

# **Academic Services**



## Academic Services

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### 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](https://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.