

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 may 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 Student Success Center encompasses four departments - Tutoring, Retention, Advising, and Career and Counseling services. The main offices are located on the Central Campus in Hillsboro. The main goal of the Center is to provide assistance necessary for the academic success of all students, ensure each student a pathway to degree completion, and make available resources for achieving academic and career goals.

The Center promotes initiatives that help students connect to campus resources and monitor their academic work. The Center encourages students to participate in campus activities, clubs, and programs as a means of creating a sense of community.

The four departments provide the following student support services:

Tutoring Services

The Southern State Community College Tutoring Center is committed to providing free, quality tutoring assistance and resources necessary to ensure the academic success of all current students. The Tutoring Center offers one-on-one mentoring and drop-in labs at all campuses. Lab sessions can last no more than two hours and one-on-ones are one-hour per day. While a tutor cannot be guaranteed for every subject, every effort will be made to fill any request received.

The mission of the Tutoring Center is to develop independent responsible lifelong learners by promoting active learning, increasing student motivation, and

instilling confidence. The center strives to create an open inviting atmosphere conducive to learning. Tutors will seek to identify learning styles and assist students in developing sets of learning strategies which address their needs.

The SSCC tutor training program is officially certified by the International Tutor Training Program Certification (ITTPC) through the College Reading and Learning Association (CRLA) to ensure quality tutoring services. All tutors must complete Level I training by the end of their first semester to tutor. Upon completion of each level of tutor training and documented tutoring experience, tutors receive certificates for Level I Certified Tutor, Level II Advance Tutor and Level III, Master Tutor.

The Tutoring Center also sponsors these free, pre-semester, hands-on workshops:

- Computer Fundamentals (Microsoft Word, Excel, and PowerPoint) for students needing more help with basic computer skills
- Online Success (MyBlackboard) Students enrolling in online classes will learn how to use Blackboard tools through a simulated online course.
- SSCC Web Tutorials 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. Visit <http://www.sccc.edu/services/tutoring.shtml#success> for workshop times and locations.

Connect with Tutoring

Students can make appointments with tutors to fit their own schedules or may drop in at any time without an appointment at one of our drop-in Math or Writing labs. To connect with a tutor or find out lab hours:

- Visit www.sccc.edu or www.sccc.edu/services/tutoring.shtml.
- Click Student Life > Tutoring Center > Find a Tutor > Tutor Request Application
- Fill out Request Form and submit electronically or complete and turn in to a campus office associate or a tutor.
- Click on Tutor Directory for a complete listing of drop-in labs and one-on-one tutors with contact information.
- Students may also contact a campus office associate or the Tutoring Center at (800) 628-7722, ext. 2881 or 2882

If a student cannot attend a scheduled tutoring session, they must notify the tutor at least two hours in advance or call ext. 2881 or 2882 to cancel. Students may lose tutoring privileges for failure to notify tutors of cancellations.

Retention Services

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

AmeriCorps Coaches are embedded in the FYE / College Success class to distribute the Individual Plan for Academic Completion, a supplemental text created by the Student Success Center Staff to be used as an advising tool and a tool for the coaches to guide students one-on-one with:

- the selection of career and majors,
- the identification of risk factors and campus resources to address those risks,
- discussion points for transfer and financial aid,
- study skills assistance, and
- creation of academic completion plans to establish a clear pathway to degree completion or transfer

Coaches are able to reach out to all full-time, first year students who are enrolled in College Success. Students in the College Success course work with coaches to create an individual academic completion plan and identify strategies for academic success.

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

Advising Services

Students are highly encouraged to see their academic / faculty advisors before registration opens to schedule classes and to receive the most up-to-date and accurate information about their academic programs.

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

Student Success Center advisors are available at all campus locations. Advisors are knowledgeable in all matters pertaining to student enrollment which involves registration, late registration, dropping and / or adding 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 partnerships with other institutions of higher education.

While all students are eligible to receive advising services, the primary focus of the Academic Advisor

in the Student Success Center is to advise all first year students, undecided students, and students desiring to transfer. Primary advising duties include but are not limited to the following:

- The selection and scheduling of semester courses based on chosen academic program
- Creation and maintenance of advising worksheets for all SSCC degree programs
- Creation and monitoring of Academic Probation Plans
- Presentation of Student Success workshops
- Communication with and monitoring of students on academic warning
- Administration of Holland Self-Directed Test
- Use of proactive advising to identify student needs
- Mentoring students on academic warning or probation.

Connecting with an Advisor

Scheduling appointments: Students can schedule an appointment with a Student Success Center advisor by either visiting the Central Campus advising center or their campus Office Associate or by calling the Student Success Center Office Associate at 800.628.7722, ext. 2825.

Walk-ins: The advising center welcomes walk-ins for students having a quick question or a meeting that will take 15 minutes or less. Please take note of the following should students want to walk-in:

- Wait times can be considerable during busy times such as the first week of registration, orientations, and placement testing days.
- First come; first served.

Cancelling appointments: If students are unable to keep an appointment, please call ext. 2825 to cancel or reschedule as early as possible. Students arriving 10 or more minutes late may be asked to reschedule their appointment.

Course Load Recommendations: Many students have difficulty deciding how many hours to enroll in each semester because of other outside school 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 Services

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 wants.

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 pages 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 in our 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 four campuses and are also available on the SSCC webpage at www.sccc.edu/services/career-counseling.shtml#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.

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

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.

Child Care Centers (Patri-Tots Learning Centers)

Southern State operates two child learning facilities located at the Central and North Campuses. Licensed by the Ohio Department of Job and Family Services, the centers offer full-time and part-time childcare and pre-school programs five days a week.

The Centers are available to students, faculty and staff, and community members serving children 18 months to 5 years of age. Developmentally appropriate activities within a preschool setting are provided by qualified teachers who have aligned their curriculum with Ohio’s Early Learning and Developments Standards - Birth through K Entry.

College Bookstores

The College provides bookstores for the convenience of students and faculty. Textbooks and supplies may be purchased in the campus bookstores located at the Central Campus in Hillsboro and the Brown County Campus in Mt. Orab. Books and supplies may also be purchased online at 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.



Educational Opportunity Center

The Educational Opportunity Center (EOC) is a comprehensive counseling and referral program providing FREE academic, vocational, career and financial aid information to eligible individuals in the 29 counties of the Ohio Appalachia Region.

The EOC offers personal help from outreach coordinators to assist students with matching your interests to education. Target populations for EOC services are persons who are from low family income backgrounds and/or first generation college students.

The EOC services include public information campaigns that inform target populations about opportunities for post-secondary education and training, academic advice and assistance in course selection, assistance in completing college admission and financial aid applications, assistance in preparing for college entrance examinations, guidance on school reentry for secondary school dropouts, personal counseling, career workshops and mentoring programs involving secondary school teachers, college faculty and students.

EOC is a service to help students get the education needed to compete for jobs today and tomorrow.

New Student Orientation

After students have met with an advisor and registered for classes, they will receive a letter inviting them to New Student Orientation.

New Student Orientation is a great way to connect with SSCC! It is also a time to meet other students. During orientation, students will learn about all the free services available to them as students. ID cards will also be made and students can purchase books on the night of orientation.

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.



Sexual Harassment/Discrimination

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

Any student or employee who believes that they have been sexually harassed or believes that another student or employee has been sexually harassed should report the situation immediately to an SSCC Title IX Coordinator. The Title IX Coordinators are:

- Vice President of Student Affairs & Enrollment Management (Lead Coordinator):
(937) 393-3431, ext. 2510
- Director of Human Resources:
(937) 393-3431, ext. 2550

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

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

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

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

Nonverbal: Sexually suggestive objects or pictures, graphics commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.

Physical: Unwanted physical contact, including touching, pinching, brushing the body, pushing.

Sexual harassment is insulting and demeaning to the recipient, and will not be tolerated at Southern State

Community College. All employees—administrators, faculty, staff—are responsible for maintaining an environment that is free from sexual harassment. Students, as well, are expected to comply with this policy and to take appropriate measures to ensure that such conduct does not occur. Employees or students who violate this policy will be subject to appropriate disciplinary action up to and including termination or expulsion.

Any employee who believes that he/she has been sexually harassed by a supervisor or coworkers, or by anyone else associated with the College, or who believes that another employee is being subjected to sexual harassment, should report the matter immediately to the Title IX Coordinator so that appropriate corrective action may be taken. An employee who, because of his/her specific circumstances, does not feel free to report to the Title IX Coordinator may report the situation instead to the President.

Any student who believes that he/she has been the subject of sexual harassment or who believes that another student is being sexually harassed, should report the situation immediately to the Title IX Coordinator so that appropriate corrective action can be taken. A student who, because of his/her specific circumstances, does not feel free to report to the Title IX Coordinator may report the situation instead to an alternate staff member designated by the President, or to the President.

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

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

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



Smoking

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

Solicitation and Sales

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

All new students will receive a student ID card during the first week of the semester. Student ID cards can be picked up in the Learning Resource Center during the first week of the semester. Replacement cards can also be obtained through the LRC for a fee.

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 comprised 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.

Animals On Campus

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

- Animals are permitted for instructional purposes when approved by the 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 Vice President of Business and Finance of the College and the campus directors have the authority to dismiss classes for the rest of the day on his/her campus only. The Vice President of Business and Finance 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

Policy/Practice for Exams Cancelled Due to Inclement Weather

When final exams are cancelled due to inclement weather, the instructor will notify student 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.

Toll-Free 800-628-7722
 Central Campus 937-393-3431
 Fayette Campus 740-333-5115
 Brown Co. Campus . . . 937-444-7722
 North Campus 937-382-6645

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
 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)
 WHIO (Channel 7)
 WKEF (Channel 22)

S.S.C.C. 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:

<http://www.sccc.edu/students/alerts.shtml>.



Student Life

Athletics

Currently, the College offers the following sports:

- Men's Soccer
- Women's Soccer
- Men's Basketball
- Women's Basketball
- Women's Softball

Students wanting to participate in an intercollegiate athletic program must meet the eligibility requirements established by Southern State Community College and the United States Collegiate Athletic Association (USCAA) -- 12 credit hours (full time status) and a 2.0 GPA after the first semester of attendance and a 2.25 GPA entering the second season. Students who attend any Southern State campus are able to participate.

Southern State is an active member of the USCAA and this allows the College to compete for National Championships in each sport offered by the College.

Men's and women's soccer is held at the Central Campus in Hillsboro. Men's and women's basketball is held at the Patriot Center on Central Campus in Hillsboro. Women's softball is held at the Central Campus in Hillsboro.

Tryouts are held for all sports on a season by season basis. All interested students are urged to participate. For more information, call the Athletic Department at (937) 393-3431, extension 2697 or visit www.sccc.edu/athletics. Interested students may also go online and complete the Prospective Athlete Form: <http://www.sccc.edu/athletics/prospective-student-athlete.shtml>.

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:

- Medical Assisting Student Organization
- Patriot Campus Ministry
- Phi Theta Kappa Honor Society
- Respiratory Care Student Organization
- Student Philosophy Association

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. The student center on each campus has food services, game tables, music, and a television area for students to use.

Student Activities

Extracurricular activities for students are developed and organized by the Student Activities staff. A varied schedule of activities is sponsored at the College each semester throughout the year.

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.



