

# 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.
- Transfer Students: Request College Transcript**  
Official college or military transcript must be sent to **Admissions; 100 Hobart Dr.; Hillsboro, OH 45133**
- Complete FAFSA**  
Free Application for Federal Student Aid, **Financial Aid Office, 937.393.3431 x2610**
- 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.
- Disabilities Accommodations**  
If you need accommodations due to a disability, please contact **Molly Clevenger, Disability Services Coordinator at 937.393.3431 x2604** or [mclevenger@sccc.edu](mailto:mclevenger@sccc.edu).
- Meet with an Advisor**  
All full-time and/or degree-seeking students must meet with an advisor prior to registering for classes. Contact the **Student Success Advising Center at 937.393.3431 x2825**.
- Register for Classes**  
Visit SSCC website, [www.sccc.edu](http://www.sccc.edu) for important registration deadlines including registration, dropping/adding classes, or withdrawing
- 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.
- Attend a New Student Orientation**  
All first-time students are expected to attend a new student orientation. Information about upcoming orientations will be mailed to you.
- Child Care**  
Child Care is available through **YMCA Patri-Tots Learning Center** on Central Campus and North Campus. For information, **937.393.3431 x2629**.



**SOUTHERN STATE**  
COMMUNITY COLLEGE

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