

# New Student Checklist

Your  
**Steps for Success**  
as a first-time student

- ☐ **Apply for Admission** at [www.sccc.edu/admissions](http://www.sccc.edu/admissions) OR contact Admissions 937.393.3431 x2607
- ☐ **Submit a Copy of your High School Transcript**  
A high school transcript or GED certificate is required in order to receive Financial Aid. Send final transcript to the Office of Admission ([www.sccc.edu/admissions/office-admission.shtml](http://www.sccc.edu/admissions/office-admission.shtml)).
- ☐ **Transfer Students: Request College Transcript**  
Official college or military transcript must be sent to Admissions; 100 Hobart Dr.; Hillsboro, OH 45133
- ☐ **Complete FAFSA**  
The Free Application for Federal Student Aid can be completed at [www.studentaid.gov](http://www.studentaid.gov). Contact the Financial Aid Office at 937.393.3431 x2515 for more information.
- ☐ **Take the Placement Assessment**  
Placement assessment or ACT scores are required of all degree-seeking students. Taking the placement assessment **before** meeting with an advisor is strongly recommended. Contact the Test Centers at 937.393.3431 x2792 to schedule your assessment.
- ☐ **Meet with an Advisor**  
All first-time students begin their path with an advisor prior to registering for classes. Please contact the Advising Center at 937.393.3431 x2825 to schedule an appointment or email [advising@sscc.edu](mailto:advising@sscc.edu) for assistance. VA students should visit [www.sccc.edu/admissions/guidelines/veteran-benefits.shtml](http://www.sccc.edu/admissions/guidelines/veteran-benefits.shtml).
- ☐ **Register for Classes**  
Visit SSCC website, [www.sccc.edu](http://www.sccc.edu) for important registration deadlines including registration, dropping/adding classes, or withdrawing. Meet with your advisor to register for classes.
- ☐ **Make Payment Arrangements**  
Payments or payment arrangements can be made in the Business Office, 937.393.3431 x2652
- ☐ **Online Courses**  
Visit [www.sccc.edu/academics/online-courses.shtml](http://www.sccc.edu/academics/online-courses.shtml). This page states requirements that all online students must meet, provides instructions for getting started in an online course, and offers guidelines to help students decide if online learning is right for them. *Students may also register for CRDW 1100 - Student Canvas Orientation.*
- ☐ **Attend a New Student Orientation**  
New students are expected to participate in the mandatory orientation that will be offered in-person or online. Information about the orientations will be provided to you. Please contact Kaylynn Bell at 937.393.3431 x2677 or email [kbell3@sscc.edu](mailto:kbell3@sscc.edu) for more information or if you have questions.
- ☐ **Child Care**  
Child Care is available through YMCA Patri-Tots Learning Center on Central Campus. For information, please call 937.393.3431 x2629.
- ☐ **Accessibility & Accommodations**  
If you need accommodations due to a disability, please contact Ryan Hall at 937.393.3431 x2604 or [rhall21@sscc.edu](mailto:rhall21@sscc.edu).



**SOUTHERN STATE**  
COMMUNITY COLLEGE

Southern State Community College does not discriminate, in its programs or activities, against applicants, employees, or students on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, genetic information, or sexual orientation. Questions about this should be directed to the Lead Title IX Coordinator. The following people have been designated to handle inquiries regarding the non-discrimination policies: Dr. Peggy Chalker, Title IX Coordinator | 351 Brooks-Malott Road, Mt. Orab, OH 45154 | [pchalker@sscc.edu](mailto:pchalker@sscc.edu) | 800.628.7722, Ext. 2880