and writing prescriptions 4) use EHR software to understand E&M code 5) use ICD10-CM codes to justify billing and orders based on diagnosis 6) graph lab results 7) use EHR to improve patient care.

**ALTH 1199 Seminar 1-6 credits**

Discussion of particular problems related to chosen program and areas of interest.

**ALTH 2201 Phlebotomy Technology 3 credits**

**Prerequisite:** Acceptance into Phlebotomy Program

**Corequisite:** ALTH 2225

This course is designed to further enhance the student's knowledge of the clinical methods and the practice of phlebotomy. Course includes lecture, discussion, simulations, and practice in laboratory settings with emphasis on capillary blood specimens, venipuncture, pediatric, geriatric, arterial, intravenous and special collection procedures, specimen documentation, specimen handling, transportation, safety in laboratory setting, anatomy and terminology associated with phlebotomy, and ethical and legal issues.

**ALTH 2225 Phlebotomy Practicum 1 credit**

**Prerequisite:** Acceptance into Phlebotomy Program

**Corequisite:** ALTH 2201

The Phlebotomist Practicum Program is a period of directed practice, which consists of practical phlebotomy in a CLIA regulated, accredited laboratory facility. The students need to attain a minimum performance of 100 successful venipunctures, 25 successful skin punctures and orientation in a full service laboratory.

**AVIATION TECHNOLOGY- AVIT****AVIT 1111 Aircraft Operations and Preservation 5 credits**

In this course the student will learn the proper way to move, receive and launch aircraft which will include taxiing, towing, tugging and marshaling. The student will learn how to service, fuel, oil and various other serviceable items. The student will also learn how to jack aircraft and how to perform weight and balance calculations. This course covers aircraft corrosion and corrosive materials identification and how to protect, clean and preserve aircraft.

**AVIT 1112 Basic Aircraft Electricity 5 credits**

In this course the student will learn the basis of electron flow. The student will study the relationship between voltage, current and resistance. The student will use the understanding of Ohm's Law and Kirkoff's Law relating to voltage, current and resistance to solve series, parallel and complex electrical circuits. The student will be introduced to battery theory, including lead acid and nickel-cadmium and their use in aircraft. This course will cover direct and alternating currents, wiring, switches, control devices, wiring diagrams, generators, alternators, and motors used on aircraft.

**AVIT 1113 Aircraft Materials, Processes & Fluid Lines 5 credits**

This course will introduce the student to the hardware used to build aircraft. The student will use basic hand tools and measuring devices to fabricate rigid and flexible fluid lines. The student will identify appropriate uses for industry standard nondestructive testing including dye penetrant, eddy current, ultrasonic and magnetic particle inspection.

**AVIT 1121 Aircraft Maintenance Publications & Regulations 3 credits**

This course will introduce the student to aircraft publications and regulations. The student will become familiar with the use of the aircraft manufacture maintenance and structural repair manuals and illustrated parts catalog. The student will learn basic drawing skills and will learn to read blue prints and wire schematics required to complete aircraft maintenance. The student will investigate the Federal Aviation regulations, Airworthiness Directives and Advisory materials related to aircraft maintenance and paperwork required by the FAA.

**AVIT 2221 Aircraft Metallic Structures 6 credits**

This course will introduce the student to aircraft structures and structural repair. The student will become familiar with the materials used in all aspects of aircraft construction. This course is a hands-on course in

which the student will learn to identify different aircraft materials and their uses. Students will fabricate aircraft structures using aluminum by forming, bending, installing, and removing aircraft hardware and fasteners. Students will also investigate welding and inspect welded aircraft structures including soldering, brazing, gas and arc-welding.

**AVIT 2222 Aircraft Fuel Systems** *2 credits*

This course will introduce the student to aircraft fuels and fuel systems. The student will identify different aircraft fuels, tanks and types of fuel systems used in aircraft. The student will remove, inspect, and install aircraft rigid and bladder type cell tanks. Students will learn the effects that atmospheric conditions have on fuel and how aircraft fuel systems manage these effects.

**AVIT 2231 Aircraft Non-Metallic Structures** *5 credits*

This course will introduce the student to aircraft fabrics, woods, composites, acrylics, and painting. The students will perform hands-on wet-layup and vacuum bagging on composite structures used in aircraft. Students will inspect, test, fabricate, and repair fiberglass, bonded honeycomb, and fabric panels. Students will learn how to apply paint, trim and letters to aircraft finishes.

**AVIT 2232 Airframe Electrical Systems** *5 credits*

This course will introduce the student to the components and techniques used in aircraft airframe wiring. The students will learn basic aircraft wiring and installation of wiring components. Students will investigate and understand how to determine wire size, wire load, circuit components, methods of wiring aircraft for 12 volt DC, 24 volt DC and 115 volt AC systems. Students will crimp, splice, and solder using the methods developed for aircraft to inspect, repair, and fabricate aircraft wiring systems.

**AVIT 2233 Aircraft Landing Gear & Fluid Power** *5 credits*

This course will introduce the student to hydraulic, pneumatic, and landing gear system used in a variety of different types of aircraft. Students will inspect, check, service, and repair aircraft landing gear systems and their component. Students will remove, disassemble, inspect, and replace hydraulic and pneumatic systems components used in different aircraft systems.

**AVIT 2241 Aircraft Instrumentation, Navigation, & Communication** *4 credits*

This course will introduce the student to aircraft instrumentation, communication radios, navigation equipment, and position/warning systems. The students will understand how to inspect, check, troubleshoot, and service aircraft flight instrumentations systems both

mechanical and electronic. Students will learn about the different types of position and warning systems for landing gear, airspeed, takeoff, landing, brake control, and wheel anti-skid. Students will investigate VHF and HF communication radios, navigation equipment, and GPS used on today's aircraft. In lab students will remove and install flight instrument radio equipment and perform pitot-static system leak checks. Students will test and service stall warning, gear warning, and anti-skid brake systems.

**AVIT 2242 Aircraft Atmospheric & Protection Systems** *3 credits*

This course will introduce the student to fire protection, ice, rain, and cabin atmosphere control systems. Students will inspect, check, troubleshoot, and service smoke, carbon monoxide, fire detection, and fire extinguishing systems. Students will investigate cabin atmosphere control systems which include heating and air conditioning both vapor cycle and air cycle. Student will inspect, check, troubleshoot, and service aircraft oxygen systems.

**AVIT 2243 Aircraft Assembly & Rigging** *4 credits*

This course will introduce the student to aircraft assembly and rigging of the wings, tail, and flight controls. Students will disassemble an entire aircraft, removing primary and secondary flight controls, empennage and wing assemblies. Student will balance all primary flight controls. Student will reassemble aircraft and rig aircraft for flight in accordance with the manufacturer's data.

**AVIT 2244 Airframe Inspection** *3 credits*

This course will introduce the student to the aircraft inspection process and programs. Students will open and inspect an aircraft following the prescribed 100 hr. or annual inspection check. Students will write discrepancies found on aircraft on appropriate inspection paperwork. Students will perform necessary repairs to correct the discrepancies on aircraft inspected and return aircraft to an airworthy condition. The inspection process will be performed to conformity and airworthiness standards.

**AVIT 2351 Aircraft Reciprocating Engines I** *6 credits*

This course will introduce the student to theory, operation, construction, overhaul, repair, and assembly of reciprocating aircraft engines. The student will learn how a four stroke five event engine operates and how they are mounted and operated on aircraft. Students will remove and install engines on aircraft. Lab is hands-on where the students will disassemble, inspect, assemble, and troubleshoot four and six cylinder horizontally opposed air-cooled engines. Student will also investigate the operation, construction and overhaul of radial aircraft engines.

**AVIT 2352 Aircraft Reciprocating Engines II** 6 credits

This course will introduce the student to the ignition, electrical, fire protection, and induction/exhaust used on reciprocating aircraft engines. The students will overhaul aircraft engine magnetos. This will include inspection, servicing, and troubleshooting the ignition and ignition harness. Student will remove, disassemble, inspect, and install starters, generators, alternators, and engine instruments. Students will investigate induction and exhaust systems including superchargers and turbochargers which will involve the servicing and troubleshooting of these systems.

**AVIT 2353 Aircraft Fuel Metering** 5 credits

This course will introduce the student to aircraft fuel systems used on reciprocating and turbine aircraft engines. Students will inspect, check, service, troubleshoot, and repair float carburetors, pressure carburetors, fuel injection, and turbine fuel control units.

**AVIT 2361 Aircraft Turbine Engines I** 6 credits

This course will introduce the student to theory, operation, construction, overhaul, repair, and assembly of turbine aircraft engines. The students will learn the different types of turbine engines used in aircraft for flight and auxiliary power. Students will remove and install turbine engines on aircraft. Lab is hands-on where the students will disassemble, inspect, assemble, and troubleshoot axial and centrifugal flow turbine engines.

**AVIT 2362 Aircraft Turbine Engines II** 6 credits

This course will introduce the student to the ignition, electrical, fire protection and induction/exhaust used on turbine aircraft engines. Students will inspect, service, and troubleshoot the ignition and ignition harness used on turbine engines. Student will remove, disassemble, inspect, and install starters, generators, alternators and engine instruments. Students will investigate induction and exhaust systems which will involve servicing and troubleshooting.

**AVIT 2363 Aircraft Propellers & Cooling Systems** 5 credits

This course will introduce the student to aircraft propellers, engine lubrication, and cooling systems. Students will identify and select the proper lubricants used in aircraft engines. Students will inspect, check, service, and troubleshoot engine lubrications and cooling systems. Students will remove, inspect, service, and install aircraft fixed-pitch, constant-speed, feathering propellers, and propeller governing systems. Student will repair aluminum alloy propeller blades in accordance with appropriate manufacturer's data.

**AVIT 2364 Aircraft Powerplant Inspection** 3 credits

This course will introduce the student to the engine inspection process and programs. Students will open and inspect an engine following the prescribed 100 hr. or annual inspection check. Students will write discrepancies found on engines on appropriate inspection paperwork. Students will perform necessary repairs to correct the discrepancies on the engine inspected and return the engine to an airworthy condition. The inspection process will be performed to conformity and airworthiness standards.

## **BIOLOGY - BIOL**

**BIOL 1040 Human Biology I** 3 credits

**Co-requisite: BIOL 1041** (*If taking Lab component*)

A course on the basic biology of the human organism. Topics include simple chemistry, cell and tissue structure and function, cell division, basic genetics, DNA biology, reproduction and aging, and the structure and function of the nervous and endocrine systems. For non-science majors.

**BIOL 1041 Human Biology I Lab** 1 credit

**Co-requisite: BIOL 1040**

This lab course accompanies Human Biology I Lecture, and covers the basic biology of the human organism. During the course, students will demonstrate the application of the methods and tools of scientific inquiry, by actively and directly identifying/collecting data, manipulating data, evaluating and analyzing data, and interpreting data, presenting findings, and using information to answer questions. Students will interact with the Instructor at several points during each lab activity and will receive synchronous feedback on following proper laboratory safety protocol. For non-science majors.

**BIOL 1050 Human Biology II** 3 credits

**Prerequisite: BIOL 1104 Human Biology I or BIOL 1040 Human Biology I**

A continuation of BIOL 1040. Human systems examined include cardiovascular, digestive, respiratory, urinary, skeletal, muscular and immune. The course also includes an examination of the DNA to protein connection and discusses the basics of biotechnology, evolution, ecology and human impacts on the environment. For non-science majors.

**BIOL 1060 Environmental Science** 3 credits

This is an introductory course to Environmental Science. Topics include Environmental Systems, Evolution, Biodiversity, Population Ecology, Species Interactions and Community Ecology, Human Population, Soil and Agriculture, Biodiversity and Conservation Biology, Cities, Forests, and parks, Geology, Minerals,



and Mining, Fresh Water, Oceans, and Coasts, Air Pollution, Global Climate Change, and Nonrenewable and Renewable Energy Sources, Waste Management.

**BIOL 1310 Principles of Biology I** 4 credits

**Prerequisite:** H.S. Biology or BIOL 1104 or BIOL 1040 within the last three years.

**Co-requisite:** BIOL 1311 (Lab component)

Students will be exposed to modern concepts of the chemical and cellular bases of life. Topics include: scientific methodology; chemistry of life; structure and function of cells; energy transformations; cellular reproduction; Mendelian genetics; DNA structure, function, replication; and the processes involved in protein synthesis; the influence of genetic material in life systems, human manipulations of DNA, fundamental concepts of the theory of evolution; biological diversity and evolutionary adaptations of organisms; bacteriology; and protists diversity. This course is for Associate of Science or pre-professional students wishing to transfer as biology majors.

**BIOL 1311 Principles of Biology I Lab** 1 credit

**Co-requisite:** BIOL 1310

This lab course accompanies Principles of Biology I Lecture, and covers the modern concepts of the chemical and cellular bases of life. During the course, students will demonstrate the application of the methods and tools of scientific inquiry, by actively and directly identifying/collecting data, manipulating data, evaluating and analyzing data, and interpreting data, presenting findings, and using information to answer questions. Students will interact with the Instructor at several points during each lab activity and will receive synchronous feedback on following proper laboratory safety protocol. Laboratory exercises emphasize experimental design and critical thinking. This course is for Associate of Science or pre-professional students wishing to transfer as biology majors.

**BIOL 1320 Principles of Biology II** 4 credits  
**Lecture**

**Prerequisite:** BIOL 1101 or BIOL 1310/1311

**Co-requisite:** BIOL 1321 (Lab component)

The major focus in this course is on the organism through biosphere levels of life. Topics include: diversity of plants, fungi, and animals; plant structure and function; the biology of animal systems; fundamentals of ecology and the biosphere. This course is for Associate of Science or pre-professional students wishing to transfer as biology majors.

**BIOL 1321 Principles of Biology II** 1 credit  
**Lab**

**Prerequisite:** BIOL 1101 or BIOL 1310/1311

**Co-requisite:** BIOL 1320

This lab course accompanies Principles of Biology

II Lecture, and the major focus in this course is on the organism through biosphere levels of life. Topics include: diversity of plants, fungi, and animals; plant structure and function; the biology of animal systems; fundamentals of ecology and the biosphere. During the course, students will demonstrate the application of the methods and tools of scientific inquiry, by actively and directly identifying/collecting data, manipulating data, evaluating and analyzing data, and interpreting data, presenting findings, and using information to answer questions. Students will interact with the Instructor at several points during each lab activity and will receive synchronous feedback on following proper laboratory safety protocol. Laboratory exercises emphasize experimental design and critical thinking. This course is for Associate of Science or pre-professional students wishing to transfer as biology majors.

**BIOL 1510 Anatomy and Physiology I** 3 credits

**Co-requisite:** BIOL 1511 (Lab component)

This course introduces major topics in anatomy and physiology for allied health students. After an introduction to the full structural hierarchy and homeostasis of multicellular organisms such as humans, there is focus on the chemical, cellular, and tissue levels of organization. The course is then organized to examine the structure and function of organ systems including the integumentary system, skeletal system and articulations, muscular system, and the nervous system including general and special senses. This lecture course is intended to be taken at the same time as BIOL 1511 that provides laboratory exercises that complement topics covered in lecture.

**BIOL 1511 Anatomy and Physiology I** 1 credit  
**Lab**

**Co-requisite:** BIOL 1510

This course introduces major topics in anatomy and physiology for allied health students. After an introduction to the full structural hierarchy and homeostasis of multicellular organisms such as humans, there is focus on the chemical, cellular, and tissue levels of organization. The course is then organized to examine the structure and function of organ systems including the integumentary system, skeletal system and articulations, muscular system, and the nervous system including general and special senses. This lab course is intended to be taken at the same time as BIOL 1510 that provides lecture material to complement topics covered in lab.

**BIOL 1520 Anatomy and Physiology II** 3 credits

**Prerequisite:** BIOL 2205 or BIOL 1510

**Co-requisite:** BIOL 1521 (Lab component)

This course is a continuation of the study of major topics in anatomy and physiology begun in A&P I. The course begins with a review of the nervous system

from A&P I that provides fast and short term controls, and continues with the endocrine system as the slow and long term control system. This course may then go into the reproductive systems, followed by an analysis of development in multicellular organism like humans. We will examine how the process of meiosis generates genetic variation that help populations avoid extinction from new pathogens. Our introduction to the organ systems continues with the Cardiovascular and Lymphatic Systems, along with immunity. The final part of the course covers the Respiratory, Digestive, and Urinary Systems along with nutrition and body balances. This course is intended to be taken at the same time as BIOL 1521 that provides lab material to complement topics covered in lecture.

**BIOL 1521    Anatomy and Physiology II    1 credit**  
**Lab**

**Co-requisite: BIOL 1520**

This course is a continuation of the study of major topics in anatomy and physiology begun in A&P I. The course begins with a review of the nervous system from A&P I that provides fast and short term controls, and continues with the endocrine system as the slow and long-term control system. This course may then go into the reproductive systems, followed by an analysis of development in multicellular organism like humans. We will examine how the process of meiosis generates genetic variation that help populations avoid extinction from new pathogens. Our introduction to the organ systems continues with the Cardiovascular and Lymphatic Systems, along with immunity. The final part of the course covers the Respiratory, Digestive, and Urinary Systems along with nutrition and body balances. This lab course is intended to be taken at the same time as BIOL 1520 that provides lecture material to complement topics covered in lab.

**BIOL 2300    Microbiology    3 credits**  
**Prerequisites: BIOL 1101 or BIOL 2205 or BIOL 1320 or BIOL 1520**

**Co-requisite: BIOL 2301 (lab component)**

This course covers the morphology and physiology of microorganisms and selected human parasites. Topics covered include basic chemistry, cell structure and function, metabolism, genetics, biotechnology, growth and control of microbes, normal human microflora, mechanisms of disease production, transmission of infectious diseases, immune responses, and the action of specific pathogens in the production of human infectious disease. There is also a brief introduction to environmental microbiology and various career options in microbiology. This must be taken at the same time as the corequisite laboratory course in Microbiology. The Microbiology Lab course exposes students to biosafety and the practice of good aseptic technique in growing and identifying live bacteria.

**BIOL 2301    Microbiology Lab    1 credit**

**Prerequisite: BIOL 1101 or BIOL 2205, BIOL 1520 or BIOL 1320,**

**Co-requisite: BIOL 2300**

This introductory Microbiology lab course exposes students to biosafety and techniques used to study the morphology and physiology of microorganisms. practice of good aseptic technique in growing and identifying live bacteria Topics covered include basic chemistry, cell structure and function, metabolism, genetics, biotechnology, growth and control of microbes, normal human microflora, mechanisms of disease production, transmission of infectious diseases, immune responses, and the action of specific pathogens in the production of human infectious disease. There is also a brief introduction to environmental microbiology and various career options in microbiology. This course must be taken at the same time as the corequisite lecture course in Microbiology.

**BIOTECHNOLOGY - BTNL**

**BTNL 1110    Introduction to Biotechnology and Laboratory Science    4 credits**

**Prerequisites: High School Biology within the last three years, High School Biotechnology, Human Biology (BIOL 1104) or permission by the instructor**

An exploration into the fascinating world of modern DNA science and laboratory analysis. The course will provide a lecture and hands-on participation in the application of modern DNA science and laboratory analysis to forensics, medicine, the environment, food science, agriculture, and the arts. A background in basic biotechnology and laboratory science will lead to the performance and practice of advanced techniques including analysis of human genes, identification of genetic elements in commercial foods containing genetically modified organisms (GMOs), transformation of an organism with a new DNA element, using antibodies in identification of a foreign protein or organism. Students will perform techniques involved in modern forensic analysis such a restriction analysis and PCR which are often used on crime scene samples. Students will learn how to read and understand the new molecular genetic data often found in patient diagnoses of cancer and genetic diseases. The breakdown of oil by bacteria will be performed, a technique that is often used to clean the environment in oil spills.

**BTNL 1120    Intermediate Biotechnology and Laboratory Science    4 credits**

**Prerequisite: BTNL 1110 or BIOL 1101**

This course studies and performs many of the fascinating technological applications of biotechnology to agriculture and aquaculture. This course will perform

plant tissue culture from obtaining an explant in a sterile environment to forming a commercial enterprise for the sale of the mature plants.

There will be a survey of currently used transgenic plants and animals in Ohio. This will include transgenic soy beans and corn. There will be an examination of the culture and use of algae in Ohio and an examination of Ohio aquaculture in general.

The course will discuss the use of recombinant DNA technology to produce genetically engineered plants and animals. Recombinant DNA technology will be applied to transfer genetic material into plants using *Agrobacterium tumefaciens*. PCR will be used to test for and identify the presence of genetically modified organisms (GMOs) in grocery store products. Genetic use restriction technology (GURT) will be evaluated.

Biotechnology is used to identify and verify strains and pedigrees. A plant variant will be identified using molecular biological methods.

The mammalian immune system will be studied. There will be an examination of the application of principles of immunology to the production of vaccines, medical and veterinary tests, and quality control tests for food purity; a diagnostic immunoblot will be constructed and used. The production of monoclonal antibodies for pharmaceuticals will be investigated. The use of farm animals in Ohio to produce antibodies will be examined. The use of plants in Ohio such as tobacco to produce antibodies will be discussed.

Algae will be maintained in a bioreactor. Fish maintenance and culture will be studied. Animal tissue culture will be studied and performed. The purity of agricultural products will be analyzed using Visible Spectrophotometry, UV Spectrophotometry, and NIR Spectrophotometry.

**BTNL 1199 Seminar** 1-6 credits  
Discussion of particular problems related to chosen program and areas of interest.

**BTNL 2210 Biotechnology and Laboratory Science of Microorganisms** 4 credits  
**Prerequisites:** Introduction to Biotechnology (BTNL 1110) or permission of instructor

This course explores many fascinating areas of genetic engineering and DNA science. Sterile laboratory technique, the preparation of different types of culture media, transformation, conjugation, and transduction of bacteria will be studied and practiced. Bacteria, bacteriophages, yeast, multi-cellular fungi, and nematodes will be cultured. Many molecular biotechnology techniques will be performed on microorganisms or using microorganism products. Restriction sites on plasmid DNA and Lambda virus DNA will be mapped. Bacteria will be transformed to make Green Fluorescent Protein (GFP); the Green Fluorescent Protein will be purified and analyzed, Epigenetics and RNA

interference will be studied and RNA interference will be examined in the laboratory. The course examines and practices safe handling procedures for chemicals, equipment, and living organisms, especially microorganisms, and the use of personal protective equipment. Regulations of different governmental and advisory agencies will be studied.

**BTNL 2220 Advanced Biotechnology and Laboratory Science** 4 credits

**Prerequisites:** Introduction to Biotechnology and Laboratory Science (BTNL 1110) or permission of instructor

And in-depth look into the application and business of modern biotechnology and laboratory science. Advanced Biotechnology will include an overview of fermentation processes, and identification of different types of bioreactors with an explanation of the use of each type. Useful products will be made with a bioreactor. The products made in the bioreactor will be purified and tested for impurities and contaminants using gas chromatography, NIR spectrometry, UV spectrophotometry and other methods. A research project to sequence a novel genetic segment will be developed. Bioinformatics will be used to investigate sequences in general and sequences related to the research project. Electrophoretic properties of native proteins will be investigated. Model organisms such as *Caenorhabditis elegans*, *Drosophila melanogaster*, Zebrafish, and *Arabidopsis* will be cultured. An important part of this course will be the development of biotechnology and laboratory science equipment and processes from common every day materials to be used by schools and other individuals in the United States and in developing nations.

**BTNL 2225 Biotechnology in Business, Law, Government and Culture** 2-4 credits

An examination into the ethical, legal, social, and economic issues raised by the modern world of DNA science. This course will study the history of: scientific investigation, the discovery of DNA, the discovery of the structure of DNA, biotechnology, and laboratory science. The course will analyze the ethical issues related to genetically modified organisms (GMOs), cloning, scientific research, eugenics, experimentation on humans, preimplantation genetic diagnosis, prenatal testing, general genetic testing, animal care, medical treatment and other issues. Legal issues will be studied and include patents, copyrights, and the application of genetic use restriction technology (GURT). Economic issues associated with the stock market and patents will be examined. Biotechnology and laboratory science plays an important role in popular culture. Books, movies, and television shows based on laboratory science and biotechnology will be reviewed.

Career skills and workplace ethics will be discussed.

Students will prepare a resume and examine opportunities for employment.

A trip to Europe to visit sites associated with the discovery of the structure of DNA and other important related places will be an option. Visits to the University of London-Kings College where X-ray crystallographic images of DNA were made by Rosalind Franklin, the Cambridge area and The Eagle Pub where the announcement of the discovery of DNA structure was made, and many important sites associated with molecular biology and the history of science in general will be an option.

**BTNL 2280 Biotechnology and Laboratory Science Work Experience** *1-8 credits*

**Prerequisite:** The student must have completed **Introduction to Biotechnology (BTNL 1110)**.

Biotechnology and Laboratory Science Work Experience is a paid or unpaid work activity which relates to an individual student's occupational or learning objectives.

## **BUSINESS ADMINISTRATION - BADM**

**BADM 1199 Seminar** *1-6 credits*  
Discussion of particular problems related to chosen program and areas of interest.

**BADM 2204 Principles of Marketing** *3 credits*  
**Corequisite:** ECON 2205

An introduction to marketing activities, analysis, strategies, and decision making. Topics include: integration of product, price, promotion, and distribution activities; research and analysis of markets, environments, competition, and customers; market segmentation and selection of target markets; and emphasis on behavior and perspectives of consumers and organizational customers. Planning and decision making for products and services in profit and nonprofit, domestic and global settings are also covered.

**BADM 2206 Principles of Management & Organizational Behavior** *3 credits*

This course is an introduction to the concepts of management and organizational behavior. Concentration on ethical and social responsibility, the planning process, decision making, organizational behavior, organizational structure, power, authority, delegation, and decentralization. As part of the study of management this course covers such topics as organizational change, staffing, leadership, motivation, communication, and managerial controls.

**BADM 2208 Supervision and Leadership** *3 credits*  
Student will develop leadership skills, practices, and a personal philosophy of leadership. The course will cover leadership theories and effective methods.

**BADM 2213 Personal Finance** *3 credits*  
This course will provide students with the tools needed to develop and maintain a personal financial plan. Students will learn practical strategies for investing, saving, budgeting, using credit, paying bills, and filing tax returns. Students will also research purchase decisions related to automobiles, housing, and insurance.

**BADM 2216 Business Ethics** *3 credits*  
This course is an introduction to various ethical topics and situations the office or computer professional may encounter in today's workplace. Examining ethical dilemmas and essential tools for analyzing them, this course will bring real world, hands-on experience to common ethical dilemmas.

**BADM 2220 Human Resources Management** *3 credits*  
An introduction to structure and functions of personnel activity, recruitment and placement, performance appraisal, salary administration, employee benefits, personnel planning, management development, and labor relations.

**BADM 2222 Business Finance** *3 credits*  
**Prerequisites:** ACCT 1102 and ECON 2205 OR ACCT 1105 and ECON 2205

Course is an introduction to basic concepts, principles, and analytical techniques of financial management. Topics include the whole scope of the financial system and its functions: (1) the markets, (2) the institutions, and (3) the principles and concepts of financial management which guide the participants in making sound decisions.

**BADM 2251 Business Law I (The Legal Environment)** *3 credits*  
This course is an introduction to the legal and social environment of business. This course covers ethics, court jurisdiction, dispute resolution, regulation of business, torts, business crimes and international law. This course also covers topics in agency relationships, stakeholders, shareholders, forms of business organizations, government regulations, employment law, antitrust regulations, and property rights.

**BADM 2252 Business Law II (The Formation & Regulation of Business)** *3 credits*  
This course is an introduction to the numerous legal topics including contracts, agreements, contractual capacity, consideration, form of contract, third persons,



and genuineness of assent, legality, discharge and breach of contract. This course also covers sales and leases, negotiability, bank/customer relations, secured transactions and bankruptcy.

**BADM 2272 Business Communications 3 credits**

A practical introduction to interpersonal communication as it applies to the modern workplace. Students will create a variety of business documents and communications using current, industry relevant, technology. Special emphasis will be placed upon strategies for communicating in a team setting. This course will assist students in developing the written, oral, and collaborative skills necessary for future business courses, internships, and professional positions.

**BADM 2290 Problems in Business 3 credits**

**Prerequisites:** ACCT 1102, BADM 2251, CSCI 2218, ECON 2205 **OR** ACCT 1105, BADM 2251, CSCI 2218, ECON 2205

A comprehensive survey course designed to test the student's mastery of the core courses required for the Associate Degree. The overall subject matter deals with business planning. The course is a series of projects: market research, case studies in management, a presentation, labor negotiations, a complete business plan, and a comprehensive final. Successful completion of the course requires a portfolio of reports covering the assigned projects.

**BADM 2299 Seminar 1-6 credits**

**Prerequisites:** second year in Business Management program and permission of instructor and full-time discipline faculty.

This course will be a discussion of particular problems related to the student's chosen program and areas of interest.

## **CHEMISTRY - CHEM**

**CHEM 1120 Introduction to Chemistry 5 credits**

**Prerequisite:** One of the following:

- 2 years of college preparatory math with a grade of "C" or higher
- Appropriate score on college placement exam
- MATH 101 or MATH 106 or MATH 1106

A beginning chemistry course designed for students in the health science programs or those desiring to fulfill a non-science general education requirement. Topics covered include measurement, atomic theory, bonding and chemical formulas, chemical reactions, stoichiometry, kinetic molecular theory, gas laws, solutions, acid-base chemistry, reaction rates, and oxidation/reduction. Laboratory exercises are designed to complement the lecture.

**CHEM 1124 Elementary Organic Chemistry 4 credits**

**Prerequisite:** High school chemistry or CHEM 1120.

An introduction to organic chemistry including functional groups and reactions is followed by an investigation of important biochemicals including carbohydrates, proteins, lipids, and enzymes. In addition, nucleic acids and their role in protein synthesis are studied as are neurotransmitters and their role in chemical communication. Desirable for students interested in Allied Health.

**CHEM 1151 First Year Chemistry I 4 credits**

**Prerequisite:** CHEM 1120 or 1 year of high school chemistry & high school algebra or its equivalents  
**Corequisite:** CHEM 1161

A college level chemistry course covering measurement, significant figures, moles, chemical formulas, chemical equations, stoichiometry, acids and bases, oxidation-reduction, thermochemistry, quantum mechanics, atomic orbitals, and bonding theories.

**CHEM 1152 First Year Chemistry II 4 credits**

**Prerequisite:** CHEM 1151

**Corequisite:** CHEM 1162

A continuation of the study of college chemistry covering gases, intermolecular forces of attraction and phase changes, solutions and colligative properties, chemical kinetics, chemical equilibrium, acid-base equilibria, thermodynamics, electrochemistry, and descriptive chemistry.

**CHEM 1161 First Year Chemistry Lab I 1 credit**

**Corequisite:** CHEM 1151

Laboratory experiments which support many of the chemical concepts covered in Chemistry 1151. Laboratory techniques and data analysis are emphasized.

**CHEM 1162 First Year Chemistry Lab II 1 credit**

**Prerequisite:** CHEM 1151 & CHEM 1161

**Corequisite:** CHEM 1152

Laboratory experiments which support many of the chemical concepts covered in CHEM 1152. Laboratory techniques and data analysis are emphasized.

**CHEM 1199 Seminar 1-6 credits**

This course will be a discussion of particular problems related to chosen program and areas of interest.

**CHEM 2201 Organic Chemistry I 4 credits**

**Prerequisite:** CHEM 1161 and CHEM 1162

**Corequisite:** CHEM 2211

This course is designed to give the student extensive background in bonding, nomenclature, and reactions of alkanes, cycloalkanes, alkenes, alkynes, alcohols, alkyl halides, conjugated alkadienes, allylic systems and



arenes. Addition, elimination, nucleophilic substitution, and electrophilic aromatic substitution reactions are covered including their mechanisms. Spectroscopy of organic compounds is introduced.

**CHEM 2202 Organic Chemistry II** 4 credits

**Prerequisite:** CHEM 2201

**Corequisite:** CHEM 2212

This course is designed to give the student extensive background in bonding, nomenclature, and reactions of organometallics, alcohols, diols, ethers, epoxides, aldehydes and ketones. Reactions of these types of compounds or leading to their formation will be covered, including electrophilic aromatic substitutions and nucleophilic additions to the carbonyl group to enolates and organometallics. Spectroscopy of organic compounds will be introduced. The course is also designed to give the student extensive background in bonding, nomenclature, and reactions of carboxylic acids and their derivatives, amines, aryl halides and phenols. Reactions of these types of compounds or leading to their formation will be covered. Basic biomolecules such as carbohydrates, lipids, amino acids, and proteins and nucleic acids will be introduced with an emphasis on their basic primary, secondary and tertiary structures, as appropriate, and certain simple properties and reactions from an organic chemical perspective.

**CHEM 2211 Organic Chemistry I Lab** 1 credit

**Prerequisite:** CHEM 1151, CHEM 1152, CHEM 1161 and CHEM 1162

**Corequisite:** CHEM 2201

A course designed to give the student hands-on laboratory experience with the concepts of CHEM 2201 and the use of experimental apparatus and techniques in the practice of organic chemistry. Emphasis will be on microscale technique due to its safety and economy of time and resources as well as its frequent need in biochemical, natural product, environmental and pharmaceutical fields; however, some macroscale experiments may be performed. Experiments will include molecular modeling of compounds studied in CHEM 2201; basic techniques of recrystallization, melting point and boiling point determination, distillation, extraction, chromatography, and spectroscopy; the  $S_N2$  reaction mechanism; selected addition and elimination reactions of alkenes, alcohols, and alkyl halides; 1,2 and 1,4 additions and Diels-Alder cycloaddition of conjugated dienes; infrared, gas chromatography and UV/visible spectrophotometry.

**CHEM 2212 Organic Chemistry II Lab** 1 credit

**Prerequisites:** CHEM 2201 and CHEM 2211

**Corequisite:** CHEM 2202

A course designed to give the student hands-on laboratory experience with the concepts of CHEM 2202 and the use of experimental apparatuses and techniques in

the practice of organic chemistry. Emphasis will be on microscale technique due to its safety and economy of time and resources as well as its frequent need in biochemical, natural product, environmental and pharmaceutical fields; however, some macroscale experiments may be performed. Experiments will generally cover experimentally the concepts studied in CHEM 2202 including Friedel-Crafts, nitration, and other electrophilic substitution reactions of the aromatic ring; oxidation of alcohols; epoxidation of alkenes; preparation and reaction of organometallic compounds; the aldol condensation; and infrared and UV/visible spectrophotometry formation and reaction of carboxylic acids and their derivatives; amines; phenols; versatile synthetic techniques such as the acetoacetic ester and malonic ester syntheses and aromatic diazonium salt reactions; carbohydrates; lipids; and proteins and other polymers.

## **COLLEGE SUCCESS - COLL**

**COLL 1100 College Success** 2 credits

This is a performance based course comprised of two components designed: (1) to introduce students to basic computer skills, Microsoft Word, Excel, and PowerPoint, Internet, and LRC resources; (2) to increase student success in college by developing self-esteem, personal responsibility, self-motivation, resource management, study skills, and academic and career planning.

## **COMMUNICATIONS - COMM**

**COMM 1110 Interpersonal Communication** 3 credits

An introduction to the principles of effective interpersonal communication. Relevant topics include self concept, perception, listening, verbal and nonverbal communication, emotions and conflict resolution.

**COMM 1115 Fundamentals of Effective Speech** 3 credits

This course encompasses the composition and presentation of speeches. The objective is to help individuals speak effectively to other individuals or groups. The focus will be the study of organization, development, delivery, and purpose of various types of speeches.

## **COMPUTER SCIENCE - CSCI**

**CSCI 1101 Computer Keyboarding** 1 credit

In this course, students will master the computer keyboard by touch for personal use or in preparation for work in a business setting. Students will learn proper keyboarding techniques while keying alphabetic, numeric, and 10-key numeric keypad characters. Students will complete activities online, where drills will facilitate learning the keyboard and developing speed and accuracy.

**CSCI 1104 Google Apps & Internet Safety** *3 credits*

Introduction to Google establishing a Google account, utilizing Google Drive and Google Docs, Google Slides, Google Sheets, Google Maps, Common Google Apps, and Google Arts and Culture.

**CSCI 1109 Word Lab** *1 credit*

Hands on computer use with word processing software. Familiarizes the student with problem solving using business application word processing preparation and editing according to Microsoft Word standards, methodology and terminology. We will be utilizing Microsoft Word 2016 software as our word processing program.

**CSCI 1114 Powerpoint Lab** *1 credit*

Hands on computer use with presentation software. Familiarizes the student with problem solving using business application and presentation skills using Microsoft PowerPoint standards, methodology and terminology. We will be utilizing Microsoft Word 2016 software as our presentation software program.

**CSCI 1121 Introduction to Computer Programming** *3 credits*

This course is designed to familiarize students with the fundamental concepts and techniques of a computer programming language. Using current programming languages, students will design, code and test programs using the basic structures of sequence, data types, control structures, algorithm development, and program design with functions.

**CSCI 1150 IT Essentials** *3 credits*

This course is designed to introduce the student to various types of computer operating systems. It will familiarize the student with the basic commands and fundamental concepts needed to work in these systems. We will discuss single user, multitasking and multi-user systems along with user interfaces.

**CSCI 1155 LINUX** *3 credits*

This course is intended for students who want to learn about the Linux operating system and prepare to pass the Linux+ certification exam from CompTIA (Powered by LPI). It does not assume any prior knowledge of Linux and is geared toward those interested in systems administration as well as those who will use or develop programs for Linux systems. This course provides comprehensive coverage of topics related to Linux certification, including Linux distributions, installation administration, X-Windows, networking, and security.

**CSCI 1199 Seminar** *1–6 credits*

This course is designed to explore more advanced topics with students who are either interested in a particular subject matter or are gearing the education to a specific area of computer science.

**CSCI 2020 Implications of IT** *3 credits*  
**Prerequisites: CSCI 1150**

This course is designed for students will provide students with an introduction to the social, legal, philosophical, political, economic and ethical issues in the arena of information technology. The primary goal for the course is to develop a professional who understands the implications of what they create and how it fits into society at large.

**CSCI 2205 Mobile Device Programming** *3 credits*  
**Prerequisites: CSCI 1121**

This course prepares students to develop applications for the Google Andriod platform. Students will be able to build useful apps with Java and other integrated development environments. Object-oriented programming techniques will be reinforced.

**CSCI 2213 Access** *3 credits*

Introduction to database software using adopted Microsoft Access release edition to create databases, understand data entry, record-keeping, working with fields, tables, forms, reports, queries, sharing data, and using database tools in preparation for Microsoft Access Exam.

**CSCI 2216 Outlook** *3 credits*

Introduction to using Outlook as a contact management system by managing time, tasks, email, and projects. Includes effective and efficient management of message services including automated and message security, managing schedules, managing contacts and personal contact information, and information organization in preparation for Microsoft Outlook Exam.

**CSCI 2217 PowerPoint** *3 credits*

Introduction to presentation software using adopted Microsoft PowerPoint release edition for effective, efficient, dynamic presentations with creating of master presentations, templates, slide content, and collaborating and delivering presentations and preparation for the Microsoft PowerPoint Exam.

**CSCI 2218 Excel** *3 credits*

Introduction to spreadsheet software using adopted Microsoft Excel release edition to create, design, edit, and enhance spreadsheets and workbooks, format worksheets and workbooks, working with and understand numerical data entry, basic formulas and functions, design charts, enhance with pictures and logos, secure and share data, in preparation for the Microsoft Excel Exam.

**CSCI 2219 Word Processing I** 3 credits

Beginning word processing course using adopted Microsoft Word release edition. Focus will be on creating, formatting, editing, saving, retrieving and printing documents using word processing software. Included will be maintenance and customization of documents, creating and formatting tables and enhancing documents with special features in preparation for the Microsoft Word Exam. This course is identical to OFIT-1130-Word and students will only be allowed credit for either OFIT-1130 or CSCI-2219. Credit cannot be allowed for both courses.

**CSCI 2233 CISCO Introduction to Networks** 3 credits

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

**CSCI 2234 Server Administration** 3 credits  
**Prerequisite: CSCI 1150**

This course is designed to teach basic server administration concepts on a LAN network server. It is a continuation of the concepts introduced in CSCI 1150. The course familiarizes the student with server administration and management concepts.

**CSCI 2236 CISCO Routing & Switching Essentials** 3 credits**Prerequisites: CSCI 2233**

Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

**CSCI 2239 CISCO Enterprise Networking, Security, & Automation** 3 credits**Prerequisites: CSCI 2236**

This course is intended to be the third and final course of the CCNA track. The course provides comprehensive coverage of topics related to designing, securing, operating, and troubleshooting enterprise networks. This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access. ENSA also introduces software-

defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks, and learn to identify and protect against cybersecurity threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation.

**CSCI 2240 Systems Analysis** 3 credits  
**Prerequisites: CSCI 1150**

This course introduces the student to the study of systems analysis. The course covers information systems, equipment requirements, and modeling of new systems. The cases, projects and exercises give the student a wide variety of experiences and options to explore and apply the concepts of system analysis.

**CSCI 2246 IT Fundamentals** 3 credits

This course is designed to cover all the basic fundamental skills required to be an IT professional. This course will cover diagnostics, repair and upgrade of computers and peripherals. The course will provide hands-on experience. It will familiarize the student with hardware and troubleshooting concepts.

**CSCI 2254 Computer Architecture & Design** 4 credits**Prerequisites: CSCI 1121**

This is an introductory course into computer architecture. This class will assemble a single board computer with a lecture section before each section to describe how the sections works. Use of Oscilloscope, Digital Logic probe and Millimeter are used to make measurements and troubleshoot each section.

**CSCI 2255 Computer Programming Logic** 3 credits**Prerequisites: CSCI 1120**

This course is designed to introduce basic programming and logical thinking skills. Students will learn problem definition, how to develop logical problem solving steps and then flowchart and diagram them. This course gives hands-on experience.

**CSCI 2260 Microcontroller Programming** 3 credits

This course is intended for students who want to learn about C Programming and how it can be interfaced with a microcontroller. It does not assume any prior knowledge of C Programming and is geared toward those interested in coding and having that code effect hardware in the real world. The course provides comprehensive coverage of topics related to C Programming, including data types, program loops, functions, storage classes and libraries.

**CSCI 2263 HTML 5 Programming** *3 credits*

Students will learn introductory concepts in building Web sites with HTML coding, adhering to HTML 5 standards. During this course students will learn to code links, list tables, and other Web page elements. Students will demonstrate formatting using CSS and also acquire beginning knowledge in scripting languages.

**CSCI 2265 Introduction to Game Development** *3 credits***Prerequisites: CSCI 1145 and CSCI 1165**

Students will learn how to plan, design and create games in three different game design engines. Students will learn how to develop ideas, storyboard plots, design characters and interaction, and then assemble all elements into fully functional games and simulations. Students will learn the basics of gaming, simulation, interaction and 3-D technologies.

**CSCI 2270 Co-Op - Interactive Media** *2-12 credits***Prerequisite: Student must have completed 1st year of the 455A.**

This Co-Op will give the student paid or unpaid practical working experience. Each student will be assigned working assignments with the various Private/Public work sites with agreements with SSCC including SSCC. The student will be assigned web design/development, video/audio production, social media, multimedia application development or training duties.

**CSCI 2275 Professionalism** *1 credit*

This course will better prepare students on how to conduct themselves in a professional work setting. Topics include: career planning and exploration, self - assessment, career research, resume development, interview skills, Cooperative Education policies and procedures and other skills that bolster professional success.

**CSCI 2280 Co-Op (Technical Support)** *2-12 credits***Prerequisite: SSCC computer science instructor must approve students for the course.**

This Co-Op will give student paid or unpaid practical working experience. Each student will be assigned working assignments with the various Private/Public work sites with agreement with SSCC. The student will be assigned repair, helpdesk, and support with hardware and software.

**CSCI 2290 Computer Technology Capstone** *3 credits***Prerequisite: CSCI 1155, CSCI 1150, CSCI 2246, and ENGL 1102**

This course is designed to test the student's mastery of the core courses required for the Associate Degree in

Computer Information Technology. The overall subject matter deals with problem solving. The course will focus on hardware, software, programming, networking and presenting. Selection of the main project is made in consultation with, and must be approved by, the instructor.

**CRIMINAL JUSTICE - CJUS****CJUS 1101 Introduction to Law Enforcement** *4 credits*

This course covers the spectrum of policing in America. It is a comprehensive introduction to policing including its historical evolution, recruiting, community policing and use of force perspectives. The course covers the various policing agencies at the local, state, and federal levels. A review of the recruitment process for becoming an officer is provided so students can learn of the requirements for applying to a certain agency or department. This course will examine police administration from multiple perspectives; from a systems perspective emphasizing the interrelatedness among units and organizations; from a structural perspective emphasizing administrative principles, management functions, and the importance of guidelines; a human behavioral perspective emphasizing the human element in organizations; and a strategic management perspective emphasizing communications and information systems, performance evaluations, strategies and tactics to increase effectiveness of police agencies.

**CJUS 1102 Basic Law Enforcement I** *8 credits***Prerequisite: Acceptance into Basic Peace Officer Training Academy**

This course covers the first 16 weeks of the 26 week Basic Peace Officer Training Academy. CJUS 1102 and CJUS 1103 provide the student with the fundamentals of entry-level peace officer training for employment as a law enforcement officer. The student will learn the technical and social skills needed to perform in the area of law enforcement. There is an increasing demand for better educated law enforcement personnel so the successful student can expect job opportunities as a peace officer. This program is offered in conjunction with the Greenfield Police Department. This is a state certifying academy and is conducted under the guidelines mandated by the Ohio Peace Officer Training Commission and the Ohio Attorney General's Office.

**CJUS 1103 Basic Law Enforcement II** *8 credits***Prerequisite: CJUS 1102**

This course is the last 10 weeks of the 26 week Basic Peace Officer Training Academy. CJUS 1102 and CJUS 1103 provide the student with the fundamentals of entry-level peace officer training for employment as a law enforcement officer. The student will learn the technical and social skills needed to perform in the area



of law enforcement. There is an increasing demand for better educated law enforcement personnel so the successful student can expect job opportunities as a peace officer. This program is offered in conjunction with the Greenfield Police Department. This is a state certifying academy and is conducted under the guidelines mandated by the Ohio Peace Officer Training Commission and the Ohio Attorney General's Office.

**CJUS 1104 Private Security Training Course** *6 credits*

This 157 hour training academy is designed to meet the requirements of the Ohio Revised Code and the Ohio Administrative Code for armed private security officer certification and will address all academic and skill areas of basic private security duties.

**CJUS 1105 Asset Protection & Loss Prevention** *3 credits*

The course focuses on administration and management issues related to corporate security functions, including strategic and operational management, risk management, contract security services, management of emergencies and loss prevention. Students will assess vulnerabilities and recommendations of the 9/11 Commission Report on the terrorist attacks against the United States. Facility protection standards are used to determine appropriate courses of action, from a security management perspective, using threat models and risk assessment concepts. Research is required and application of critical thinking is applied to address external threats and countermeasures. Practical exercises are conducted to apply research findings.

**CJUS 1111 Introduction to Correction** *2 credits*

This course will examine the institutional and non-institutional aspects of contemporary corrections. Community corrections, probation, parole and other forms of intermediate sanctions and incarceration alternatives will be analyzed. The operations of jails and prisons will be evaluated by focusing on safety, security, classification and programming.

**CJUS 1115 Interpersonal Communication** *2 credits*

This course analyzes the basis of effective communication in corrections and law enforcement by focusing on report writing, interviewing and interpersonal communication skills. Students will learn note-taking techniques and learn how to gather information from an interview/interrogation. Verbal and non-verbal communication methods are explored in addition to the planning, organizing, preparation and editing processes for reports.

**CJUS 1125 Criminal Law** *3 credits*

This course will explore the history, scope and nature of criminal law. This course will analyze the general

nature of crime, constitutional limits on crime and general principals of criminal liability. Topics include legal language and machinery, parties to crime, classification of offenses, act and intent, capacity to commit crime and various defenses. Primary emphasis will be on common law and modern statutory criminal codes. Students are provided knowledge of the building blocks of criminal law to include elements of crimes and defenses to criminal charges. The role of the police, criminal courts and attorneys in the administration of the criminal justice system will be discussed in detail. The course will teach the student how to analyze and brief criminal cases and identify and discuss criminal issues. An overview of the criminal justice process and rules of evidence will be provided.

**CJUS 1199 Seminar** *1-6 credits*

This course will be a discussion of particular problems related to the student's chosen program and areas of interest.

**CJUS 2201 Criminology & Victimology** *3 credits*

The first part of this course will explore the origin, nature and extent of crime through an analysis of various causation theories. The various types of crimes, classifications of offenders and an overview of society's response to criminal behavior will be discussed. The second part of this course will introduce students to the role of victimology in today's criminal justice system. The discussion will focus on specific theories and coping strategies pertaining to domestic abuse, sexual assault, child maltreatment, elder abuse, property crime and homicide. Information regarding the victim's rights movement, legislation and programming will be incorporated throughout the course.

**CJUS 2215 Ethics in Criminal Justice** *2 credits*

This course is an examination of issues of professional and ethical behavior within the criminal justice system. Key issues examined include professional behavior of the individual and the agency. Current topics such as sexual harassment, accreditation and maintenance standards and community relations are also discussed.

**CJUS 2218 Police Administration** *3 credits*

**Prerequisite:** CJUS 1101, CORR 101 or LENF 101

This course will examine police administration from multiple perspectives; from a systems perspective emphasizing the interrelatedness among units and organizations; from a structural perspective emphasizing administrative principles, management functions and the importance of guidelines; a human behavioral perspective emphasizing the human element in organizations; and a strategic management perspective emphasizing communications and information systems, performance evaluations, strategies and tactics to increase effectiveness of police agencies.



**CJUS 2220 Restorative Justice 2 credits**

This course will introduce students to the restorative justice movement in the criminal justice system. The historical background as well as the philosophies and practices resulting from this movement will be explored. Students will learn the significance of victim–offender mediation, community service and other reparation–based practices that seek to not only help heal those victimized by crime but also help reintegrate offenders into and with the community.

**CJUS 2230 Critical Incident Management 2 credits**

This course will explore the volatile nature of managing critical incidents that occur within the field of corrections and law enforcement. Specific focus will be on the dynamics and methods involved in hostage negotiations, intervention strategies during a critical incident and the utilization of effective interpersonal communication skills. Team intervention approaches will be discussed along with information regarding post–incident debriefing.

**CJUS 2233 Criminal Investigation 2 credits**

This course will introduce the fundamentals of criminal investigations through practical and theoretical approaches. Interviewing strategies, evidence collection and crime scene processing will provide a basis on which to manage an investigation and prepare for its presentation.

**CJUS 2234 Constitutional Criminal Procedures 3 credits**

The first part of this course will examine the United States Constitution by applying the Bill of Rights to the operations of the criminal justice system. Information regarding judicial philosophies, interpretations and decisions will provide a basis on which to discuss the role of the United States Supreme Court and its ability to affect law. The second part of this course will examine a multitude of legal issues facing correctional staff. Sources of correctional law and specific constitutional amendments will structure discussions regarding the confinement and treatment of incarcerated inmates as well as those supervised in the community.

**CJUS 2235 Law Enforcement Internship 2 credits**

**Prerequisites:** CJUS 1101, CORR 101 or LENF 101 and sophomore standing and good academic standing

On–the–job placement, selected by the College or by the student and approved by the College, will provide the student an opportunity to experience working in a criminal justice agency.

**CJUS 2236 Current Issues in Criminal Justice 3 credits**

The first part of this course will explore major issues facing corrections today by analyzing the social context in which punishment occurs. Statistical data and varying points of view will broaden the scope of the topics, allowing students to examine the impact of these correctional problems on the criminal justice system and society. Topics will include Prison Violence, Gangs, Institutional Crowding, Societal Change and its Impact on Correction, Inmate Subcultures, Female Offenders, Juvenile Offenders, Rehabilitations and Treatment Needs of Offenders, Correctional Privatization and The Death Penalty. The second part of this course will examine the day-to-day policing and the stress found in both the daily grind and the division and stigmatization of certain branches of a law enforcement agency. Topics will include the dangers of misplaced loyalties, policing priorities, and Restorative policing.

**CJUS 2240 Correctional Case Management 3 credits**

**Prerequisite:** CJUS 1101

The first part of this course will analyze the function of probation, parole and community corrections as well as the role of those persons/officers conducting supervision of criminally convicted adults and juveniles. Offender classification, supervision and programming are examined with emphasis on case law, ethical issues and current trends. The second part of this course will examine correctional counseling, treatment and intervention practices from an intuition and non–intuition perspective. Specifically, the student will be introduced to methods of conducting initial assessments in order to determine offender risks and needs. Case planning practices including goal setting and referral will be discussed with emphasis placed on special populations of correctional offenders.

**CJUS 2241 Comparative Criminal Justice Systems 3 credits**

**Prerequisite:** CJUS 1101, CORR 101 or LENF 101

This course examines the differences in criminal justice systems of nation states, sovereignty issues and the impact of international crime on the quality of life and its ability to undermine the rule of law and democratic government.

**CJUS 2245 Crime Scene Investigation 3 credits**

**Prerequisite:** CJUS 2233

This course will introduce students to the role of the crime scene investigator in today's criminal justice system. Major topics include the identification, collection and preservation of physical evidence at the crime scene.

## **CYBER SECURITY & FORENSICS - CYBR**

### **CYBR 1101 Database Security 3 credits**

To understand the importance of database security by developing the know-how and skills to protect a company's technology infrastructure, intellectual property and future prosperity within organizations.

### **CYBR 1115 Introduction to Computer Forensics and Cyber Crime 3 credits**

This course is an introduction into the concepts, terminologies, and terms that have been developed to communicate and understand the history of computer forensics and cyber-crime.

### **CYBR 2205 Terrorism and Homeland Security 3 Credits**

This course seeks to examine the history of terrorism and its manifestations in the contemporary world. The course will cover nationalistic terrorism, religious terrorism and domestic and special interest group terrorism. The course concludes with an examination of the political and ethical implications of the "global war on terror," and homeland security.

### **CYBR 2210 Introduction to Cybersecurity 3 credits**

This course introduces the concepts and understanding of the field of computer security and how it relates to other areas of information technology. Topics include security threats, hardening systems, securing networks, cryptography and organizational security policies.

### **CYBR 2215 Advanced Computer Forensics and Cyber Crime 4 credits**

#### **Prerequisite: CYBR 1115**

This course is an introduction into the concepts, terminologies, and terms to skillfully complete a computer investigation from acquiring digital evidence to reporting findings.

### **CYBR 2220 Ethical Hacking 3 credits**

#### **Prerequisite: CYBR 1121**

This course is designed for students who want to develop penetration testing skills to enable them to identify information-system vulnerabilities and effective remediation techniques for those vulnerabilities. This course is also designed for individuals who are preparing to take the CompTIA PenTest+ certification exam PT0-001, or who plan to use PenTest+ as the foundation for more advanced security certifications or career roles.

### **CYBR 2230 Advanced Cybersecurity 3 credits**

#### **Prerequisite: CYBR 2210**

This course covers the duties of cybersecurity analysts who are responsible for monitoring and detecting security incidents in information systems and networks, and for executing a proper response to such incidents. The course introduces tools and tactics to manage cybersecurity risks, identify various types of common threats, evaluate the organization's security, collect and analyze cybersecurity intelligence, and handle incidents as they occur. Ultimately, the course promotes a comprehensive approach to security aimed toward those on the front lines of defense.

## **ECONOMICS - ECON**

### **ECON 1199 Seminar 1-4 credits**

This course will be a discussion of particular problems related to chosen program and areas of interest.

### **ECON 2205 Principles of Microeconomics 3 credits**

This course will introduce you to the economic way of thinking and decision making for Businesses and Consumers. You will become familiar with supply and demand; how the consumer, business, and the government affect prices; and public choices vs. private choices.

### **ECON 2206 Principles of Macroeconomics 3 credits**

This course looks at the Aggregate Economy and its effects on Businesses and Consumers. Subjects that will be covered include the basic theory of national income analysis, unemployment and inflation, and Monetary and Fiscal policies of the federal government.

## **EDUCATION - EDUC**

### **EDUC 1000 Introduction to Child Development 3 credits**

This course focuses on applying knowledge of the characteristics and needs of young children, prenatal to age twelve, for the creation of healthy, respectful, supportive, challenging, and effective learning environments. Multiple and interrelated influences on the development and learning of young children will be examined.

### **EDUC 1101 Introduction to Education 3 credits**

This introductory course is designed to acquaint students with the field of education. Student will examine technology and its impact on schools, ethical and legal issues facing teachers, effective teaching strategies, diversity in the classroom, social problems and how they relate to schools, standard-based education, professionalism in education and current curricula.

Students will complete a variety of activities including writing reflective essays for inclusion in the student portfolio.

**EDUC 1102 Foundations of Education** 3 credits  
**Prerequisite:** EDUC 1101

This course is an examination of the relationship between school and society through the lens of current issues in education. A variety of perspectives will be examined, including historical, philosophical, ethical, and legal. Through classroom observations and journal entries, students will develop an understanding what it means to be reflective practitioner. Students will also submit final portfolios for review. A forty-hour field component in public school classroom is required; consequently, students will be required to pass a background check. Observations will be evenly distributed among early childhood, middle school, high school, and special education programs.

**EDUC 1110 Creative Arts for the Young Child** 3 credits

**Prerequisite:** EDUC 1140

This course is designed to prepare those in early childhood education with basic music and art activities for the young child. An exploration of art and music instructional methods, learning sequences and teaching strategies will be emphasized. Eight hours of classroom observation of young children involved in art and/or music are required.

**EDUC 1118 Guiding Children's Behavior & Learning** 3 credits

**Prerequisite:** EDUC 1140

This course is designed to prepare those in education with conceptualizations of adult-child and child-child relationships. Students will be introduced to principles and skills that will allow them as future educators to relate to children in ways that will maximize their potential. Students in the Early Childhood program will observe in a preschool setting. Students in the Paraprofessional Program may choose an older grade.

**EDUC 1120 Language/Literacy Development in the Young Child** 2 credits

This course is a study of the stages of language and literacy development in the young child. The student will observe a minimum of four hours in an early childhood classroom setting.

**EDUC 1140 Introduction to Early Childhood Education** 3 credits

Candidates will demonstrate essential understanding of young children's characteristics and needs, knowing and understanding the multiple influences on development and learning, and using developmental knowledge to create healthy, respectful, supportive and challenging

learning environments. Candidates will be subject to pass a mandatory background check.

**EDUC 1145 Observation/Assessment of Children** 3 credits

This course is a study of various methods of observation and assessment techniques that are utilized in an early childhood classroom setting. Students will observe a minimum of four hours in an approved early childhood classroom setting.

**EDUC 1163 Social Studies for the Young Child** 3 credits

**Prerequisite:** EDUC 1140

This course is designed to provide students with the natural and social science concepts that are taught in the early childhood and elementary classroom. This course will focus on the relevance of history and geography, the study of people, and the interaction of people with others and the world around them. The course will touch upon children's sense of self and the importance of developing social skills. Strategies for engaging and empowering young learners to become active, democratic citizens will also be presented.

**EDUC 1199 Seminar** 1-3 credits

This course will be a discussion of particular problems related to chosen program and areas of interest.

**EDUC 2210 Administration of Early Childhood Programs** 2 credits

**Prerequisite:** EDUC 1140

This course is designed to prepare students for administrative and leadership roles in the field of early childhood education. An overview of various types of early childhood programs and philosophies will be presented. Relevant topics including program planning, implementing, leading and managing personnel, financing and budgeting, and establishing policies will be discussed. A review of current licensing laws as established by the Ohio Department of Job and Family Services will also be included in the course. Four hours in an approved setting is required.

**EDUC 2215 Health/Physical Education for Children** 3 credits

**Prerequisite:** EDUC 1140

This course provides a foundation in content and methodology for the teaching of physical education, including movement and health, for children birth through age eight. It focuses on integrating movement, physical activity and physical education in early childhood settings as well as understanding and using developmentally effective practices in teaching. Development of hands-on learning experiences, integration of content area standards and the impact of new technology are explored.

**EDUC 2217 Science & Math Experiences 3 credits**  
**for the Young Child**

**Prerequisite:** EDUC 1140

The purpose of this course is to provide early childhood educators guidelines for the direct and indirect techniques of the effective discovery science teacher. It is designed to help teachers discard biases toward science and to build upon science knowledge they already have to enable confident work with young children. The student will observe a total of 4 hours in an approved early childhood classroom setting.

**EDUC 2219 Infant/Toddler Care & Education 3 credits**

**Prerequisite:** EDUC 1140

This course uses a relationship-based model as a framework for understanding how infants and toddlers grow and learn with the support of their families and teachers. The course consists of three main sections. The first section sets the stage by focusing on early experiences, family relationships, theoretical perspectives, and why and how to observe and document children's interests, development, and behavior. The second section describes the remarkable development of children in the prenatal period and in the emotional, social, cognitive, language, and motor domains. The third section of the course covers responsive program planning including the importance of developing relationships, providing guidance, and working with children with special needs..

**EDUC 2220 Foundations of Literacy 3 credits**

**Prerequisite:** EDUC 1101 and ENGL 1101

This course is designed to provide students with an understanding of the reading process. Contemporary theories and issues regarding literacy learning will be addressed. Current approaches to reading instruction including skill instruction, word-recognition instruction, ability grouping, whole-language instruction, literature-based instruction, invented spelling, and phonics will be covered. Students will become familiar with influences on the reading process such as cultural, linguistic, and ethnic diversity as well as developmental influences including environmental, emotional, social, and cognitive limitations and experiences. Classroom assessment alternatives will also be addressed. Ten hours of literacy instruction in inclusive settings are also required.

**EDUC 2224 Paraprofessional Practicum 3 credits**  
**Corequisite:** EDUC 2225

This practicum course is designed to provide students with opportunities to apply their skills and knowledge gained in college coursework to inclusive classroom settings. There are two placements for this course. Students will be placed in 2 settings within the pre-school to 8th grade band. Students will do 140 hours

in each placement. Students will maintain a journal and time sheet which is to be submitted weekly to the instructor. Students will provide instructional, behavioral, and other support to the mentor teacher as they request.

**EDUC 2225 Paraprofessional Seminar 3 credits**

**Prerequisite:** minimum GPA 2.5

**Corequisite:** EDUC 2224

This seminar is designed to accompany the paraprofessional practicum, EDUC 2224. The seminar will provide students with opportunities to share and critique their onsite experiences. This course assists students in making informed decisions about becoming a teacher and ensures that they have an up-to-date picture of the ever-changing face of education. Issues in reform, professionalism, diversity, and using technology in day-to-day teaching situations are emphasized throughout the text. Students will analyze theory and practice as it relates to educational paraprofessionals.

**EDUC 2228 Families, Communities & Schools 3 credits**

This course is a study of parent and community involvement in education using historical, educational, psychological, ethnic-socio diversity, and sociological perspectives.

**EDUC 2230 Children's Literature with Reading Approaches 3 credits**

**Prerequisite:** ENGL 1101 & EDUC 1140

This course is an introduction to children's literature with emphasis placed on selection and use of books and activities for children from infancy through age 12. Students will explore the various genres of children's literature with particular attention to award-winning authors and illustrators and their books. Students will be able to identify high quality children's literature in each genre and develop age-appropriate lesson plans. Students will also explore various early literacy instruction techniques and teaching reading through literature.

**EDUC 2234 Technology in Education 3 credits**

This course provides an introduction to integrating technology in the classroom. A world of ongoing technological change invites us to rethink the ways technology is used in K-12 schools. A knowledge-based, technology-driven global society demands that teachers and students possess new and expanded digital "life skills." These new competencies have been summarized as "21st Century Skills" and the "ISTE Standards for Educators and Students." Students will learn how digital tools and technologies can engage teachers and students while expanding their understanding of academic material across the grade levels.



**EDUC 2238 Young Adult Literature** *3 credits***Prerequisite:** EDUC 1102 and ENGL 1101

Students will learn what constitutes quality young adult literature and will be introduced to a wide range of young adult novels. Students will examine young adult literature through a literary context and develop age-appropriate lesson plans. This course does not satisfy the general education requirements in English and humanities. Students can not receive credit for both ENGL 2238 and EDUC 2238.

**EDUC 2240 Early Childhood Practicum** *3 credits***Corequisite:** EDUC 2241

This course is designed to provide students with opportunities to plan, implement, and evaluate developmentally appropriate lessons and activities in a licensed inclusive early childhood setting. **Students will work on-site under the direct supervision of a qualified cooperating teacher for 16 hours per week for a total of 240 clock hours.** Students will be assigned two sites (120 hours each location) for the semester. Students will also be videotaped and critiqued while teaching young children.

**EDUC 2241 Early Childhood Seminar** *3 credits***Corequisite:** EDUC 2240

This seminar accompanies EDUC 2240 and will enable students to discuss a variety of topics relevant to their student teaching. Topics may include but shall not be limited to behavior guidance, children with special needs, working with parents, professionalism, current teaching strategies, etc. Students will study the role of the teacher, the student teacher, and the children. Weekly time sheets and journal will be submitted. Regarding the portfolio, students will also be expected to create their resumes and provide additional documentation to demonstrate their professional development.

**EDUC 2243 Individuals with Exceptionalities** *3 credits***Prerequisites:** EDUC 1101 & EDUC 1140

This course is designed as an introduction to the field of special education and is appropriate as a first course for students intending to pursue certification in special education as well as for students planning to pursue other teacher careers. Topics covered in the course include the history of the field; social and legal issues affecting the field; examinations of various areas of exceptionality; and discussion of educational responses for students with exceptionalities.

**EDUC 2260 Teaching in a Diverse Society** *3 credits***Prerequisite:** EDUC 1101

This course is designed to prepare the prospective teacher to effectively teach the range of students found in the typical classroom. Students will become familiar

with various individual differences that characterize today's school population including children with special needs, talented and gifted learners, culturally and linguistically diverse individuals, students with low-incidence disabilities, etc. Practical strategies for adapting instruction to meet the learning styles of all students in inclusive classrooms will be addressed. Working with families of diverse backgrounds will be addressed. Ten hours of public school classroom observation in an approved diverse setting are also required.

**ELECTRICAL ENGINEERING - EENG****EENG 1105 DC Circuits & Devices** *3 credits***Prerequisite:** MATH 1118 or equivalent

An examination of the behavior of passive devices in transient and steady state DC circuits. Topics include device construction and packaging ohmic and non-ohmic conduction, voltage, current, power and resistance calculations in series, parallel and series-parallel circuits. Laboratory consists of development of prototyping skills and verification of circuit operation.

**EENG 1115 AC Circuits & Devices** *3 credits***Prerequisite:** EENG 1105 or equivalent

An examination of the frequency response of reactive circuits. Topics include AC voltage waveforms & frequency, current and power calculations in series, parallel and series-parallel circuits. Applications of resonance and filtering are discussed.

**EENG 1150 Operating Systems** *3 credits*

This course is designed to introduce the student to various types of computer operating systems. It will familiarize the student with the basic commands and fundamental concepts needed to work in these systems. We will discuss single user, multitasking, and multi-user systems along with user interfaces. Students cannot receive credit for both CSCI 1150 and EENG 1150.

**EENG 1185 Electrical Machinery** *3 credits***Prerequisites:** EENG 1115

An examination of the characteristics of power transmission and distribution equipment. DC, single phase, poly phase AC machinery are covered including servo machines. Transformers, transducers and industrial controls are also studied.

**EENG 1199 Seminar** *1-6 credits*

This course will be a discussion of particular problems related to the student's chosen program and areas of interest.

**EENG 2205 Digital Electronics** *3 credits***Prerequisite:** EENG 1105 corequisite equivalent

An examination of number systems and techniques



of logical reduction. Pulse and logic circuits, counters, registers, logic families, integrated circuits and basic elements of digital design are discussed. Including DA & AD convertors microprocessor & microcontrollers.

**EENG 2215 Analog Circuits & Devices** 3 credits

**Prerequisite:** EENG 1115 or equivalent

An introduction to the characteristics, specifications, packaging, and applications of discrete devices and low scale integrated circuits.

**EENG 2254 Computer Architecture & Design** 4 credits

This is an introductory course into computer architecture. This class will assemble a single board computer with a lecture section before each section to describe how the section works. Use of Oscilloscope, Digital Logic probe and Millimeter are used to make measurements and troubleshoot each section.

Students who have completed CSCI 2245 may not receive credit for this course.

**EENG 2255 Digital Communications** 3 credits

**Prerequisites:** EENG 2205

An examination of various digital communications techniques. Topics covered will include modulation, sampling, coding and decoding, multiplexing, error detection and correction, modems, LANs, and WANs.

**EENG 2268 Power Generation** 3 credits

**Prerequisite:** EENG 1105

**Co-requisite:** EENG 1115

This course is designed to teach the aspects of power generation. It covers the different types of steam generation methods based on the various types of fuels used including coal, nuclear, hydro, fuel cell, solar, wind and new fuel technologies. It also includes an in-depth study of the associated equipment such as pumps, turbines, environmental and other associated systems.

**EENG 2285 Manufacturing Control Systems** 3 credits

**Prerequisites:** EENG 2205

This course introduces the use of programmable logic controllers in industry. Topics include ladder logic programming, sensors used in manufacturing control systems and applications of PID loops. Allen Bradley Controllers are the PLC used in this course. A laboratory complementing class work.

**EENG 2299 Research Project** 3 credits

**Prerequisite:** Sophomore standing in Electrical/Electronics Technology Program

An independent study resulting in a technical report, research paper, project or a combination of these. Selection of the area of study is made in consultation with the instructor and must be approved by the instructor.

## **ENGINEERING DESIGN - ENDS**

**ENDS 1100 Introduction to Engineering** 2 credits

This course introduces the student to the engineering profession and the variety of related jobs and careers. This course also includes the use of electronic calculators, personal computers, conversion of units, (English to metric, metric to English), problem solving techniques in groups and individual, scientific notation and decision making models.

**ENDS 1110 Blueprint Reading** 3 credits

Learn to read and use HVAC plans and blueprints like today's professionals, with a focus on air conditioning drawings and hands-on exercises. This course will help readers master the basics of blueprint reading and apply their new skills to work in the HVAC trade. This course has been updated to reflect the increasing use of computers to develop plans and prints, while still including all the critical areas of study, including: using the architect's and engineer's scale, creating and using working and construction drawings, freehand sketching and drafting with instruments, and more. The final section of this course goes beyond basic concepts, enabling students to gain valuable skills in reading and interpreting architectural, duct work, mechanical, electrical, and plumbing plans.

**ENDS 1140 Introduction to Engineering Graphics with AutoCAD** 3 credits

This is a beginning drafting course that will introduce the basics of manual drafting and an introduction to AutoDesk's 2D AutoCAD. Students are introduced to fundamental knowledge and skills such as line work, lettering, scale use, sketching, multi-view drawings, sectional views, and working drawings (detail, assembly, floorplans, elevations, electrical) with the basics of manual drafting techniques and the use of computer aided drafting equipment.

**ENDS 1141 Engineering Drawing I** 3 credits

This is a beginning drawing course. Students are introduced to fundamental knowledge and skills such as line work, lettering, scale use, sketching, multi-view drawings, sectional views, with the basics of manual drafting techniques and the use of drafting equipment.

**ENDS 1142 Engineering Drawing II** 3 credits

Students are introduced to a continuation of technical drawing fundamentals. Auxiliary views, descriptive geometry, patterns and developments, and dimensioning and notation are emphasized. Welding drawings are covered. Experience with view visualization will prepare the student for CAD fundamentals.

**ENDS 1143 Introduction to Project Management and Product Design** *3 credits***Prerequisites:** ENDS 1140

An introductory course in the application of the engineering design process to solving product design problems. The formal design solution is presented in the form of engineering working drawings, bill of material, estimates of time, material, and labor costs, with other reports as required.

**ENDS 1144 Electrical Drafting** *3 credits*

This course is a study of electrical and electronic diagrams. Students learn electronic symbols and the use of these symbols to draft and design schematic diagrams, micro-electronic diagrams, printed circuit diagrams, electrical power systems, and electrical drawings for architectural plans.

**ENDS 1145 Computer Applications in Engineering** *3 credits*

An introductory course where students learn areas in engineering in which computers are commonly used. Computer hardware, software and programming are introduced. Topics include reporting, calculation, drafting, analysis, computer aided design, numerical control, rapid prototyping and direct material deposition. The student will gain hand-on experience in these areas.

**ENDS 1151 Engineering Materials** *3 credits***Prerequisite:** MATH 1120 or higher

This course will provide the student with a basic understanding of materials and the important practical considerations that must be used in material selection and specification in design, manufacturing and failure analysis. This course includes lectures and labs.

**ENDS 1180 Engineering Internship I** *1-3 credits***Prerequisites:** Completion of 15 program hours

Career-related activities encountered in the student's area of specialization offered through an individualized agreement, paid or unpaid, among the College, employer, and student. Under the supervision of the College and the employer, the student combines classroom learning with work experience. Includes and orientation to co-op component.

**ENDS 1199 Seminar** *1-6 credits*

This course will be a discussion of particular problems related to chosen program and areas of interest.

**ENDS 2201 Engineering Mechanics (Statics)** *3 credits***Prerequisites:** MATH 1120 & PHYS 1117

In this course the student studies the principles of forces, as applied to trusses, frames, beams, walls, and machine parts. The student will gain experience by solving problems graphically and mathematically. The

course covers the study of vectors, forces, resultants and equilibrium.

**ENDS 2202 Dynamics** *3 credits***Prerequisites:** ENDS 2201

In this course the student studies the principles of dynamics as applied to linear motion and angular motion. The course covers kinematics and kinetics of rectilinear motion, curvilinear motion and kinematics and kinetics of rotation.

**ENDS 2203 Strength of Materials** *3 credits***Prerequisites:** ENDS 2201

An introductory course in mechanics of materials, analysis and design of members subjected to various combinations of loading, stress and strain, beams, columns, members in torsion. In-class experiments investigate the response of deformable bodies to applied loads.

**ENDS 2204 Mechanisms** *3 credits***Prerequisites:** ENDS 2201

A study of mechanical components including: gear trains; belt, chain and disk drives; cams, levers, linkage mechanisms, and Geneva mechanisms. Laboratory work complementing class work.

**ENDS 2205 Hydraulics & Pneumatics** *3 credits***Prerequisites:** PHYS 1117 and MATH 1120

An introductory course to impart basic knowledge of hydraulic and pneumatic concepts, components and systems for power transmission and control where laboratory work is performed using industrial components and circuits.

**ENDS 2219 Tool Design and Manufacturing** *3 credits***Prerequisites:** ENDS 1142 and MATH 1120

An introductory course in designing of manufacturing tooling including broaches, lathe and mill tools; piercing, blanking, bending, and drawing dies; the economics of tool design; cutting and forming; and the design of jigs and fixture devices used to locate and secure the work-piece in manufacturing. Principles of manufacturing and properties of materials are utilized. The selection of cutting tools, calculating horsepower requirements, and cutting feeds and speeds are introduced.

**ENDS 2221 Machine Design** *3 credits***Prerequisites:** ENDS 2201

This course covers the analysis and design of machine components and assemblies such as couplings, bearings, springs, frames, gears, belts, etc. utilizing the principles of mechanics, kinematics, drafting and strength of materials.

**ENDS 2230 Advanced Concepts in 2D AutoCAD** *3 credits*

**Prerequisites:** ENDS 1140

An intermediate course which dives into advanced concepts in computer assisted design techniques. The student will learn how to make the software work for them while gaining experience in solving drafting problems utilizing an interactive CAD system. Students will extend their CAD competency by solving sophisticated drafting problems utilizing an interactive CAD system, applications, course description and lecture with an opportunity to test for third party credentials via Autodesk.

**ENDS 2231 Introduction to 3D AutoCAD** *3 credits*

**Prerequisite:** ENDS 1140 or ENDS 2230

An introduction into 3D modeling, this course continues to build on the student's 2D knowledge. This course will take the student from the very basic introduction to AutoDesk AutoCAD 3D all the way through to the creation of realistic looking 3D models and renderings. The student will develop the ability to create 3D models and presentations suitable to sell the design or concept to others.

**ENDS 2232 Introduction to SolidWorks** *3 credits*

**Prerequisite:** ENDS 1140

An introduction course which dives into the 3D and solid modeling design concepts in computer assisted design techniques. The student will learn how to make the software work for them while gaining experience in solving drafting problems utilizing an interactive CAD system. Students will extend their CAD competency by solving sophisticated drafting problems utilizing an interactive CAD system, applications, course description and lecture with an opportunity to test for third party credentials via SolidWorks.

**ENDS 2233 Computer Aided Manufacturing** *3 credits*

**Prerequisites:** ENDS 2230 and MATH 1120

This course introduces automation and computer-integrated manufacturing with manual part programming for numerical control machines. History of CNC, coding, punch tape, BCD, word address programming and computer numerical control following the recommendations of the Electronic Industries Association (EIA) and Aerospace Industries Association (AIA) with hands-on experience. The process and requirements for rapid-prototyping and direct material deposition are introduced and reinforced with hands-on experience.

**ENDS 2235 Technical Drawing** *3 credits*

**Prerequisite:** ENDS 1142 or equivalent

Students learn to draft illustrations of machine parts,

exploded pictorial assemblies, parts catalogs, plant layouts, and elevations. The use of color and shading are introduced. Pictorial drawings combine elements of both technical and artistic drawing to convey all the information necessary to be used as guides by people involved in manufacturing, maintenance, or sales where a complex part or process would be difficult to visualize when only orthographic views are given. Technical illustration is an important communication skill.

**ENDS 2236 Architectural Drafting and Design** *3 credits*

**Prerequisites:** ENDS 1142

An introductory course where students learn design of residential buildings. The course covers elevations, foundations, and interior drawings. This course also involves the study of architectural symbols, nomenclature, detailing, sectioning, dimensioning, and the use of architectural catalogs.

**ENDS 2260 Surveying** *3 credits*

**Prerequisite:** MATH 1120

An introductory course to impart basic knowledge of surveying plus training in the use of traditional surveying equipment.

**ENDS 2261 Manufacturing Materials and Processes** *3 credits*

**Prerequisites:** MATH 1120 and PHYS 1117

This course will acquaint the technician with the nature, properties, performance, characteristics, manufacturing processes, and practical uses of various engineering materials. Materials such as ferrous and nonferrous metals as well as polymers, ceramics, and composites will be covered. Both primary and secondary processes will be covered in this course.

**ENDS 2270 Computer Applications in Engineering II** *3 credits*

This course gives a working knowledge of a high level computer language. The student will write programs to solve specific problems using logical structures, industry standardize practices and standard Visual C++ language. Topics covered will include programming techniques, calculations, methods and conversions, loop structures, search and arrays, conditional branching, file creation and maintenance. Application will include Visual C++ language used programming Industrial applications using an integrated controller.

**ENDS 2280 Engineering Internship II** *1-3 credits*

**Prerequisite:** ENDS 1180

Career-related activities encountered in the student's area of specialization offered through an individualized agreement, paid or unpaid, among the College, employer, and student. Under the supervision of the College and the employer, the student combines classroom

learning with work experience. Includes an orientation to co-op component.

**ENDS 2299 Design Research Project** 3 credits

**Prerequisite:** sophomore standing in Computer Assisted Design program

A capstone course of independent study resulting in a technical report, research paper, project, or a combination of these. Selection of the area of study is made in consultation with, and must be approved by, the instructor.

## **ENGLISH - ENGL**

**ENGL 1000 Co-requisite for English Composition I** 2 credits

**Prerequisites:** ACCUPLACER writing score of 4 or ACCUPLACER writing score of 3 and High School English/Language Arts grade average of B or higher.

**Corequisite:** ENGL 1101

This course emphasizes the development and use of reading, writing, and grammar skills necessary for the successful completion of college level writing courses. Students must be enrolled in ENGL 1101 as a co-requisite for this course, and they will receive extensive help with their ENGL 1101 assignments via small group work and individualized instruction. This course will closely follow the topics covered in the concurrent ENGL 1101 class and will include, as necessary, review topics from ENGL 1101.

**ENGL 1101 English Composition I** 3 credits

**Prerequisites:** One of the following: Accuplacer Writing score of 5 or above, ACT English score of 18 or above, SAT score of Writing 430 and Critical Reading 450 or above, successful completion of ENGL 0097 or ENGL 0099 with a "C" or better, or a high school English/Language Arts grade average of "B" or higher with an Accuplacer score of 4 or above.

This course provides an introduction to expository writing, emphasizing the clear and concise expression of ideas in a variety of rhetorical modes.

**ENGL 1102 English Composition II** 3 credits

**Prerequisites:** Completion of ENGL 1101 with a "C" or better

This course advances those skills acquired in English 1101, continuing to engage students in the clear and concise expression of ideas while emphasizing argumentation and research writing. Current MLA (or APA) documentation is required.

**ENGL 1199 Seminar** 1-6 credits

This course will be a discussion of particular problems related to the students chosen program and areas of interest.

**ENGL 2201 Introduction to Literature** 3 credits

**Prerequisites:** ENGL 1101

This course offers an introduction to the three major literary genres: fiction, poetry, and drama. Students will read short stories, poems, and plays to gain an understanding of literary forms and to learn techniques for analyzing and interpreting works of literature. An emphasis will also be placed on how literature explores and lends insight into the human experience.

**ENGL 2202 The Great American Novel (1925-present)** 3 credits

**Prerequisites:** ENGL 1101 or ENGL 101

This course is a survey of American Literature from 1925 to present. The primary focus of this class is reading and discussing "The Great American Novel," which will allow students to understand the literary value, historical significance, and cultural influence of works that have vied for this title. Students will address both the influence these novels have had on American culture, and the influence American culture had on the creation of these novels. In addition to readings, discussions, and exams, students will write two research papers and give two presentations that demonstrate their ability to explain the importance of specific works both verbally and in writing.

**ENGL 2205 Technical Report Writing** 3 credits

**Prerequisites:** Successful completion of ENGL 1101 with a "C" or better.

This course introduces students to the discipline of technical communication. Preparation of visuals to supplement text, workplace communication, descriptions of mechanisms, explanations of processes, and writing reports are the major topics included. This course is designed for students enrolled in technical degree programs and does not fulfill a humanities requirement.

**ENGL 2207 Women's Literature** 3 credits

**Prerequisites:** Completion of ENGL 1101 with a C or better.

Introduction to works by women writing in English, and to the literary and gender issues they raise. The structure of the course combines historic and analytical readings of the works that span writings from the Middle Ages to the contemporary era. The course also examines the increasing influence on the literature of Western culture brought to bear by female writers.



**ENGL 2217 Readings in Early British Literature** *3 credits***Prerequisites:** ENGL 1101

This is a survey course that examines representative works of literature from the Anglo-Saxon period to the late 18th century. A variety of authors, genres, and trends will be studied.

**ENGL 2218 Readings in Later British Literature** *3 credits***Prerequisites:** ENGL 1101

This is a survey course that examines representative works of literature from the late 18th century to the present. A variety of authors, genres, and trends will be studied.

**ENGL 2219 Creative Writing (Fiction & Poetry)** *3 credits***Prerequisites:** ENGL 1101

This course is an introduction to creative writing, focusing on both fiction and poetry. Discussions of fiction writing will emphasize the technical elements of fiction, assigned readings, and works written by class members. Discussions of poetry will emphasize the technical elements of poetry, assigned readings, and works written by class members.

**ENGL 2220 Introduction to Travel Writing** *3 credits***Prerequisites:** ENGL 1101

Study of the history, critical theories surrounding, and the process of creating travel writing.

**ENGL 2230 American Literature to 1865** *3 credits***Prerequisites:** ENGL 1101

This course explores major works in American literature through the mid-19th century. Readings are drawn from the Puritan Age, Colonial Period, Romantic Age, and the Age of Realism.

**ENGL 2235 American Literature after 1865** *3 credits***Prerequisites:** ENGL 1101

This course explores major works and literary trends in American literature from 1865 to the present.

**ENGL 2236 Contemporary World Literature: The Novel (1945-present)** *3 credits***Prerequisites:** ENGL 1101 or ENGL 101

This course is a survey of world literature from postwar to present that focuses on novels and novellas. Student will read and discuss great works from around the world, effectively establishing a global view of how literature has evolved since the Second World War. Areas covered include Africa, Asia, The Caribbean, Europe, The Far East, The Middle East, North America, and South America. In addition to

readings, discussions, and exams, students will write two research papers and give two presentations that demonstrate their ability to explain the importance of specific works both verbally and in writing.

**ENGL 2238 Young Adult Literature** *3 credits***Prerequisites:** ENGL 1101 (or ENGL 101)

Students will learn what constitutes quality young adult literature, and will study a wide range of young adult novels and authors. Students will examine young adult literature through a literary context while they read and analyze culturally diverse novels. In addition to readings, discussions, and exams, students will write at least one paper with sources and complete at least one project or presentation. These assignments will demonstrate their ability to explain the importance of specific works both verbally and in writing.

**ENGL 2240 Introduction to Film** *3 credits***Prerequisites:** ENGL 1101

This course is designed to introduce students to the vocabulary and artistic elements of film. It will focus on the elements of cinematic language (including narrative, mise-en-scene, cinematography, acting, editing, and sound). Students will view films to gain an understanding of cinematic form and learn techniques for analyzing and interpreting film.

**ENGL 2241 Film History** *3 credits***Prerequisite:** ENGL 1101

This course is a survey of the major developments, movements, and critical approaches in film, with particular emphasis on narrative film. The course emphasizes an understanding of the historical, cultural, and aesthetic context that influence film and develops the student's understanding of a film's narrative and visual structure. Screenings of films required.

**ENGL 2246 Classical & World Mythology** *3 credits***Prerequisite:** ENGL 1101

This course is a survey of classical and world mythology that examines popular works from ancient Greece and Rome, as well as Celtic, Nordic, and Eastern cultures. The primary focus of this course is reading and discussing myths, which will allow students to understand the literary value, historical significance, and ongoing influence of classical and world mythology. In addition to readings and discussions, students will write two research papers and give two presentations that demonstrate their ability to explain the influence of specific works both verbally and in writing.



**ENGL 2247 Critical and Cultural Approaches to the Fairytale** *3 credits***Prerequisite: ENGL 1101**

This course will examine the cultural history of an examine critical approaches to fairy tales, with particular attention paid to the fairy tales of Germany and the Brothers Grimm. The course examines the cultural significance of the original texts, works to develop critical responses to the texts, and actively examines the connections between the original tales and the forms of fairytales being told and created today.

**FINE ART - FNAR****FNAR 1104 Introduction to the Arts** *3 credits*

Creators of art, regardless of the chosen form share many concepts. In this course, the student will explore these similarities and experience the creative process in each of the artistic disciplines thereby enhancing personal interest in and understanding of the arts.

**FNAR 1105 Basic Drawing I** *3 credits*

An intensive studio drawing course on the observation and interpretation of form with concern for space, line, volume, texture, and composition. Varied stylistic approaches and subject matter will be studied in the pencil and charcoal mediums.

**FNAR 1106 Basic Drawing II** *3 credits***Prerequisite: FNAR 1105**

An intensive studio drawing course on the observation and interpretation of form with concern for space, line, volume, texture, and composition. Varied stylistic approaches and subject matter will be studied in the pencil and charcoal mediums. This course is a continuation of FNAR 1105.

**FNAR 1111 History of Art I** *3 credits*

An introduction to the enjoyment and understanding of the history of sculpture, painting, and architecture from prehistory through the Middle Ages.

**FNAR 1112 History of Art II** *3 credits*

An introduction to the enjoyment and understanding of the history of sculpture, painting, and architecture from the Renaissance to present times.

**FNAR 1116 Music Appreciation I** *3 credits*

Music Appreciation I is a survey of musical styles from the Middle Ages to the early 18th century. It includes a review of music reading and basic music theory and covers the Medieval, Renaissance, Baroque, and Early Classical Periods in music. No previous knowledge of music or musical experience is required.

**FNAR 1117 Music Appreciation II** *3 credits*

This course is a survey of music from the 18th century to the present. It includes the Classical, Romantic, and

Impressionistic periods as well as musical styles from the 20th and 21st centuries.

**FNAR 1130 Oil/Acrylic Painting** *3 credits*

An intensive study of the oil or Acrylic painting media with emphasis placed on the academic study of materials, technical applications, composition and color theory. The works of the Old Masters and accomplished contemporary artists will be studied to support the learning process.

**FNAR 1131 Oil/Acrylic Painting II** *3 credits***Prerequisites: FNAR 1130**

A continuation of FNAR 1130 with an emphasis on composition, value management and sketching as a preparatory step in the painting process. The works of the Old Masters and contemporary artists will be studied to support the learning process.

**FNAR 1152 Concert Choir** *2 credits*

Concert Choir is a choral ensemble consisting of both Southern State students and community members. The ensemble performs music in a variety of styles. No audition is required for the Concert Choir.

**FNAR 1180 Concert Band** *2 credits*

Concert Band is a wind ensemble consisting of both Southern State students and community members. The ensemble performs a variety of music ranging from traditional symphonic band repertoire to popular music and jazz. No audition is required.

**FNAR 2211 Figure Drawing** *3 credits***Prerequisite: FNAR 1105 and FNAR 1106**

An intensive studio figure-drawing course that emphasizes the skeletal-muscular structure, external contour, and proportion of the human form. Studies and drawings from the live model, skeleton, cast, anatomical diagrams, and examples of old masters' drawings will aid the learning process. Development of composition and the discipline of seeing will receive special consideration. This course will explore a variety of media and art materials.

**FOREIGN LANGUAGE - FLNG****FLNG 1120 Beginning American Sign Language I** *4 credits*

Everyday communication is the centerpiece of every lesson. Topics revolve around sharing information about our environment and us. Grammar is introduced in context with an emphasis on developing question and answering skills. Students learn conversational strategies to help you maintain a conversation. Interaction activities allow students to rehearse what they have learned.

**FLNG 1121 Beginning American Sign Language II** 4 credits

**Prerequisite: Successful completion of Beginning American Sign Language I**

Students continue to build on skills learned in Beginning American Sign Language I: grammar, conversational strategies and cultural information. In addition, students will add to their knowledge several kinds of lessons: functional (conversational or narrative), skill building, comprehension, cultural and review. The functional lessons introduce vocabulary and key grammar structures through the use of key dialogues or narratives. Skill building lessons focus on practicing detailed language features that support students' general ASL production, such as various number types, expanded finger spelling practice, space and semantic use of agreement or spatial verbs and use of negation signs. The comprehension lessons use stories to expand students' skills to process and figure meanings from larger chunks of signed information. The culture lessons focus on behaviors and knowledge that enable students to act in appropriate linguistic and social ways, and to gain more cultural insight on the Deaf community.

**FLNG 2220 Intermediate American Sign Language I** 4 credits

**Prerequisite: Successful completion of Beginning American Sign Language II**

Intermediate American Sign Language I has been designed to build upon the student's prior knowledge and experiences from Beginning American Sign Language I & II. This course focuses on building narrative skills and developing real-world conversational skills used in everyday discussions. Students will continue to acquire cultural information through immersion in the Deaf Community and through the stories presented in the text and live in class. Students will gain the skills needed to express ideas and concepts and illustrate how things work using American Sign Language.

**FLNG 2221 Advanced American Sign Language** 3 credits

**Prerequisite: FLNG 2220**

This course is designed to build upon the student's prior knowledge and experience of American Sign Language (ASL). Students will be exposed to cultural interactions and stories from their text to bring them to a higher level of fluency in ASL.

**HEALTH, PHYSICAL EDUCATION  
AND RECREATION - HPER**

**HPER 1101 Introduction to Sport & Kinesiology** 3 credits

Study of physical education, exercise science, sport, and

other related fields as academic disciplines and professions. Examination of history, philosophies, concepts, issues, and trends of physical education and sport.

**HPER 1102 Introduction to Athletic Training** 3 credits

This course is an introduction to the fundamental knowledge and background in athletic training. It is designed to take a scientific, evidence based approach to provide a clinical background in athletic training.

**HPER 1161 First Aid** 2 credits

This course presents the theory and skills necessary to provide first aid care for patients of all ages. With successful completion of the course, the student will receive a course completion card in first aid and adult, child, and infant layperson CPR.

**HPER 1195 Fitness & Wellness for Life** 3 credits

This course investigates the components involved in developing a wellness lifestyle with an emphasis on the physical wellness. Attention is principally devoted to the components of fitness to include cardiorespiratory endurance, muscular fitness, and flexibility. In addition, learning about dietary practices and nutrition, protecting oneself from disease, avoiding substance abuse, and managing stress will be covered.

**HPER 2217 Yoga** 1 credit

An introduction to the nature and principles of yoga. Students will gain knowledge of the benefits of performing yoga and equipment needed while participating in a yoga program. Course focuses on developing postural alignment in order for students to gain improved strength, endurance, flexibility, balance, and stress reduction.

**HPER 2234 Personal Health** 3 credits

Promote an appreciation for healthful living practices of the individual and group to promote positive attitudes. Topics include physical health and fitness, emotional health, nutrition, alcohol and drugs, environmental health, aging, safety and first aid.

**HPER 2295 Principles of Health-Related Fitness** 3 credits

Intense study into the five components of health-related fitness: cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, and body composition; and how people can affect their health and fitness through improving each health-related fitness component.

## **HISTORY - HIST**

### **HIST 1110 American History I** *3 credits*

This course is a survey of the United States from the pre-Colombian period to 1877. The course will introduce students to the major political, social, economic, religious, cultural, intellectual, and technological developments in American history through reconstruction and the post-Civil War era. Topics will include, but are not limited to: pre-Colombian civilization, European exploration and conquest of the New World, development of European colonies, the colonial era, the American Revolution, the Constitution, economic changes, early industrialization and the formation of political parties. The institution of slavery will be closely examined, as will the concept of Manifest Destiny and the demise of Native American tribal life. The significant causes and events leading to the American Civil War will be discussed as will the military history of the war and reconstruction. The administrations of Jefferson, Jackson, Polk, and Lincoln will also be examined in detail.

### **HIST 1111 American History II** *3 credits*

This course is a survey of the history of the United States from 1877 to the present day. The course will introduce students to the major political, social, economic, religious, cultural, intellectual, and technological developments in American history from the end of reconstruction to the post-modern era. Topics will include, but are not limited to: Gilded Age politics, late 19th and 20th century industrialization, economic changes, immigration, Progressivism, American Imperialism, World War one, cultural changes in the 1920's, and The Great Depression. The latter portion of the semester will focus on the events leading to World War II, the military history of the war, the Cold War, the Civil Rights Movement, social change in the 1950's and 1960's, the Vietnam War, and the post-Cold War era up to the presidential election of 2008.

### **HIST 1121 Modern East Asia** *3 credits*

Modern East Asia will provide students with a foundation in early modern to modern history of China, Korea, Japan and Vietnam. Topics for the course will include but are not limited to the early modern/late traditional era including European and American contact with Asia, the end of the Tokugawa period in Japan, the Meiji Reformation, the decline and partition of China, Industrialization and Imperialism through World War II, Communism in China, the Korean Conflict, Indo-China through the Vietnam War and an examination of the successor states in Modern East Asia.

### **HIST 1130 African American History** *3 credits*

This course will examine the major concepts/events, and their interconnections, that shaped African

American History (within US History itself) and analyze their impact on African American society today. African American History is a course studying the experiences, lives, and contributions of African Americans in American history from European arrival in the Americas to the present.

### **HIST 1140 American Women's History** *3 credits*

American Women's History is a survey course studying the experiences, lives, and contributions of women in American history from the colonial period to the present. This course traces the changing roles of women throughout history as well as their experiences on racial, ethnic, class, and political basis. The problems and solutions women have faced, along with their many achievements, are discussed with an emphasis on understanding the important roles women have played in American history.

### **HIST 1151 Introduction to Western Civilization I** *3 credits*

This course is a survey of Western Civilization from prehistory to 1700. This course will examine major developments in the political, social, economic, religious, cultural, intellectual, and technological life of Western Civilization from the Paleolithic Age to the 17th century. The course will begin with an examination of the earliest evidence of human social existence, then investigate the emergence of the early civilizations of Mesopotamia, Egypt, Assyria, and Persia. The course will then trace the development of the Hebrew, Greek, and Roman civilizations and analyze the impact that Judaic and Greco-Roman principles have had upon the modern world. The course will then examine the collapse of the Roman Empire, the "Dark Ages", and the reemergence of Western society in the High Middle Ages, the Renaissance, the Reformation, religious warfare, and the Scientific Revolution of the 16th and 17th centuries, and concluding with the "Age of Discovery."

### **HIST 1152 Introduction to Western Civilization II** *3 credits*

This course is a survey of Western Civilization from the 18th century to the present day. This course will examine major developments in the political, social, economic, religious, cultural, intellectual, and technological life of Western Civilization from The Enlightenment to the post-modern era. The course will also examine the economic and political revolutions of the 18th and 19th centuries, the French Revolution and the Napoleonic Era, the growth of new political ideologies (socialism, conservatism, nationalism, and liberalism), the unification of Italy and Germany and Imperialism and Colonialism. Included in the study of the 20th century will be World War I and its political and economic aftermath, the Russian Revolution, the rise of fascism, the Great Depression, the causes of World War II and

the military history of the war, The Cold War, and the Post-Modern era.

**HIST 1199 Seminar** 1-6 credits  
This course will be a discussion of particular problems related to the student's chosen program and areas of interest.

## **HUMAN AND SOCIAL SERVICES - HSSR**

### **HSSR 1105 Survey of Substance Use Disorders** 3 credits

This course explores chemical dependency issues from a historical, cultural, biological, and legal perspective. Major topics include recognizing signs and symptoms of substance abuse, prevention of substance abuse, and differences in helping strategies with substance abusers, pharmacology, and psychopharmacology. *This course meets the required hours for the student's CDCA, as listed by the Ohio Chemical Dependency Professionals Board.*

### **HSSR 1110 Introduction to Social Services and Ethical Procedure** 3 credits

This course introduces students to the fields of human services, counseling, case management, and other mental health-related fields. The foundation of the human services system and social work is presented. It explores the etiology of social problems among the general population, minorities, and out-groups; the history and development of mental health services; legal and ethical issues; and various settings in which services are provided. This course provides a framework of human services practice meant to prepare students for their actual experience in a human services agency. Ethical and legal issues related to interventions with individuals, groups, organizations, and communities in generalist practice and chemical dependency are emphasized. Seminar format provides for and integration of experiences with academic courses. Creative problem solving and human services values are featured. Exposure to differing theoretical perspectives will be explored. Goals of the human services system and the role of the social work assistant will be included.

### **HSSR 1135 Affective Education & Group Process** 3 credits

This course emphasizes the principles of therapeutic group facilitation; interpersonal and interpersonal communication processes; and personal growth and development in the generalist practice and chemical dependency settings. Topics include group formation, group leadership skills, examining motives for entering the helping professions, conflict resolution, rapport building, verbal and non-verbal communication. Current issues, ethics, and specific needs of various populations will be featured. The course features

heavy emphasis on experiential learning, awareness of group dynamics, and practice of group leadership skills through participation as a group member in the laboratory setting.

### **HSSR 1140 Racial and Cultural Diversity in the Helping Professions** 3 credits

This course provides an introduction to the general concepts and history of cultural diversity in U.S. society, and stresses the importance of understanding diversity in mental-health careers and the helping professions. It focuses on the history of many cultural/minority groups and provides an understanding of culturally-based help-seeking behaviors among racial, ethnic, and other subpopulations. Emphasis is on general diversity issues as well as issues specific to becoming culturally competent in the helping professions.

### **HSSR 1150 Case Management & Writing in the Helping Professions** 3 credits

#### **Prerequisite: ENGL 1101**

A writing intensive course focusing on the various forms of professional writing typically encountered in the helping professions, and on the use of behavioral observations and writing to document client interactions and behaviors. Students will learn beginning skills needed to maintain records and case management necessary for rendering professional services to clients. Students will learn to analyze professional writing situations and apply the principles of effective writing to documentation, measurable goals and objectives, grant/proposal writing, letters, memos, case management, and treatment planning in generalist practice and chemical dependency. Topics will include: case assignment, planning, assessment, goal setting, observation, documentation, intervention, evaluation, and referral.

### **HSSR 2210 Counseling Theories** 3 credits **Prerequisite: HSSR 1101 or HSSR 1110 and PSYC 1110**

This course presents the major counseling theoretical orientations and philosophies including discussion of major concepts and techniques, impact on the client-helper relationship, advantages and disadvantages of different theories. This course will emphasize practical application.

### **HSSR 2211 Counseling Techniques** 3 credits **Prerequisite: HSSR 2210**

The course builds on the basic counseling and interviewing theories studied in HSSR 2210, with emphasis on learning basic counseling skills that are appropriate to the counseling process in generalist practice and chemical dependency settings. Topics include techniques related to attending skills, facilitating growth, active listening, nonverbal behavior, action responses, motivational interviewing, and determining



personal style. Special needs of diverse populations will also be featured.

**HSSR 2215 Social Gerontology** *2 credits*

**Prerequisite:** HSSR 1101 and PSYC 1110

This class takes a multidisciplinary approach to examining the issues facing people in late adulthood. Students will explore the demographic, sociocultural, and mental health aspects of aging. Problem solving techniques will be covered, along with future trends necessary with the approach of an aging population. Physical, cognitive, and psychosocial aspects of aging will be discussed.

**HSSR 2216 Prevention, Diagnosis & Treatment of Chemical Dependency** *3 credits*

**Prerequisite:** HSSR 1105

This course systematically studies chemical dependency as well as the theory and practice modalities related to treatment. The course will cover skills needed to recognize the enormity of this problem, how to assess and diagnose it and how to treat individuals and families who come for assistance. Strategies and community resources for diverse populations will be featured. Materials useful in preventing chemical dependency and/or relapse are also presented.

**HSSR 2220 Developmental Disabilities** *2 credits*

This course covers developmental and lifecycle stages, etiology, psychosocial services, treatment, and education of the developmentally disabled. It also presents an overview of past, present, and future trends in the field. Terminology and legal issues will be discussed.

**HSSR 2225 Psychology of Addiction & Family Systems** *3 credits*

**Prerequisite:** HSSR 1105

This course will cover a broad range of issues related to addiction including various theories of addiction, how addiction is defined, how it develops, how it is treated, and how it can be prevented. The coursework will include study of biological, developmental, motivational, familial, and cultural aspects of addiction. The course will focus on many types of addiction, including alcohol addiction, drug addiction, tobacco addiction, sex addiction, eating disorders, compulsive gambling, and other emerging forms of addictive behavior. Class activities will include researching and reading journal articles, class discussion, as well as study from the assigned textbooks. This course will also focus on the impact of addiction on the family system and other relationships. Students will be exposed to the alteration of family patterns due to the presence of addiction. This course features a heavy reliance on academic research (scholarly journals) to supplement the material presented in the texts. (Students who have completed PSYC 2225 may not receive credit for this course.)

**HSSR 2265 Diagnosis and Treatment of Mental & Emotional Disorders** *3 credits*

**Prerequisites:** PSYC 1110

This course is designed to give an overview and provide an understanding of abnormal behavior in the context of the diagnostic categories as described in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorder (5th Ed.) [DSM-5] and the diagnostic system. A focus of the course will be on the appropriate use of the current edition of the Diagnostic and Statistical Manual for Mental Disorders and an understanding of the International Classification of Diseases [ICD-10], including limits and weaknesses of these approaches—especially with regard to cultural differences and alternatives to them. This course presents the current theories and research concerning the causes, symptoms, and treatment of various mental and behavioral disorders. Focus will be on learning the process of assessment, diagnosis, how to conduct mental status examinations, treatment of mental and emotional disorders including factors influencing these, and on the development and recognition of a framework for identifying symptomology, etiology and psychodynamics of mental and emotional disorders. This course incorporates the use of case studies as a tool to learn how to use diagnosis in developing effective treatment plans.

**HSSR 2271 Human Services Practicum I** *3 credits*

**Prerequisites:** Must be enrolled in HSSR program, have a minimum of 24 semester hours with a C or better in every course completed in the plan of study, or permission of instructor.

This course consists of a 240 hour placement in a local social services agency under professional supervision which will provide on the job training for students including development of human services skills, integration of human services theories and skill based training, professional documentation. The course includes a one hour per week seminar on-campus, focusing on discussion of learning experiences encountered in the practicum setting. Students will become familiar with the operations of a human services agency including client/staff interaction and employee responsibilities.

**HSSR 2272 Human Services Practicum II** *3 credits*

**Prerequisites:** Must be enrolled in HSSR program, have a minimum of 24 semester hours with a C or better in every course completed in the plan of study, or permission of instructor.

This course is designed as a continuation of practical experience and provides an additional 240 hours in a human services agency. Students will increase their level of responsibility in implementing human services skills. Supervision will be provided by a qualified professional.



The course includes a one hour per week seminar on-campus, focusing on discussion of learning experiences encountered in the practicum setting. Students will become familiar with the operations of a human services agency including client/staff interaction and employee responsibilities.

**HSSR 2280 Crisis Intervention and Trauma-informed Treatment** *3 credits*

A writing intensive course covering the nature of mental illness and mental health, organization of community mental health services, history of mental health services, and crisis intervention strategies. Topics include community based and residential treatment, societal impact of deinstitutionalization, assessment of crisis situations, use of short-term interventions to deescalate crisis situations, strategies for meeting the needs of individuals and communities within a diverse population.

## **MATHEMATICS - MATH**

**Math Substitution Policy:** In programs requiring a specific math course the following substitutions of higher level courses may be made:

**MATH 1124 for MATH 1115**

**MATH 1142 or 2221 for MATH 1120**

**MATH 1141, MATH 2221 or MATH 2241 for MATH 1118, MATH 1124 sequence (an elective can be used to make up any difference in credit hours) MATH 1141, MATH 2221 or MATH 2241 for MATH 1124**

**MATH 1106 Pre-Algebra** *3 credits*

**Prerequisite:** A student must meet one of the following criteria to register for this course:

- Two High school STEM or Core Math courses with grades of C or higher
- Appropriate score on the College Placement Test
- Accuplacer EA with a score of 26 or higher

This course is an introduction to elementary algebra. It includes rational numbers, like terms, exponents, and linear equation solving. This course may not be used to meet general education or math requirements in a program. Check with an advisor to see if this course can be used as an elective credit toward a degree.

**MATH 1115 Math for the Business and Social Sciences** *3 credits*

**Prerequisite:** Student must meet one of the following criteria to register for this course:

- MATH 1106 with a grade of C or higher
- Two High school STEM or Core Math courses with grades of C or higher
- Appropriate score on the College placement test
- Score of 40 or higher on the Elementary Algebra Accuplacer Test

This course is designed for students in technologies related to the social sciences or business. Students will experience mathematical language, notation, and problem solving. Competencies will include Numeracy (critical thinking, problem solving, rates, ratios, dimensional analysis, proportions and percentages), Mathematical Modeling (personal finance, loans, investments, linear functions), and Probability/Statistics (measures of central tendency and spread, interpretation of data presented in graphical form, use of probability in decision making).

**MATH 1116 Beginning Algebra** *3 credits*

**Prerequisite:** A student must meet one of the following criteria to register for this course:

- Math 1106 with a grade of B or higher
- Students with a C in 1106 must meet with an advisor before registering
- Three High school STEM or Core Math courses with grades of C or higher
- Appropriate score on the College Placement Test
- Accuplacer EA with a score of 40 or higher

This course includes the basis concepts and techniques of elementary algebra. Topics include solving first degree equations and inequalities, coordinate system graphing of linear equations and inequalities, creating the equation of a line and solving systems of linear equations. This course cannot be used to meet general education or math requirements in a program. This course may be able to be used as elective credit toward a degree. Check with an advisor.

**MATH 1118 Intermediate Algebra** *4 credits*

**Prerequisite:** Student must meet one of the following criteria to register for this course:

- Math 1117 or Math 1116 with a grade of B or higher
- Students with a C in MATH 1116 must meet with an advisor before registering.
- Three High school STEM or Core Math courses with grades of B or higher
- Appropriate score on the College Placement Test
- Accuplacer EA with a score of 60 or higher

This course is a continuation of algebra concepts. Topics include a review of elementary algebra concepts, rational expressions, linear equations, polynomials and factoring, radicals, quadratic equations, functions and graphs, exponents, logarithms, and systems of equations. This course cannot be used to meet general education or math requirements in a program. Check with an advisor to see if this course may be able to be used as elective credit toward a degree.

**MATH 1119 College Algebra Corequisite** *2 credits*

**Prerequisite:** Any of the following:

- Grade of C in Math 1118 Intermediate Algebra.

- This course is recommended when repeating Math 1141 College Algebra.
- Three High school STEM or Core Math courses with grades of B or higher (typically Algebra I, Geometry and Algebra II).
- Score of 20 or 21 on the math portion of the ACT
- QAS placement test score of 261 or 262.
- EA placement score of 80 – 89.

**Corequisite: Math 1141 College Algebra**

This developmental level course is designed to be taken concurrently with Math 1141 College Algebra by students who need some extra support to be successful in Math 1141. This course will closely follow the topics being covered in the concurrent Math 1141 class and will include, as necessary, review topics from Math 1118 Intermediate Algebra. The student should expect intense review or practice and collaboration with other students.

**MATH 1120 Technical Mathematics 3 credits**

**Prerequisite: Prerequisites:**

1. MATH 1116 Beginning Algebra with a grade of B or higher
2. MATH 1118 Intermediate Algebra
3. Three High school STEM or Core Math courses with grades of B or higher.
4. Placement Test Score on Accuplacer QAS of 263 or higher.
5. ACT Math Score of 22 or higher.
6. SAT Math Score of 530 or higher.
7. Accuplacer EA with a score of 90 or higher.

This course contains skills and applications related to the engineering technologies. Emphasis is on formulas, graphing, trigonometry, vectors, exponential and logarithmic functions.

**MATH 1123 Finite Math Co-Requisite 2 credits**

**Prerequisite: Any of the following:**

- Grade of C in Math 1116 Beginning Algebra
- This course is recommended when repeating Math 1124 Finite Math
- Three High school STEM or Core Math courses with grades of B or higher (typically Algebra I, Geometry and Algebra II)
- Score of 20 or 21 on the math portion of the ACT
- QAS placement test score of 261 or 262
- EA placement score of 80 – 89

**Corequisite: Math 1124 Finite Math**

This developmental level course is designed to be taken concurrently with Math 1124 Finite Math by students who need some extra support to be successful in Math 1124. This course will closely follow the topics being covered in the concurrent Math 1124 class and will include, as necessary, review topics from Math 1116 Beginning Algebra. The student should expect intense review or practice and collaboration with other students.

**MATH 1124 Finite Math 3 credits**

**Prerequisite: A student must meet one of the following criteria to register for this course:**

- Math 1118
- Math 1116 with a grade of A or B.
- Three High school STEM or Core Math courses with grades of B or higher
- Appropriate score on the College Placement Test
- ACT Math score of 22 or higher
- SAT Math score of 530 or higher
- Accuplacer EA with a score of 90 or higher

This course is designed for social science, business, computer and other general education majors. Topics will include mathematical modeling, linear programming, matrices, logic, and an introduction to probability and statistics. A special emphasis is placed on mathematical applications and problem-solving.

**MATH 1125 Quantitative Reasoning 4 credits**

**Prerequisite: A student must meet one of the following criteria to register for this course: Math 1116 with a grade of C or higher, Math 1118, three High school STEM or Core Math courses with grades of B or higher, appropriate score on the College Placement Test, ACT Math score of 22 or higher, SAT Math score of 530 or higher, accuplacer EA with a score of 90 or higher.**

This college level mathematics course is designed for students seeking non-STEM degrees. It is a quantitative reasoning course focusing on thought processes involved when investigating situations described by measurements. Three threads define the curriculum: 1) Numeracy. Students will develop and use concepts of numeracy to investigate and explain quantitative relationships and solve problems in a variety of real world contexts. 2) Mathematical Modeling. Students will make decisions by analyzing mathematical models, including situations in which the student must recognize and/or make assumptions. 3) Probability and Statistics. Students will use the language and structure of statistics and probability to investigate, represent, make decisions, and draw conclusions from real-world contexts. The classroom is designed to be an active learning experience supported by student communication.

**MATH 1135 Allied Health Math 3 credits**

**Prerequisite: Student must meet one of the following criteria to register for this course:**

- MATH 1117 or MATH 1116 or higher
- Three High school STEM or Core Math courses with grades of C or higher
- Appropriate score on the College Placement Test
- Accuplacer EA with a score of 40 or higher

This course introduces math topics used in allied health fields. The topics covered include metric and household (English) systems, conversion factors, medical dosage calculations for oral medications, parenteral

medications, and syringes; pediatric dosages; solutions; safe dosages; infusions; and case studies.

#### **MATH 1141 College Algebra** *4 credits*

**Prerequisite:** Student must meet one of the following criteria to register for this course:

- MATH 1118 with a B or higher;
- Students with a C in MATH 1118 must meet with an advisor before registering;
- Three High school STEM or Core Math courses with grades A, A, B or higher;
- ACT Math Score of 22 or higher;
- SAT Math Score of 530 or higher;
- QAS Placement Test with a score of 263 or higher and Algebra 2 with a B or higher;
- AAF Placement Test with a score of 263 or higher;
- Accuplacer EA with a score of 90 or above.

This course emphasizes the use of algebra and functions in problem solving and modeling. Appropriate use of technology and applying mathematics to real-world situations is emphasized. Topics include linear, quadratic, polynomial, rational, radical, exponential, logarithmic, and piece wise equations and functions. Students whose programs recommend a college algebra course or who need to prepare for calculus should take this course.

#### **MATH 1142 College Trigonometry** *4 credits*

**Prerequisite:** One of the following:

- Four High school STEM or Core Math courses with grades A, A, B, B or higher.
- MATH 1141
- ACT Math Score of 26 or higher

This course includes a study of trigonometric functions and their applications. Topics include circular functions, trigonometric functions, trigonometric identities, trigonometric equations, vectors, the complex plane, polar coordinates, conic sections, and applications of these concepts.

#### **MATH 1160 Statistical Concepts** *3 credits*

**Prerequisites:** Student must meet one of the following criteria to register for this course:

- Math 1118 or the equivalent with a grade of C or higher
- Math 1124 or Math 1141
- Three High school STEM or Core Math courses with grades of B or higher
- Appropriate score on the College Placement Test
- ACT Math Score of 22 or higher
- SAT Math Score of 530 or higher
- Accuplacer EA with a score of 90 or higher

This course serves as a non-technical introduction to fundamental ideas in statistics. Statistical ideas are introduced through examples, showing how statistics has helped solve major problems in various fields. Students

who already earned credit for MATH 281 or MATH 2281 may not earn credit for MATH 1160.

#### **MATH 1199 Seminar** *1–6 credits*

This course will be a discussion of particular problems related to a chosen program or area of interest.

#### **MATH 2221 Calculus I** *5 credits*

**Prerequisite:** One of the following:

- Math 1141 with a grade of B or higher and Math 1142
- Four High school STEM or Core Math courses with grades A, A, B, B or higher.

**This must include a course covering trigonometry - ACT Math score of 26 or above.**

This course introduces calculus using analytic geometry and transcendental functions. Topics include limits and continuity, derivatives, optimization, related rates, graphing and other applications of derivatives, definite and indefinite integrals, and numerical integration.

#### **MATH 2222 Calculus II** *5 credits*

**Prerequisite:** Math 221 or Math 2221, or the equivalent

This course is a continuation of Math 2221 Calculus I and includes applications of integration such as areas between curves, volumes of rotation, work, arc length, applications to physics and engineering; techniques of integration; parametric equations and polar coordinates; and infinite sequences and series.

#### **MATH 2223 Calculus III** *4 credits*

**Prerequisite:** Math 222 or Math 2222, or the equivalent

This course concerns multivariable calculus and is a continuation of Math 2222. It includes applications of vectors and vector functions; partial derivatives and their applications, including gradients; multiple integration in rectangular, polar, cylindrical and spherical coordinates; vector fields, line integrals, curl and divergence, and Green's, Stokes' and Divergence Theorems.

#### **MATH 2230 Differential Equations** *4 credits*

**Prerequisite:** MATH 2222, MATH 223, or the equivalent of two semesters of Calculus

This course is an introduction to ordinary differential equations. Topics include first-order and higher order differential equations, power series solutions, polynomial operators, Laplace transforms, and numerical methods for solving ordinary differential equations. Applications to physical problems will be emphasized.

#### **MATH 2237 Math for the Elementary Teacher I** *4 credits*

**Prerequisite:** MATH 118 or MATH 1118, or 3 years of college preparatory math with a minimum grade of "C".

This course includes math topics that are fundamental to elementary education. Topics include a review of problem solving, set theory, numeration systems, whole numbers, decimals, fractions, signed numbers, and the basic binary operations, with an emphasis on the use of manipulatives and visual representations to teach elementary mathematics.

**MATH 2238 Math for the Elementary Teacher II** 4 credits

**Prerequisite:** MATH 118 or MATH 1118, or 3 years of college preparatory math with a minimum grade of "C"

This course includes math topics that are fundamental to elementary education. Topics include a review of statistics, probability, Euclidean geometry, measurement, and transformations, with an emphasis on the use of manipulatives and visual representations to teach elementary mathematics.

**MATH 2241 Calculus for Business, Social and Life Sciences** 5 credits

**Prerequisite:** Math 141 or Math 1141, or 4 years of college preparatory math

This course is designed for business majors or other majors who will need a calculus based applications course. Topics will include limits, rates of change, optimization and other applications involving derivatives, exponential and logarithmic functions, and applications of integrals. Students who have earned credit for MATH 2221 may not earn credit for this course.

**MATH 2250 Linear Algebra** 4 credits

**Prerequisite:** MATH 223 or MATH 2222, or the equivalent

This course serves as a standard introduction to linear algebra. Topics include matrix, operations, vector spaces, inner product spaces, linear transformations, determinants, eigenvalues and eigenvectors.

**MATH 2281 Introductory Statistics** 3 credits

**Prerequisite:** A student must meet one of the following criteria to register for this course:

- Finite Math 1124 or College Algebra 1141
- MATH 1118 with a grade of C or higher
- Three High school STEM or Core Math courses with grades of B or higher
- ACT Math Score of 22 or higher
- SAT Math Score of 530 or higher
- Appropriate score on the College Placement Test
- Accuplacer EA with a score of 90 or higher

This course covers descriptive analysis and presentation of statistical data, linear correlation and regression, probability, binomial, normal, chi-square and t distributions, hypothesis testing of single mean and proportion, test of independence, sample size calculations, and confidence intervals.

## MEDICAL ASSISTING - MAST

**MAST 1101 Introduction to Medical Assisting & Procedures** 3 credits

**Prerequisite:** Acceptance in the Medical Assistant Technology Program

**Corequisite:** MAST 1111 and MAST 1115

This course presents introductory level procedures for assisting the physician with patient/client examination. Instruction includes an introduction to medical assisting, certification requirements, orientation to the laboratory, and progresses through theory and techniques utilized by the medical assistant. Content includes communication skills, infection control, aseptic technique, and progresses to office procedures, room preparation, patient/client assessment and education, nutrition, inventory, and equipment maintenance. Competency examination for patient/client history, biohazardous spill, contaminated glove removal, handwashing, vital signs, positioning and draping, and specialty examinations are included.

**MAST 1111 Medical Administrative Procedures** 3 credits

**Prerequisite:** Acceptance in Medical Assistant Program

**Corequisite:** MAST 1101, MAST 1115

This course is designed to introduce the student to administrative and general duties found in a medical office, and includes appointment scheduling, records management, electronic health records, written communications, preparation of medical records, ICD-10-CM and CPT medical coding, health insurance, billing and collections, transcription of letters and medical reports, and telephone procedures. Office simulations and administrative competency based examinations are included.

**MAST 1115 Medical Terminology** 2 credits

This course is designed for the health science student and includes the principles of building a medical vocabulary. Emphasis is placed on the use of word parts including prefixes, suffixes, and root words used with a combining form to establish medical terms. The course provides an overview of body systems, their anatomy and physiology, diseases, conditions, current medical and diagnostic procedures, treatments, and pharmaceutical agents, used in conjunction with terminology. Authentic medical records with activities to enhance the application of medical terminology to the "real world of medicine" are included. Correct spelling, definition, and pronunciation of medical terms is stressed. Communication both written and verbally between health care professionals, and between the health professional and patient, is emphasized.



**MAST 1118 Human Diseases** 2 credits**Prerequisites:** MAST 1115

This course includes basic information about common medical conditions, diseases, and the disease process. Emphasis will be placed on documentation of symptoms, patient assessment, case management - including diagnostic tests indicated, treatment indicated, client teaching required and ways to validate a patient's understanding of their disease and treatment. Course content includes major conditions organized by body system and a nine-part format consisting of description, etiology, signs and symptoms, diagnostic procedures, treatment, complimentary therapy, client communication, prognosis and treatment. Current ICD-10-CM coding systems are discussed and codes are listed for each disease reinforcing the importance of proper coding for reimbursement and research.

**MAST 1126 Clinical Practicum I** 1 credit**Prerequisites:** MAST 1101, MAST 1111, MAST 2220, MAST 2230, MAST 2240**Corequisite:** MAST 2297, MAST 2226

The Medical Assistant Practicum Program is an unpaid practicum, under professional supervision, in an ambulatory healthcare setting. The practicum program allows students to continue hands on learning for safe and effective performance of patient care in the medical office. Students will demonstrate knowledge gained and the psychomotor skills and affective behaviors acquired, from previous learning performances of core curriculum in the administrative and clinical duties of a medical assistant.

**MAST 1199 Seminar** 1-6 credits**Prerequisite:** Refer to syllabus addendum for any pre-requisites.

This course will be a discussion of particular problems related to the student's chosen program and areas of interest.

**MAST 2205 Medical Law & Ethics** 2 credits

This course is an introduction to the legal and ethical challenges faced in the practice of health care. Topics include requirements for licensure, certification, and registration of medical professionals. Discussion and class exercises relate to the correlation of medical office employees to the public, civil and criminal acts, negligence, contracts, bioethics, litigation in the medical workplace, HIPPA, use of consent forms, patient rights and confidentiality, the medical record and related topics in the news.

**MAST 2212 Medical Transcription** 3 credits**Prerequisite:** Acceptance in the Medical Assistant Technology Program**Corequisite:** MAST 1101, MAST 1111, MAST 1115

Introductory course in medical transcription (the

medical scribe), including the use of transcription equipment, computer word processing, formatting and use of appropriate medical forms. Content includes documentation integrity, ethical and legal issues for the medical transcriptionist, as well as transcription guidelines for punctuation, capitalization, proofreading and making corrections, and use of references. Emphasis is placed on accuracy, correct spelling, punctuation in written communication, speech recognition editing and proofreading, professional letters, patient chart notes, medical records, and an introduction to various medical report formats and completion timelines for various body systems, including the history and physical report and hospital

**MAST 2215 Medical Laboratory Techniques** 3 credits**Prerequisite:** MAST 1101, MAST 1115**Corequisite:** MAST 2220, MAST 2230, MAST 2240

An introduction to diagnostic laboratory procedures performed in the physician's office and medical laboratory science. Principles of laboratory procedures will be studied by observation, discussion, and practice in the laboratory sessions with emphasis on collection, proper handling, including blood and body fluid restrictions, and identification of specimens, basic hematology procedures, routine urinalysis, rapid strep, pregnancy tests, and venipuncture for competency.

**MAST 2218 Medical Billing & Coding** 3 credits**Prerequisite:** Acceptance in Medical Assistant Technology**Corequisite:** MAST 1101, MAST 1111, MAST 1115

The course begins with the fundamentals of initiating, tracking and processing insurance forms for commercial insurance carriers. Basic theory and coding principles utilizing Current Procedural Terminology (CPT), International Classification of Diseases (ICD-10-CM), and Healthcare Common Procedure Coding System (HCPCS) for completion of medical insurance claims. Use of appropriate terminology is emphasized along with accurate abstracting of information from the office medical record. A Competency Based Exam (CBE) for accurate completion of CMS-1500 is completed. The second half of the course continues emphasis of accuracy in CPT and ICD-10-CM coding skills and moves into insurance problem-solving, and initiating, tracking and processing Blue Plans, managed care plans, private insurance, Medicare, Medicaid, TRICARE, Veteran's Health Care, Workers' Compensation, and finishes with introduction to Diagnosis Related Groups (DRGs).

**MAST 2220 Emergency Medical Procedures** 3 credits**Prerequisite:** MAST 1101, MAST 1111, MAST 1115**Corequisite:** MAST 2215, MAST 2220, MAST 2240



Introduction of theory and techniques employed by the health care professional in emergency situations. Course includes simulations and laboratory sessions to identify and institute appropriate responses to various emergency incidents. Included with the emergency procedures is a course in cardiopulmonary resuscitation. With successful completion of the course, the student will receive a course completion card in adult, child, and infant CPR.

**MAST 2226 Clinical Practicum II** *1 credit*  
**Prerequisite:** MAST 1101, MAST 1111, MAST 1126, MAST 2220, MAST 2230, MAST 2240  
**Corequisite:** MAST 2297

The Medical Assistant Practicum Program is an unpaid practicum, under professional supervision, in an ambulatory healthcare setting. The practicum program allows students to continue hands on learning for safe and effective performance of patient care in the medical office. Students will demonstrate knowledge gained, and the psychomotor skills and affective behaviors acquired, from previous learning performances of core curriculum in the administrative and clinical duties of a medical assistant.

**MAST 2230 Pharmacology for Medical Assisting** *3 credits*

**Prerequisite:** MAST 1101, MAST 1115  
**Corequisite:** MAST 2215, MAST 2220, MAST 2240

Presentation of the principles of pharmacology relating to the medical assisting profession. Instruction introduces the student to patient education regarding medications, researching drugs in a drug reference and correlation of drug therapy and pathophysiologic conditions. Knowledge and experience is gained through research of drug generic and trade names, usage, action, side effects, and contraindication in a drug reference book, and recording the information on pharmacology index cards. Course content includes pharmacology math, routes of medication administration and parenteral techniques most commonly administered in the medical office. Emphasis is placed on competency based skills and worksheet documentation to record oral and parenteral medications administered, dispensed, or prescribed during classroom simulation and the practicum experience.

**MAST 2240 Clinical Procedures** *3 credits*  
**Prerequisite:** MAST 1101, MAST 1111, MAST 1115  
**Corequisite:** MAST 2220, MAST 2230, MAST 2240

Presents the theory and techniques required by the medical assistant to perform fundamental skills at intermediate and advanced levels. Procedure skills include those associated with Gastroenterology, Urology, Neurology, Obstetrics, Gynecology, Geriatrics, family medical practice, surgical, and specialty practices. Emphasis is placed on competency based skills and

techniques used in male and female catheterization, enemas, patient/client instructions for GI testing, pre- and postnatal exams, Pap smears, assisting with minor surgical procedures, assisting with technical diagnostic procedures, and technique.

**MAST 2297 Medical Assisting Review** *2 credits*  
**Prerequisite:** MAST 2240, MAST 2215, MAST 2220, MAST 2230

**Corequisite:** MAST 1126, MAST 2226

This course is designed as a review tool for the Medical Assisting student in preparation for successful completion of credentialing examination, to aid students in discovery of content areas needing review, recalling administrative, clinical and trans-disciplinary medical assisting principles, medical assisting guidelines, skill competency review, and practice of computer-based test-taking skills.

## **NURSING - NRSG (ADN)**

**NRSG 1050 Introduction to Nursing Practice** *2 credits*

**Prerequisite:** Acceptance into the Nursing Program

**Corequisites:** BIOL 2205, MATH 1135, NRSG 1200, and NRSG 1500

This course guides the student to develop behaviors and skills to succeed in the nursing program.

**NRSG 1107 Nursing Ethics** *2 credits*

**Prerequisites:** English 1101 and NRSG 1050

This course examines the topics of cultural awareness and ethical decision making as it applies to nursing practice.

**NRSG 1200 Pathophysiology** *2 credits*

**Prerequisite:** Acceptance into the Nursing Program

**Corequisites:** BIOL 2205, MATH 1135, NRSG 1050, and NRSG 1500

This course addresses the pathophysiology of selected disorders across the lifespan and the nursing implications of this knowledge.

**NRSG 1300 Pharmacology** *2 credits*

**Prerequisite:** BIOL 2205, MATH 1135, NRSG 1050, NRSG 1200, NRSG 1500

**Corequisites:** BIOL 2206, ENGL 1101, NRSG 1600, and PSYC 1111

This course introduces the nursing student to pharmacologic nursing practice.

**NRSG 1500 Nursing Concepts I: Normal Findings** *5 credits*

**Prerequisite:** Acceptance into the Nursing Program

**Corequisites:** BIOL 2205, MATH 1135, NRSG 1050, and NRSG 1200

This course introduces the student to nursing care of the patient with normal findings.

**NRSG 1600 Nursing Concepts II: Wellness and Basic Chronic Conditions** *6 credits*

**Prerequisite:** BIOL 2205, MATH 1135, NRSG 1050, NRSG 1200, and NRSG 1500

**Corequisites:** BIOL 2206, ENGL 1101, NRSG 1300, and PSYC 1111

This course will guide the student to develop nursing knowledge and skill related to wellness, health promotion, and to care for the patient with basic chronic conditions.

**NRSG 2200 LPN to RN Bridge** *3 credits*

**Prerequisite:** Acceptance into the Nursing Transition Pathway

This course is designed to enable the student to explore integrative concepts in nursing and to assist the student in the transition from licensed practical nurse to registered nurse.

**NRSG 2300 Concepts of Maternal and Child Nursing Care** *5 credits*

**Prerequisite:** BIOL 2205, BIOL 2206, ENGL 1101, MATH 1135, NRSG 1050, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, and PSYC 1111

**Corequisites:** ENGL 1102, NRSG 2500, and SOCI 1170

This course prepares the student to meet the unique needs associated with maternal and child nursing care.

**NRSG 2400 Mental Health Nursing** *2 credits*

**Prerequisite:** BIOL 2205, BIOL 2206, ENGL 1101, ENGL 1102, MATH 1135, NRSG 1050, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, NRSG 2300, NRSG 2500, PSYC 1111, and SOCI 1170

**Corequisites:** BIOL 2210, NRSG 1107, NRSG 2600, and NRSG 2800

The course prepares the student to advance knowledge and skill for the care of patients with mental health needs.

**NRSG 2500 Nursing Concepts III: Acute and Chronic Conditions** *5 credits*

**Prerequisite:** BIOL 2205, BIOL 2206, ENGL 1101, MATH 1135, NRSG 1050, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, and PSYC 1111

**Corequisites:** ENGL 1102, NRSG 2300, and SOCI 1170

This course will prepare the student to care for the patient with acute and chronic conditions.

**NRSG 2600 Nursing Concepts IV: Complex & Higher Acuity Conditions** *4 credits*

**Prerequisite:** BIOL 2205, BIOL 2206, ENGL 1101, ENGL 1102, MATH 1135, NRSG 1050, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, NRSG 2300, NRSG 2500, PSYC 1111, and SOCI 1170

**Corequisites:** BIOL 2210, NRSG 1107, NRSG 2400, and NRSG 2800

This course will prepare the student to care for patients with complex or higher acuity conditions.

**NRSG 2800 Nursing Capstone** *3 credits*

**Prerequisite:** BIOL 2205, BIOL 2206, ENGL 1101, ENGL 1102, MATH 1135, NRSG 1050, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, NRSG 2300, NRSG 2500, PSYC 1111, and SOCI 1170

**Corequisites:** BIOL 2210, NRSG 1107, NRSG 2400, and NRSG 2600

This course is designed to provide concepts relevant to the needs of the student preparing to transition from the role of a student RN into the professional RN role. Legal, ethical, and cultural issues, quality improvement issues and required communication will be integrated with each skill. Guided laboratory and clinical experience complements theory.

## **OFFICE INFORMATION TECHNOLOGY - OFIT**

**OFIT 1106 Keyboarding Techniques I** *3 credits*

In this course, students will master the computer keyboard by touch for personal use or in preparation for work in a business setting. Students will learn proper keyboarding technique while keying alphabetic, numeric, and 10-key numeric keypad characters. Students will complete activities online, where drills will facilitate learning the keyboard and developing speed and accuracy. In addition, students will use Microsoft Word 2016 to demonstrate basic level production formatting of emails, memos, business correspondence, tables, business reports, manuscripts, and research paper.

**OFIT 1130 Word Processing I** *3 credits*

Beginning word processing course using adopted Microsoft Word release edition. Focus will be on creating, formatting, editing, saving, retrieving, and printing documents using word processing software. Included will be maintenance and customization of documents, creating and formatting tables and enhancing documents with special features in preparation for the Microsoft Word 77-725 Exam.

**OFIT 1145 Interpersonal Skills** *3 credits*

This course provides training in interpersonal skills and tips for managing people at work and is designed to help students focus on developing and practicing interpersonal skills in team-building, negotiating, conflict resolution skills, and empowerment through creative role-playing and constructive feedback.

**OFIT 2231 Windows 7** *3 credits*

This course will provide an understanding of Windows Operating System basics as it pertains to files, folders, programs, desktop customization, adding software and hardware, troubleshooting and repair, security, and sharing of information.

**OFIT 2232 Introduction to Business Management** *3 credits*

This class introduces the student to the fundamentals of business. Special emphasis is placed on business in the global economic environment, organization and management, operations and technology, personal finance management.

**OFIT 2236 Desktop Publishing & Office Applications** *3 credits*

An overview of the purpose and description of desktop publishing. Basic layout and design capabilities using a hands-on approach on the computer. Students will be able to develop a portfolio of published assignments, desktop terminology and critiques of effective and poor design concepts in desktop communications. Included will be the understanding of the desktop publishing process, preparing internal documents, creating letterheads, business cards, personal documents, brochures, booklets, promotional documents, and creating newsletters utilizing Microsoft Office.

**OFIT 2290 Internship** *4 credits*

**Prerequisite: Students must have completed 25 credit hours in the Office Information Technology studies area with a grade of "C" or above in each course.**

A supervised on or off-campus office work experience applying knowledge and skills learned in the classroom or on-line learning experience. Twenty-one (21) hours of work per week required for three credits. An on-campus seminar or online learning seminar will be included for one credit hour. Students must have completed 25 credit hours in the Office Information Technology studies area with a grade of "C" or above in each course.

**OFIT 2299 Research Project** *1 to 5 credits*

**Prerequisite: sophomore standing**

Independent study in the area office administration technology and office administration in a formal report, research paper, project, or a combination of

these. Selection of the area of study or project is made in consultation and approval of the instructor.

**PHILOSOPHY - PHIL****PHIL 1101 Introduction to World Philosophy** *3 credits*

**Prerequisite: ENGL 1101**

This course is designed to acquaint students with the value and various methods of philosophically examining life experiences, as well as to acquaint them with the basic philosophical beliefs of non-Western and Western cultures. Students are required to read short selections from the primary works of various philosophers, required to write short philosophical papers; and are encouraged to raise philosophical questions about knowledge, reality, other cultures, and values.

**PHIL 1102 Introduction to Western Philosophy** *3 credits*

**Prerequisite: ENGL 1101**

This course is designed to acquaint students with the value and various methods of philosophically examining life experiences, as well as to acquaint them with the historical development of Western philosophy from the Greeks to the modern age. Students are required to read at least one primary work by a major Western philosopher as well as to write short philosophical papers. In addition, students will be encouraged to raise philosophical questions about knowledge, experience, value systems, and so forth.

**PHIL 1107 Ethics** *3 credits*

**Prerequisite: ENGL 1101**

This course is designed to acquaint students with the historical development of formal theories of ethics in Western culture as well as with many of the major ethical issues and moral questions that dominate contemporary life, both personal and professional.

**PHYSICAL SCIENCE - PHYS****PHYS 1101 Introduction to Physical Science** *3 credits*

An introductory course designed to allow students to explore the basic concepts of physical science. Students will be introduced to the history and nature of science. The course includes an introduction to the fundamental concepts of physics, chemistry, astronomy, and earth science. Students will be encouraged to explore the relationship between science and everyday life.

**PHYS 1104 Physical Geology** *4 credits*

This course introduces the concepts and principles of the Earth's materials and processes. Topics include: concepts of plate tectonics, mineral identification, rock

formation, soils, stream development, ground water, seismology, volcanism, glaciation, energy and mineral resources, and their effects on man's environment and society.

**PHYS 1115 Applied Physics II (Heat, Light, Sound) 3 credits**

**Prerequisite:** MATH 1118 or the equivalent

**Corequisite:** MATH 1120, or MATH 1141, or MATH 1142

This course introduces the student to concepts of temperature and effects of heat, heat and change of state, heat transfer, thermodynamics, harmonic motion, waves, sound, light and illumination, reflection, refraction, and dispersion of light and optical instruments. Demonstrations and laboratory work to complement class work.

**PHYS 1117 Applied Physics I (Mechanics) 3 credits**

**Prerequisites:** MATH 1118 or the equivalent

**Corequisite:** MATH 1120, or MATH 1141, or MATH 1142

An introductory, algebra based, survey course suitable for applied science and pre-med assisting majors covering the topics of measurement, space, time, vectors, one dimensional and multi-dimensional motion, dynamics, forces, work and energy, conservation of energy, systems of particles, collisions, rotational motion, rotational dynamics. Laboratory component is included.

**PHYS 1121 Applied Physics III (Electricity and Magnetism) 3 credits**

**Prerequisites:** MATH 1118, or the equivalent

**Corequisite:** MATH 1120, or MATH 1141, or MATH 1142

An algebra based introductory course in electrostatics, magnetism, electromagnetism, electromagnetic induction and sources and effect of electric current, alternating current, circuits and introduction to concepts of atomic energy. Demonstrations and laboratory work to complement class work.

**PHYS 1130 Astronomy 3 credits**

**Prerequisites:** MATH 101 or MATH 106 or MATH 1106 or equivalent

A descriptive course dealing with general principles of astronomy as well as recent discoveries in the realm of cosmology.

**PHYS 1140 Physics for Allied Health Sciences 3 credits**

**Prerequisite:** MATH 1116 or MATH 117 or MATH 1117

This course is an introductory survey of the basic elements of physics. Topics include measurement,

error analysis, mechanics, thermodynamics, electricity and magnetism, and modern physics. Emphasis will be placed on those topics which relate to respiratory therapy.

**PHYS 2201 General Physics I (Algebra Based) 4 credits**

**Prerequisites:** MATH 1141 and 1142, or equivalent.

**Or:** MATH 1120 or MATH 1141 Students with the following majors: EENG, ENDS, AVIT, and CSCI.

**Corequisite:** PHYS 2211 Lab must be taken concurrently with General Physics.

An introductory, algebra based, survey course suitable for science and pre-med majors, covering the topics of measurement, space, time, vectors, one dimensional and multi-dimensional motion, dynamics, forces, work and energy, conservation of energy, systems of particles, collisions, rotational motion, rotational dynamics, elasticity, fluids, gravitation, waves and sound, heat and thermodynamics. Lab PHYS 2211 must be taken concurrently.

**PHYS 2202 General Physics II (Algebra Based) 4 credits**

**Prerequisite:** PHYS 2201

**Corequisite:** PHYS 2212

A continuation of PHYS 2201 that introduction into electric charge, capacitance, resistance, inductance, circuits, magnetism, optics, quantum, atomic and nuclear physics. Lab PHYS 2212 must be taken concurrently.

**PHYS 2211 General Physics Lab I 1 credit**

**Corequisite:** PHYS 2201

Lab must be taken concurrently with PHYS 2201 General Physics I.

**PHYS 2212 General Physics Lab II 1 credit**

**Prerequisite:** PHYS 2201

**Corequisite:** PHYS 2202

Lab must be taken concurrently with PHYS 2202 General Physics II.

**PHYS 2221 College Physics for Scientists & Engineers I (Calculus Based) 4 credits**

**Prerequisites:** MATH 1141 and MATH 1142

**Corequisites:** MATH 2221 and PHYS 2231

An introductory, calculus based, survey course suitable for science and pre-med majors, covering the topics of measurement, space, time, vectors, one dimensional and multi-dimensional motion, dynamics, forces, work and energy, conservation of energy, systems of particles, collisions, rotational motion, rotational dynamics, elasticity, fluids, gravitation, waves and sound, heat and thermodynamics. Lab PHYS 2231 must be taken concurrently.



**PHYS 2222 College Physics for Scientists & Engineers II (Calculus Based)** *4 credits*

**Prerequisites:** MATH 2221 and PHYS 2221

**Corequisites:** MATH 2222 and PHYS 2232

A continuation of PHYS 2221 including topics of electric charge, electric fields, Gauss' law, electric potential, capacitance, current and resistance, basic DC circuits, introductory magnetism, Ampere's law, optics, quantum, atomic and nuclear physics. Lab PHYS 2232 must be taken concurrently.

**PHYS 2231 College Physics for Scientists & Engineers Lab I** *1 credit*

**Corequisite:** PHYS 2221

Lab must be taken concurrently with PHYS 2221 College Physics for Scientists and Engineers I.

**PHYS 2232 College Physics for Scientists & Engineers Lab II** *1 credit*

**Prerequisite:** PHYS 2221

**Corequisite:** PHYS 2222

Lab must be taken concurrently with PHYS 2222 College Physics for Scientists and Engineers I.

## **POLITICAL SCIENCE - PSCI**

**PSCI 1104 American Government (The American Democracy I)** *3 credits*

This course examines the institutions, processes, and influences of American political institutions and political behavior, including history and theories of American democracy, institutions of national government, federalism, and political processes (parties, elections, interest groups and public opinion).

**PSCI 1105 American Government (The American Democracy II)** *3 credits*

This course is a survey of the fundamental theories, events and personages of American political thought. Through the lens of politics, policy, diplomacy and war, political change and its repercussions will be examined. The socialization of thought and public opinion via the major two-party political system will be discussed. Interest group theory, along with the rise of the mass media and the role they play in the political system, will be topics of study. Besides these issues, the economic policy of the United States will be traced from its Hamiltonian origins to its major transformation during the New Deal era. Lastly, the foreign and defense policy from the inception of the Republic to the present day, with its evolution from a weak de-centralized confederacy to the world's pre-eminent superpower, are to be investigated.

**PSCI 1199 Seminar** *1-9 credits*

This course will be a discussion of particular problems related to the student's chosen program and areas of special interest.

**PSCI 2206 International Relations** *3 credits*

**Prerequisite:** PSCI 1104

This course examines and applies the basic theoretical perspectives in international relations. It addresses important global issues including the origins of war, economic relations, and human rights, as well as the role of international institutions in global governance.

**PSCI 2207 State & Local Government** *3 credits*

**Prerequisite:** PSCI 1104

This course examines the political processes and institutions of U.S. state and local government. Topics include: state and local politics; state constitutions; municipal corporations and charters; political participation; institutions and processes; intergovernmental relations; political parties and interest groups; and, policy issues and outcomes in state and local government with special reference to Ohio.

**PSCI 2208 Comparative Government & Politics** *3 credits*

**Prerequisite:** PSCI 1104

This course examines basic concepts, approaches to and comparisons of different political systems, including institutions and political processes, political cultures, ideologies, participation, and interest groups.

## **PRACTICAL NURSING - PRAC**

**PRAC 1200 Pathophysiology** *2 credits*

**Prerequisite:** Acceptance into the Practical Nursing Program.

**Corequisite:** BIOL 2205, MATH 1135, and PRAC 1500

This course addresses the pathophysiology of selected disorders across the lifespan and the nursing implications of this knowledge.

**PRAC 1300 Pharmacology** *2 credits*

**Prerequisite:** BIOL 2205, MATH 1135, PRAC 1200 and PRAC 1500

**Corequisite:** BIOL 2206 and PRAC 1600

This course introduces the nursing student to the pharmacologic practice of the licensed practical nurse.

**PRAC 1500 Practical Nursing Concepts I** *5 credits*

**Prerequisite:** Acceptance into the Practical Nursing Program.

**Corequisite:** BIOL 2205, MATH 1135, and PRAC 1200

This course introduces the Practical Nursing student to nursing care of the patient with normal findings.



**PRAC 1600 Practical Nursing Concepts II** *5 credits*  
**Prerequisite:** BIOL 2205, MATH 1135, and PRAC 1200, and PRAC 1500

**Corequisite:** BIOL 2206 and PRAC 1300

This course will guide the Practical Nursing student to develop nursing knowledge and skill related to wellness, health promotion, and to care for the patient with basic chronic conditions.

**PRAC 1700 Practical Nursing Concepts III** *7 credits*

**Prerequisite:** BIOL 2205, BIOL 2206, MATH 1135, PRAC 1200, PRAC 1300, PRAC 1500, and PRAC 1600

**Corequisite:** ENGL 1101

This course will guide the Practical Nursing student to develop nursing knowledge and skill related to wellness, health promotion, and to care for the patient with acute and chronic conditions.

## **PSYCHOLOGY - PSYC**

**PSYC 1104 Industrial Psychology** *3 credits*

**Prerequisite:** None - PSYC 1110 Principles of Psychology is recommended.

This course is designed to give broad overview of the field of industrial psychology.

**PSYC 1108 College Success** *2 credits*

This is a performance-based course comprised of two components designed to: 1) introduce students to basic computer skills, Microsoft Word, Excel and Power-Point, internet and library resources, and 2) increase student success in college by developing self-esteem, personal responsibility, self-motivation, resource management, study skills and academic and career planning.

**PSYC 1110 Principles of Psychology** *3 credits*

Survey course which examines the complex individual, the many factors believed to drive the individual, and the resulting behavior. Application of the scientific method as a tool in the discovery of individual functioning.

**PSYC 1111 Life Span Human Development** *3 credits*

Application of the scientific method to study physical/neurological, socio/emotional, and cognitive development across the lifespan.

**PSYC 1199 Seminar** *1-6 credits*

Discussion of particular problems related to chosen program and areas of interest.

**PSYC 2207 Human Growth & Development** *3 credits*

**Prerequisite:** PSYC 1110

Application of the scientific method to study physical/neurological, socio/emotional, and cognitive development in childhood and adolescence.

**PSYC 2225 Psychology of Addiction & Family Systems** *3 credits*

**Prerequisite:** HSSR 1105

This course will cover a broad range of issues related to addiction including various theories of addiction, how addiction is defined, how it develops, how it is treated, and how it can be prevented. The coursework will include study of biological, developmental, motivational, familial, and cultural aspects of addiction. The course will focus on many types of addiction including alcohol addiction, drug addiction, tobacco addiction, sex addiction, eating disorders, compulsive gambling, and other emerging forms of addictive behavior. Class activities will include researching and reading journal articles, class discussion, as well as study from the assigned textbooks. This course will also focus on the impact of addiction on the family system and other relationships. Students will be exposed to the alteration of family patterns due to the presence of addiction. This course features a heavy reliance on academic research (scholarly journals) to supplement the material presented in the texts.

**PSYC 2241 Educational Psychology** *3 credits*

**Prerequisite:** PSYC 1110 & EDUC 1000

This course deals with the major theories of human development and learning, motivation, instructional strategies, assessment, and examines similarities and differences in learners. The role of factors in the students' learning and development are considered.

**PSYC 2275 Abnormal Psychology** *3 credits*

**Prerequisite:** PSYC 1110 or equivalent

This course is an overview of the current theories and research concerning the causes, symptoms, and treatment of various mental and behavioral disorders. Current mental health resources are examined and evaluated as to their effectiveness.

## **REAL ESTATE - REST**

**REST 1171 Principles of Real Estate** *3 credits*

Principles of Real Estate is an introductory course for the pre-licensing requirements of the Ohio Real Estate Salesperson Exam. It provides an overview of the real estate industry and a study of sales agent principles and practices. It introduces basic real estate concepts, terminology and operations. This course is required for the Ohio licensing exams. Your Ohio Real Estate License test encompasses 80% of this material.

**REST 1173 Real Estate Law** *3 credits*

Real Estate Law teaches students the basics of Ohio and federal laws as they relate to the real estate transactions. This course is required for the Ohio Real Estate Salesperson License exams.

**REST 2275 Real Estate Finance & Appraisal** *3 credits*

Real Estate Finance and Appraisal is a study of the role of financing in the real estate industry, ranging from nation-wide cycles of the finance market to the particularities of PMI, Fannie Mae, and FHA loans. REST 2275 also focuses on the theory and methodology of real estate appraisal. Contextual materials, such as market analysis and mathematical study, and a detailed study of the three basic appraisal techniques are included. This course is required for the Ohio licensing exams.

**SOCIOLOGY - SOCI****SOCI 1107 Introduction to Diversity** *3 credits*

This course focuses on the similarities and differences among racial, ethnic, cultural and minority populations in the United States. The goal of this course is to provide an introductory sociological perspective of diversity. Basic theories of race, ethnic, cultural, and gender relations will be examined as well as the consequences of conflict, prejudice, and discrimination in the United States.

**SOCI 1120 Cultural Anthropology** *3 credits*

This course will explore the fundamental principles of cultural anthropology, such as knowledge of the discipline, theories, research methodologies, the diversity of global culture, diversity in basic human institutions such as marriage, family, the economy, politics, religion, as well as variations in other areas such as sex and gender, race and ethnicity, and the basis of social stratification. In general, this course will explore the sociohistorical nature of humanity, from what we know from the past to the present, as well as the various ways of life human beings socially construct their realities relative to differing times and place.

**SOCI 1150 Marriage & Family** *3 credits*

Analysis of the socio-historical evolution of families through the utilization of major theoretical frameworks (Functionalism, Conflict, and Symbolic Interactionism). Examines the diversity of family forms and processes in contemporary society and explores the connections between families and other social institutions. Assessment of families as agents of socialization and as potential sites of social problems (violence and/or crisis).

**SOCI 1170 Introduction to Sociology** *3 credits*

Introduction to the theoretical foundations and methods used to gather, interpret, and evaluate data in sociology.

Insight into how society is organized by focusing on the structure and function of social institutions, the impact of culture and socialization on individuals and groups, and systems of stratification among various racial and ethnic, social class, gender and sexuality groups.

**SOCI 1199 Seminar** *1-6 credits*

This course will be a discussion of particular problems related to chosen program and areas of interest.

**SOCI 2230 Social Problems** *3 credits*

This course is a comprehensive sociological inquiry into the nature and prevalence of modern social problems. This course will explore the origins, current social implications, and possible solutions for each of these problems.

**SOCI 2231 Juvenile Delinquency** *2 credits*

This course will examine and comparatively analyze a number of theories in the study of juvenile delinquency and also explore a range of criminogenic social factors associated with delinquent behavior. This course will also offer a survey into the nature and extent of juvenile delinquency and provide an extensive overview of the juvenile justice system and its stages of operation.

**SOCI 2232 The Criminal Justice System** *3 credits*

This course will provide an overview of the criminal justice system by examining legal and political institutions as well as the behavioral nature of crime. The role of law enforcement, the courts, and corrections will be analyzed through the development of case law and practical application.

**THEATER - THEA****THEA 1101 Acting Studio** *3 credits*

Students will participate as actors in a Southern State Community College theatre production. An audition is required.

**THEA 1104 Technical Studio** *3 credits*

Students will participate as stage managers or crew members (set, properties, costumes, lighting, sound, house, dramaturgy, etc.) in a Southern State Community College theatre production. An application/interview is required.

**THEA 1121 Introduction to Theatre** *3 credits*

This course is a broad overview of the theater. It includes a basic view of the art form itself, audience and criticism, the play, the history and development of theater as well as an overview of the processes involved in production. Trends in theatre today will also be explored.

**THEA 1131 Acting I***3 credits*

This course is an introductory study of acting and the actor. Emphasis will be placed on developing the actor's instrument (voice and body), ensemble work, improvisation, pantomime, and monologue/scene performance. Various acting techniques and styles will be explored. Students will also learn and utilize basic acting terminology.

actor's instrument (voice and body), ensemble work, improvisation, pantomime/mime, monologue, and scene performance. Students will also explore different acting techniques and styles. Acting and stage vocabulary will be reinforced.

**THEA 1132 Acting II***3 credits*

**Prerequisite:** THEA 1131 or Permission of Instructor

This course is a continuation of the study of acting and the actor. Emphasis will be placed on developing the actor's instrument (voice and body), ensemble work, improvisation, pantomime, monologue and scene performance. Students will also explore different acting techniques and styles. Acting and stage vocabulary will be reinforced.

**THEA 1140 Stagecraft***3 credits*

This course is an introduction to scenic design and construction. Emphasis will be placed on practical application of knowledge and skills in the following areas: safety, tools, materials, construction, painting, and stagehand duties. Costumes, lighting, and sound will also be explored to some degree.

**THEA 1150 Stage Makeup***3 credits*

This course focuses on the history of makeup and basic approaches to applying makeup for the stage and screen. Makeup supplies will be studied as well as techniques for corrective, old-age, character, stylized and special effects makeup.

**THEA 2204 Advanced Theatre Studio***3 credits*

**Prerequisite:** Permission of Instructor

Students will participate as actors, designers or crew members in a Southern State Community College Theatre production. Areas of production include: acting, stage management, dramaturgy, publicity, house, lighting, sound, set, props, costumes and makeup. An audition or interview is required.

**THEA 2220 Script Analysis***3 credits*

**Prerequisites:** THEA 1121 & ENGL 1101

This course focuses on play structure, research, analysis, and bringing the script to life on the stage. Plays from several periods and genres will be examined from the point of view of the playwright, dramaturg, director, designer/technician, and actor.

**THEA 2231 Advanced Acting***3 credits*

**Prerequisite:** THEA 1132 or Permission of Instructor

This course is a continuation of the study of acting and the actor. Emphasis will be placed on developing the



# Directories and Index





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