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ABOUT SSCC
Thank you for utilizing the Southern State Community College Student Handbook. Southern State Community College (SSCC) is committed to enriching the lives of students, families and their community, through education, workforce development, cultural enrichment and community service.

Now that you are on the path to accomplish goals you have set for yourself, Southern State wishes to enhance your journey. This handbook simplifies and condenses many of the aspects of the student life processes, everything from registration to student clubs and organizations. We hope you find our Student Handbook easy to navigate.

Although the Handbook is a quick and convenient resource, you will find in depth information on the College’s website and in the catalog. And, as always, there are friendly staff members ready to assist you at all four campuses. Southern State Community College faculty and staff take pride in providing an encouraging, student-centered learning environment that challenges students to do their best work while supporting their overall success.

Please stop me and introduce yourself when you see me on one of the campuses. I would love to hear about your experiences at Southern State!

I wish you the very best as you pursue your educational and employment goals.

Sincerely,

Kevin Boys, Ed.D. President
Mission
Southern State is committed to its mission to provide accessible, affordable and high quality education to people in southern Ohio. The college's strategic plan represents a unifying guide toward fulfilling the college's mission and living its values.

Vision
Southern State's vision is to be your first-choice college.

Core Values
1. **Accessibility** – Easy to get to, enter, engage, and use. We will:
   - provide multiple locations (including campuses, high schools, off-site, and on-line)
   - remove barriers for our students
   - provide the tools and people to help students navigate college and meet with success
2. **Community Engagement** – Being a central contributor to our communities' successes. We will:
   - partner with employers, social agencies, local government and schools to contribute to a well-trained workforce
   - be responsive and pro-active in our communities
   - do our part in providing for a well-educated citizenry and strong community
3. **Quality-driven** – Motivated by the pursuit of excellence. We will:
   - ensure excellent academic programs that prepare students for life and the workforce
   - support academic excellence in our employment and business practices, continuous improvement process, and professional development efforts
   - provide transferable, meaningful, credible credentials
4. **Personal Connection** – One-on-one personal interaction. We will:
   - maintain a friendly, welcoming environment
   - demonstrate respect and concern for each individual
   - be friendly, helpful and professional
   - provide excellent student and customer focus
5. **Unity** – Instilling a culture that promotes a sense of safety, community, and place for all to have a voice. We will:
   - work together
   - maximize the strengths of being a community
   - be fair
   - respect the individual voice and give consideration to the thoughts of others
   - strive to understand and accept those beyond our own experience
6. **Life-Enrichment** – Providing a pathway to life-long learning. We will:
   - provide an affordable, accessible place to find or pursue your passion
   - meet students at various places throughout the life-span
   - provide opportunities for student activities and cultural enrichment
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.

The following people have been designated to handle inquiries regarding the non-discrimination policies: James Bland, Vice President of Student Affairs & Enrollment Management | Title IX Lead Coordinator
100 Hobart Drive, Hillsboro, OH 45133 | j bland@sscc.edu | 800.628.7722, Ext. 2510

Mindy Markey-Grabill, Executive Director of Human Resources | Title IX Coordinator
100 Hobart Drive, Hillsboro, OH 45133 | m markey@sscc.edu | 800.628.7722, Ext. 2550
Southern State Community College has four locations serving Adams, Brown, Clinton, Fayette, and Highland Counties

**CENTRAL CAMPUS**
100 Hobart Drive
Hillsboro, OH 45133
937.393.3431
Student Services: x2613
Administrative Assistant: x2630
Director Jeff Montgomery: x2530

**BROWN COUNTY CAMPUS**
351 Brooks-Malott Road
Mt. Orab, OH 45153
937.444.7722
Student Services: x3600
Administrative Assistant: x3520
Director Amy McClellan: x3510

**NORTH CAMPUS**
1850 Davids Drive
Wilmington, OH 45177
937.382.6645
Student Services: x4520
Administrative Assistant: x4520
Director Jessica Wise: x4510

**FAYETTE CAMPUS**
1270 U.S. Route 62 SW
Washington C.H., OH 43160
740.333.5115
Student Services: x5600
Administrative Assistant: x5600
Director Jessica Wise: x5510
REGISTRATION and FINANCIAL AID
REGISTRATION

Now that you are an SSCC student ....

Here is some information that may help you stay on track. Remember, you can always contact the Records Office if you have questions!

BEFORE RETURNING NEXT TERM

You should meet with your Advisor

Meeting with an academic/career advisor can be one of your best investments of time. In fact, all new students meet with an advisor to plan their academic path and register for classes.

After your first several weeks of your first term, your academic/career advisor will help you to identify your faculty advisor. Your academic/career advisor and faculty advisor work together to keep you on track to ensure timely degree completion.

Online Registration

Students may register online after their first semester of attendance through MyRecords, https://myrecords.ssc.edu/ics

When registering online, your user ID is required. Make sure you confirm your registration before exiting so that your registration is saved. (You will want to print a copy of your schedule to use when you purchase your books.)

In Person Registration

Students may register in person on any campus in the Student Services Office.

Complete and submit the registration form to any Student Services Office. You will be given a copy of your schedule once your registration is complete.

Its always a good idea to talk to your advisor first before changing your academic plan.

Changing or Adding Classes

A student can typically change or add a class during the first five days of the fall and spring semesters and during the first three days of a given summer term. Any course change is dependent on course availability and permission from the instructor. To officially complete a course change, you must complete a Drop/Add Form, have “adds” signed by the instructor, and submit the form to the Student Services Office.

Dropping Classes

Students can drop a course with a 100% refund within the first two weeks of the term. Complete the drop/add form and submit it to the Student Services Office. If you receive financial aid, contact the Financial Aid Office to discuss your responsibilities.

Withdrawing

Anytime you choose to withdraw from a course, your decision must be carefully considered and discussed with your instructor regardless of the reason for the withdrawal. Withdrawing from a course has many implications that are often overlooked and unexpected. Student financial aid and enrollment status are two of the most critical factors that are affected by your decision to withdraw from a course. Depending on the timing of the withdrawal, you could jeopardize your financial aid and end up being responsible to pay back a portion of the financial aid to the federal government. Financial aid students should contact the Financial Aid Office at 800.628.7722 x2610 prior to withdrawing from any class. Our friendly staff will assist you regarding the appropriate time to withdraw.

It is vital that you speak with your instructor prior to withdrawing. SSCC instructors recognize that students have to withdraw for various reasons including reasons in which they can offer little assistance; however, in many cases, they can help but must be notified of your challenges first. Regardless of your reason to withdraw, always speak to your instructor first.

Lastly, it is vital that you follow procedures for properly withdrawing. Withdrawal forms are available on each campus, but the form must be completed and submitted before you are “officially” withdrawn. Never assume that by simply not attending class, you have officially withdrawn.

Important dates that you will want to remember regarding withdrawing from a course are found on page 11.
REGISTRATION and FINANCIAL AID

**Attending Classes**
Class lists are verified on the first day of class. Taking attendance on the first day is the only way the instructor can verify the class list and determine possible openings. So, if you miss the first day of class and don’t make arrangements with the instructor, your space in that class could be jeopardized.

*Attendance is NOT optional* ... If you receive financial aid you must attend each course you are registered for during the first two weeks of the semester to be eligible to receive financial aid. You should be aware that not attending any class meetings does not constitute an automatic drop, nor does it relieve you of tuition and/or fee liability.

**Please remember to...**

**Meet with Your Advisor**
Prior to registering for classes next term, full-time and degree-seeking students should meet with their academic/career advisor.

**Register for Classes**
Register for classes at your campus’ Student Services office or online (second term students). Register early!

**Access MySSCC**
Check your records, including grades, bills and announcements at your MySSCC account.

**Buy Your Books**
All books and supplies are available at the bookstores at Hillsboro and Mt. Orab campuses, or by ordering online.

**Pay Fees or Assure Financial Aid is Complete**
If payment is not made, or financial aid properly in place, your schedule may be de-activated. Remember, the College is required to verify attendance for any student receiving financial aid before financial aid will be disbursed.

**Help!**
For further help, feel free to contact your academic/career advisor or the Student Services office on your campus.
REGISTRATION and FINANCIAL AID

Fall Semester 2019

- Registration Begins for Veterans - April 1
- Registration Begins for Sophomores - April 8
- Registration Begins for Freshmen - April 9
- Graduation Application Deadline: One month before start of term
- Last date for Payment or Arrangements for Payment: August 9
- Financial Aid Priority Filing Deadline: August 9
- Last date for Regular Registration: August 15
- Semester Begins: August 19
- Residency Application Deadline: August 19
- Last date for Semester Class Drop with 100% Refund: August 31
- Labor Day, College Closed: September 2
- Fall Financial Aid Disbursement: September 20
- First Time Loan Borrower Disbursement: September 27
- Columbus Day, College Closed: October 14
- Middle of Term: October 7-12
- Return of Title IV: After October 24
- Veteran’s Day, College Closed: November 8
- Thanksgiving Holiday, College Closed: November 27-30
- Last date for official withdrawal from courses: November 30
- Classes End: November 30
- Final Exams: December 2-7
- Semester Ends: December 24 – January 1

Spring Semester 2020

- Registration Begins for Veterans: October 28
- Registration Begins for Sophomores: November 4
- Registration Begins for Freshmen: November 5
- Graduation Application Deadline: One month before start of term
- Last date for Payment or Arrangements for Payment: January 3
- Financial Aid Priority Filing Deadline: January 3
- Last date for Regular Registration: January 9
- Semester Begins: January 13
- Residency Application Deadline: January 13
- Martin Luther King’s Birthday, College Closed: January 20
- Last date for Semester Class Drop with 100% Refund: January 25
- Deadline to purchase graduation regalia with financial aid: January 30
- Spring Financial Aid Disbursement: February 14
- President’s Day, College Closed: February 17
- First Time Loan Borrower Disbursement - February 21
- Spring Break / Middle of Term: March 9-14
- Return of Title IV - March 20
- Last date to pick up ordered caps and gowns from bookstores: April 30
- Last date for official withdrawal from courses: May 2
- Classes End: May 2
- Final Exams: May 4-9
- Graduation: May 8
- Semester Ends: May 9

Summer Semester 2020

- Registration Begins for Veterans: March 16
- Registration Begins for Sophomores: March 23
- Registration Begins for Freshmen: March 24
- Graduation Application Deadline: One month before start of term
- Last date for Payment or Arrangements for Payment: May 15
- Financial Aid Priority Filing Deadline: May 17
- Last date for Regular Registration: May 21
- Memorial Day, College Closed: May 25
- Semester Begins: May 26
- Residency Application Deadline: May 26
- Last Date for Semester Class Drop with 100% Refund: TBD
- Dates Vary:
  - Last date for 60% Return of Title IV
  - Summer Financial Aid Disbursement
  - First Time Loan Borrower Disbursement
- Middle of Term: June 22-27
- Independence Day, College Closed: July 3
- Dates Vary:
  - Last date for official withdrawal from courses
  - Classes end
  - Final Exams
- Semester Ends: August 4

An up-to-date Academic Calendar can always be found online at

https://www.sscce.edu/academics/academic-calendar.shtml.
TUITION & FEES

Fee Schedule - Effective Fall 2018
(See catalog for complete fee schedule)

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<th>Non-Resident</th>
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*All on campus classes (that are not considered hybrid) will have an additional fee charge of $6 per credit hour. Returned checks for insufficient funds will have a $35.00 fee added to the student’s bill. **The College reserves the right to change the fee schedule prior to start of semester. In the event this happens, students will receive a new billing statement which reflects revisions.

COLLEGE COSTS

Direct Costs ... consists of estimated tuition, books, supplies and fees paid directly to the college.
Estimated per academic year based on full-time enrollment:

Tuition $6582

Indirect Costs ... Because SSCC is a commuter college, no annual room and board charge is assessed to the student. However, for financial aid purposes, the following is an average allowance:

Living allowance $3,200 (Independent student)
$1,660 (Dependent student living with parents)

Online Course Fees
All online classes scheduled will involve a special online fee. This fee is in addition to the amount charged for instructional fees and laboratory fees. The online fee will be $25 per credit hour. Such online fees will be designated in the semester schedule and/or published through other College materials.

Estimated Book Charges
The Financial Aid Office estimates the average book allowance is in the range of $700 to $1025 per term 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.

Facility Fees
All on campus classes (that are not considered hybrid) will have an additional fee charged of $6 per credit hour. Such facility fees will be designated in the semester schedule and/or published through other College materials.

Laboratory Fees
Certain classes scheduled will involve a special or laboratory fee. This fee is in addition to the amount charged for Instructional Fees. These fees will be designated in the semester schedule and/or published through other College material.

Tuition at Southern State is among the lowest of all two-year colleges in Ohio, not to mention all four-year colleges. Matter of fact, you can expect to pay less than half of the average tuition among Ohio’s four-year colleges

ESTIMATE YOUR COST
You may access a tool which allows prospective students to calculate an estimated net price at Southern State using the basic formula of price of attendance minus grant aid.

Based on the information entered by the student, an average net price of attendance is generated based on what similar students paid the previous year.

Access the Net Price Calculator at:
www.ssc.edu/_private/npcalc.htm
PAYMENT OPTIONS

One of the smartest things you can do (besides getting a college education!) is to figure out the least expensive way to pay for it.

After completing the Free Application for Federal Student Aid (FAFSA), you’ll know exactly what your financial aid eligibility looks like. Remember, you will need to complete your FAFSA annually.

All registered students must make payment or arrangements to pay or have their Financial Aid Application submitted to the Office of Financial Aid by the deadline date listed on page 10.

Arrangements to pay (see below) include:

A. financial aid, Pell grant and student loans
B. an approved third-party agreement
C. a completed deferred payment plan

Students that do not pay, or make arrangements to pay, by the posted deadline will be dropped from classes. Once a student is dropped from a class, any waitlisted student for that class will automatically take the place. If a student chooses to re-register, they must make payment at that time for any course that is still available.

Students registering during the late registration period (listed in the Class Schedule) must make payment, or arrangements to pay, at the time of registration.

Late FAFSAs may not be processed in time for the normal financial aid disbursement to student accounts during the fifth week. FAFSAs received by the deadline will be given priority for payment.

A. FINANCIAL AID

Federal financial aid is available for those who qualify by completing the following steps:

#1 – Create a Federal Student Aid ID
The FSA ID – a username and password must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically signs Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to: www.fafsa.gov

For further information refer to the link: Create a FSA ID

#2 – Gather Required Info to Apply for the FAFSA
The following information is required for the completion of the FAFSA:

- Student’s social security number and a household parent’s social security number and birth date (if a dependent)
- Student’s driver’s license number
- Federal income tax information for all members of the student’s household (student, spouse and parents if dependent) for the last 2 completed calendar years.
- Untaxed income received in the household for the last 2 completed calendar years (child support, veteran’s benefits, social security, etc.)
- Information on any investments or assets (not including the home)

#3 – Complete the FAFSA
All students must complete and submit the FAFSA (Free Application for Federal Student Aid) each year in order to have eligibility determined for federal, state and some types of institutional financial aid.

Apply at: www.fafsa.gov/

a) Select “Start Here”.
b) Enter your personal required information.
c) Select the appropriate academic year for processing.
d) Answer all of the questions.
e) In the income area, select the option to retrieve you and your spouse’s or you and your parent’s income tax data pulled into the FAFSA directly from the IRS 1040 form (otherwise the student will need to request a copy of their tax transcript from the IRS).

#4 – Student Loans
Student loans are available for all who qualify. They typically offer low interest rates and don’t need to be repaid until you complete your college program. Besides the amounts listed below, additional loans may be available for independent students

Freshman Loan Amount: $3500 (+$2000) for a total of $5500

Sophomore Loan Amount: $4500 (+$2000) for a total of $6500
B. THIRD PARTY AGREEMENTS
Examples are:
- ITA
- TAA
- Payment by employer

C. DEFERRED PAYMENT PLAN
Southern State offers the option of dividing one single term’s payment into biweekly payments. To apply, students must complete the Deferred Payment Application. This must be completed prior to each semester.

Note: Financial aid is NOT automatically renewed each year. Students must reapply each year to be considered for financial assistance.

Additional Note: Classes taken that are not required in the student’s major will not be covered by federal financial aid.

Next, if you need additional help, consider these options ...

Additional Help
SCHOLARSHIPS
This is not really a payment option because scholarships are not repaid; they’re more like free money you’ve earned. But they’re mentioned here because they’re part of the entire financial aid package.

To keep the process simple and relieve you from the pressure of having to figure out which scholarships are a good match for you, Southern State uses a single application designed to match you to the scholarships for which you are eligible. Matter of fact, the online application is powered by Award/Spring Online so don’t be surprised if it feels like you’ve been redirected from our site. Some basic preparation tips have been offered but you may prefer a Step-By-Step Guide on how to apply. Either way, start your application now! Scholarship applications received by March 15, the priority deadline, will receive priority processing. A letter of recommendation and an official high school transcript are required by March 15. Be sure to check out the list of scholarships offered or complete the scholarship application online at www.sccc.edu/financialaid/scholarships.shtml.

WORK STUDY
Interested in working on campus for some extra cash? The Federal Work Study Program gives students an opportunity to work part-time on campus and gain work experience at the same time. Students can earn extra money by working no more than 15 hours a week in such areas as office services, student activities and lab assisting.

In order to be eligible, a FAFSA must be on file at Southern State indicating a demonstrated need. Students must be enrolled in at least six semester hours at Southern State and a background check will be performed on applicants prior to placement in a position. Contact x2610 for more information.

SENIOR CITIZENS
Southern State offers discounted tuition to senior citizens age sixty or over who meets the residency requirements for tuition. Fees where applicable will be charged. Enrollment is limited to courses in which classroom space is available. To apply, complete the Senior Citizen Discount form and submit it to the Office of Financial Aid.

VETERANS’ BENEFITS
Southern State is an attractive option for veterans and their families because of its affordability, program options, convenience and flexible scheduling.

If you are a veteran or a dependent of a veteran, you may qualify for educational benefits. Financial assistance for college may also be available if you have served in the military, Selected Reserve or National Guard.

Apply for GI Bill Benefits Online: For veterans or dependents using education benefits for the first time, apply online at gibill.va.gov.

Southern State Community College (SSCC) seeks to assist service members and veterans as they pursue an advances degree and/or certificate. In an effort to better serve this population, SSCC has adopted the “Valuing our Veterans Support and Assistance Policy” as required by Ohio Revised Code section 3345.421 (B). The purpose of this policy in its entirety can be found at the following link:
www.ssc.edu/admissions/forms/policy-veteran-and-service-member.pdf
REGISTRATION and FINANCIAL AID

HOW TO MAKE PAYMENTS
Once you know what payment options you are eligible to use, now you need to know how and when to make the payments. Whether you prefer in person, online or over the phone, you have several options.

Six Ways to Pay
1. Online by accessing your MyRecords account (24/7 service).
2. Mobile App downloaded from the App Store or Google Play. View the Make a Mobile Payment video for more information. (24/7 service)
3. Automated phone system - 1-800-628-7722, press # when prompted - Have your id number and payment amount ready (24/7 service)
4. Mail to P.O. Box 880, Hillsboro, OH 45133.
5. In person at the Business Office on Central campus.
6. By phone, call 1-800-628-7722 Ext. 2652

The Business Office oversees the financial operations of Southern State, including accounts payable, student billing and collection, payroll, loan administration, grants administration, financial reporting and budget management. The office is committed to providing excellent service to the college community.

The office is located in room 152 on Central Campus and operates from 8:00am to 5:00pm, Monday through Friday.

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

Withdrawal completed:
Before start of Semester (course drop) .....................100%
By last day of 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.

Any flexibly scheduled course (course beginning with an "F" prefix) receives a 100% refund during the first 20% of the course only.

Note: Refund of fees for accelerated terms (Summer, etc.) will be pro-rated accordingly.

PAYMENT DEADLINES
All tuition and fees must be paid in full before registration is complete, and all registered students must make payment or arrangements to pay prior to each term. Arrangements to pay include financial aid, an approved third-party agreement, or a completed Deferred Payment Plan application.

FOR MORE INFORMATION
To learn more about payment options offered through Southern State Community College, please call our Office of Financial Aid at 800.628.7722, x2610. The primary purpose of the Office of Financial Aid is to enable qualified students to afford college.

Southern State reserves the right to refuse registration if there is a balance of fees from a previous semester. Any requests for exceptions to this policy must be submitted to the Business Office.
ACADEMIC REQUIREMENTS for RECEIVING FINANCIAL AID

Failure to abide by these regulations will adversely affect your federal financial aid eligibility.

- In order to receive federal financial aid, you must be degree-seeking (officially declare a major).
- You cannot receive federal aid for any courses not required in your declared major. Payment for courses taken outside the major will be your responsibility. The only exception to this regulation is that you may take necessary remedial courses. Additionally, electives required by the declared major still 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 would meet with an advisor before enrolling in the course.
- If the Advisor approves a course substitution, a written statement must be given to the Office of Financial Aid to verify the course change for auditing purposes. It is your responsibility to supply this document to the Office of Financial Aid.
- You must stay enrolled and attending at least 60% of the term or you will be required to return the unearned portion of federal financial aid (See Return of Title IV regulations in the college Catalog).
- You 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).
- You must have passing grades (D or above in at least 67% of attempted hours each term) (see Satisfactory Academic Progress Policy in the College Catalog).
- You may only repeat a course for which you have received a passing grade (D or above) ONE TIME.
- You may retake a failed or withdrawn course until a passing grade (D or above) is obtained. Once a grade of D or above is obtained, financial aid will not pay for further retakes. If the program requires a higher grade for admissions, an appeal may be granted.
- You must complete your degree within 150% of the required number of hours for the declared major. For example, if a program requires 60 semester hours, you can receive financial aid for up to 90 semester hours (see Maximum Time Frame regulations in the college Catalog).
- 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.

Satisfactory Academic Progress Financial Aid Policy

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 terms regardless of whether or not the student received financial aid for that term.

The Satisfactory Academic Progress of each Southern State student is measured at the end of each term. The student SAP is measured by three components as listed below:

1. **Qualitative**—Cumulative grade point average:
   a. A student with between one and 29 semester hours must maintain a cumulative grade point average of at least a 1.75.
   b. A student who earned equal to or greater than 29 semester hours must maintain a cumulative grade point average of at least a 2.0.

   **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**—completing 67% of credits each term, i.e. hours attempted versus hours earned.

   **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 credit hour completion.
HOW WITHDRAWAL (grades of W and WI) AFFECTS THE STUDENT RECORD
A grade of W is given when a student has enrolled, stayed enrolled through the 100% of a 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 still counts in the Maximum Time Frame evaluation. Officially withdraw from a class by completing a withdrawal form to avoid an F or Unofficial Withdrawal. Official Withdrawals (W) do not affect grade point averages.

INCOMPLETE GRADES
Courses that are assigned an I, or incomplete grade are included in the cumulative credit hours attempted, but not hours completed until the faculty turns in a grade of completion. Typically, the faculty will give the student a specified amount of time to complete the incomplete course. If the student fails to complete the course according to the agreed upon time, the grade will roll over into a failing grade and count as a non-completed course. The usual allotted extended time to complete is one consecutive term following the term with the incomplete grade.

REPEATED COURSES
Federal financial aid students may retake a course that has already been assigned a grade of A, B, C, D, one time. Grades of F, W, N, U, W and WI may be repeated more than one time. 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 credit hours over the required credit 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. Appeal may be considered by request to the Financial Aid Director.

TRANSFER CREDITS
Transfer credit hours are reviewed by the Office of Admission. Transfer hours count in both the attempted and completed hours in the evaluation towards the financial aid Satisfactory Academic Progress Policy. The Transfer credit hours 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 Records Office at the time of graduation evaluation.

ADDITIONAL DEGREE
Students who are enrolled in a second degree program who may need additional credit hours of eligibility to meet the Maximum Time Frame policy must appeal to the Director of Financial aid by completing the Maximum Time Frame Appeal Form. Documentation is required to accompany the Maximum Time Frame Appeal as to why the student needs a second degree, i.e. cannot find a job in the area of the first degree. The approval or denial is solely the decision of the Financial Aid Director and the decision is final.

BRIDGE COURSES
If a student needs additional credit hours because they are transferring to another university and the new university requires additional coursework that can be provided at Southern State, the student may complete a Maximum Time Frame Appeal Form with documentation from the accepting university, listing the additional required courses they will accept from Southern State. The documentation from the accepting university must be on university letterhead.

CONSORTIUM STUDENT’S PROCEDURE
Students who are taking classes at more than one institution during the same term and who want to have their financial aid based on the combined number of credit 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
Clean slate is the process for a student who wishes to have certain terms expunged from their academic record. The rules surrounding this college policy can be found in the Registration area of the Catalog. By expunging certain records from the student’s academic record does not automatically clean up a student’s Satisfactory Academic Progress. Students who do a Clean Slate with the Records Office may appeal their Satisfactory Academic Progress by completion the Satisfactory Academic Progress Appeal Form. Additional documentation may be required based on the reason for the appeal. Contact the Financial Aid Director for additional information concerning the Clean Slate process.

CONSEQUENCES OF NOT MEETING THE SATISFACTORY ACADEMIC PROGRESS POLICIES & REMAINING ELIGIBLE
Students who fail to meet any of the required three components of the SAP (GPA, PACE or Maximum Time Frame) when measured at the end of each payment period will suffer consequences as outlined below:

1. If a student fails to meet the SAP Policy for one term, he/she will be placed on an Academic Warning Status as outlined in the Catalog. 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 term of enrollment.

2. Students who fail to meet the SAP Policy for the second consecutive term will be placed on Academic Probation status. While on Academic Probation, the student is not eligible to receive any financial aid unless the student appeals the probation status to the Financial Aid office. If approved, the student will meet with an advisor to create an Academic Plan that will ensure the student’s success in the time frame as determined by the Advisor. The Academic Plan must be submitted to the Financial Aid Director no later than the end of the first week of classes for the term that the student is seeking to appeal the Academic Probation status.

3. If the Academic Probation Appeal is accepted, the student may register, attend and receive financial aid during the term of Academic Probation now known as Provisionary Academic Probation. 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.

4. If the student fails to meet the Satisfactory Academic Progress standards and/or does not meet provisions of the Academic Plan, he/she will be placed on Academic Dismissal and no longer eligible for federal financial aid.

5. Non-financial aid students may continue to register and attend courses during the Academic Warning and Academic Probation; however, if the student continues to not meet the Standards of Satisfactory Academic Progress, they will be dismissed from the college.

Regaining Eligibility - Academic Probation
As listed in the prior section, the regain eligibility for the student status of Academic Probation is explained above.

Regaining Eligibility: Maximum Time Frame Federal regulations require a student to complete their degree program within 150% of the required number of credit hours for the student’s particular program, i.e. the student’s major requires 60 credit hours for completion; the federal financial aid will pay for up to 90 credit hours for program completion for that major.

There are times when a student has extenuating circumstances that will cause a student to not be able to complete their degree within the 150%, i.e. change of major, transfer hours. The Office of Financial Aid will monitor the Pace in which the student is heading towards completion. When it appears that the student cannot complete their program within the 150% time frame, the Office of Financial Aid will notify the student of the Maximum Time Frame issue.
As with most federal financial aid regulations, the student may complete a Maximum Time Frame Appeal process giving proof of what situation caused the student to not be able to complete their program within the required time frame. Additional documentation may be required for evaluation. The Registrar and Financial Aid Director will evaluate the circumstance and determine the coursework still needed to complete the student’s program. The student will be notified of the approval or denial along with a listing of remaining class required to complete their program. At that point, the student may ONLY take the courses approved by the Registrar. Additional courses taken may void the appeal and the financial aid may be revoked.

PAYMENT POLICY
All registered students must make payment or arrangements to pay or have their Financial Aid Application submitted to the Office of Financial Aid by the deadline date listed in the Class Schedule. Arrangements to pay include financial aid, an approved third-party agreement, or a completed deferred payment plan. Students registering during the late registration period (listed in the Class Schedule) must make payment, or arrangements to pay, at the time of registration. Students whose financial aid application is not dated by the posted deadline cannot charge their tuition without setting up the Deferred Payment Plan. Late FAFSAs will not be processed in time for the normal financial aid disbursement to student accounts during the fifth week. FAFSAs received by the deadline will be given priority for payment. Students that do not pay, or make arrangements to pay, by the posted deadline will be dropped from classes. Once a student is dropped from a class, any waitlisted student for that class will automatically take the place. If a student chooses to re-register, they must make payment at that time for any course that is still available.

PELL GRANT POLICIES

Pell Regulations
The institution must receive an ISAR/SAR with an official EFC with a processed date prior to a student’s last day of enrollment.

Pell Grant Recalculation Regulations
Southern State has a policy of disbursing aid after the official college drop/add period. This is referred to as the college’s census date. However, for Pell Grant purposes only, there are some regulations that require the recalculation of the Pell Grant after the census date.

Required Pell Recalculations after Census Date
If the student’s Pell grant changes due to corrections, updating or an adjustment, and the change would change the amount of the Pell award, the college must recalculate the Pell award for the entire award year.

Pell Recipients Selected for Verification
If a student is selected for verification and submits all documentation and the funds are disbursed during the semester, the student’s Pell Grant will be based on hours locked in at the college’s census date and the valid EFC.

If the student selected for verification submits verification documentation after the term has ended and is still enrolled, the amount of disbursement will be based on the valid EFC and hours attempted at the college’ census date.

If the student is no longer enrolled or ceases to be eligible, the student can submit verification documentation and receive a late disbursement (120 days after the last date of enrollment). However, the amount of disbursement will be based on the highest EFC and hours completed, regardless.

FORMS AND RESOURCES
Please visit: www.sssc.edu/financialaid/forms.shtml for additional forms and resources beyond the Free Application for Federal Student Aid (FAFSA). There are some other forms and resources that may prove beneficial in your search for financial aid.

RETURN OF TITLE IV FUNDS POLICY
Students who receive Title IV financial aid (Federal Pell Grant, Federal Supplemental Educational Grant, and Federal Direct Loans) who do not complete their classes for a period of enrollment (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. Please see the [Class Schedule](#) for exact Return of Title IV date.

1. If a student does not complete an entire term, they may be subject to Return of Federal Financial Aid.

2. During the first 60% of the payment period (semester), a student “earns” Title IV funds in direct proportion to the length of time during the period he or she remains enrolled and attending classes. To determine how much aid was “earned,” a “snapshot” approach is taken when the institution is aware that the student completely withdrew from all classes. A student who remains enrolled beyond the 60% point earns all aid for the period.

3. Unearned Title IV funds, other than Federal College Work Study, must be returned back to the Federal Student Aid Programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned.

4. If earned aid exceeds disbursed aid, additional funds may be disbursed (Late Disbursement). Additional disbursements are precluded if the amount of earned aid is LESS than the total Title IV aid that was disbursed prior to the date of the institution’s determination that the student withdrew.

5. 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 5 days long would be excluded in the calculation.

6. The withdrawal date is:
   - The date the student notifies the College Records Office and completes an official withdrawal form.
   - Students who do not notify the College officially of their intent to withdraw and stop participating in all classes the withdrawal date will be the last known date of recorded participation in classes, an academically related activity, or the midpoint of the term for a student who leaves without notifying the instructor.

7. The formula 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” comprise the amounts that had been assessed prior to the student’s withdrawal, not a reduced amount that might result from an institution’s refund policy.

8. 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.

9. The student’s share is the difference between the total unearned amount and the institution’s share.

10. 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

11. The institution must return its share of unearned Title IV funds no later than 30 days after it determines that the student withdrew.

12. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note.

13. The student will have 45 days after notification of the Return of Title IV funds, to set up a satisfactory repayment option with the institution for the student’s share of unearned aid attributable to a grant (after the 50% reduction).

14. After 45 days have lapsed, the account will be turned over to the Department of
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Education for an overpayment of Title IV funds. Students who owe an overpayment of Title IV funds are INELIGIBLE for further disbursements through the Title IV federal financial aid programs.

15. 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 completely withdraws 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.”

16. Post withdrawal disbursement: If a student completely withdraws from classes prior to financial aid being disbursed, a calculation is completed to determine the amount of financial aid the student earned. If the student is due a portion of their financial aid after this calculation the College will apply the earned funds within 30 days of the determination of the student’s withdrawal to the student’s tuition, fees, books or supplies if the funds earned were grant funds. If the financial aid disbursement includes student loans the Financial Aid Office will notify the student in writing of available funds and the student must contact the Financial Aid Office within 14 days of the notification to request permission for any student loan disbursements. If the student does not authorize the student loans within the 14 days the loan will be cancelled. First time student loan borrowers who do not complete the first 30 days of the term will not be eligible to receive any student loan funds.

GRANTS AND LOANS

Grants are a form of financial aid that does not have to be repaid! Loans, however, do.

How To Apply

You can apply for all federal, state, and some institutional financial aid programs by completing the Free Application for Federal Student Aid (FAFSA) online at: www.fafsa.gov/. For more information on completing the FAFSA, contact the Financial Aid counselor at x2811.

Federal Pell Grant

A Pell Grant is money the government provides to eligible students each year. This grant is based on financial need and full payment can be made if the student carries 12 or more credit hours per semester. A student carrying one to 11 hours can receive a proportionately reduced award if eligible.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This is another federal grant provided to assist a student with exceptional financial need. Priority is given to those who are also Federal Pell Grant recipients. The amount awarded is therefore based on federal funding levels and college policy.

Federal Student Loans

Southern State Community College understands the importance of managing the cost of education. In

TITLE IV LOAN CODE OF CONDUCT

Southern State participates in the William D. Ford Federal Direct Student Loan Program. The Office of Financial Aid will process loans at the students request if eligible through the federal financial aid programs.
addition to grants, scholarships and federal work study, Southern State Community College participates in the William D. Ford Federal Direct Student Loan Program. The loan program is designed to assist students with low-interest educational loans. The loan money comes from the federal government directly to Southern State. The loan proceeds are applied to the student account toward tuition, fees and other approved charges. If students borrow more than the direct charges (tuition, fees and books) the remaining money is mailed by check to the address that the student has on file with the college.

To obtain and determine eligibility for the loan, students must complete the FAFSA (free application for federal student aid). Student loans are not offered in the Financial Aid Award letter. To obtain student loans complete a Student Loan Request form. Information regarding this process will be mailed to the student once their FAFSA results are received by the college. This loan may be subsidized, unsubsidized or a combination of both. The loan is in the student’s name and is repaid by the student. Loan amounts are based on cost of attendance, the grade level, dependency status and other financial aid resources of the student. Students must be enrolled and attend at least half time (6 semester hours) to be eligible for a student loan.

New borrowers are strongly encouraged to attend student Loan Counseling on campus.

**Subsidized Loan** – This is a need based loan. The government pays the interest while the student is in school at least half time.

**Unsubsidized Loan** – This is a non-need based loan. Students are responsible for the interest from the time of disbursement until the loan is paid in full. The student may pay the interest while in school or the interest may be capitalized (added) to the principle amount. Students are encouraged to pay the interest to the loan servicer while they are in school.

**Loan Fees** – Currently the U.S. Department of Education will charge 1.062% as a fee for processing the loan. This fee is deducted from each disbursement of the loan. After October 1, 2019, the U.S. Department of Education will charge 1.059%.

**Interest Rates** – The interest rate for student loans is determined by the time when it was disbursed not when it is in repayment. Therefore, from year to year interest rates may vary.

For loans disbursed July 1, 2019 – June 30, 2020 student loan interest rate is 4.53%.

**Disbursements** – The first disbursement of a loan for a first time borrower to Southern State must be delayed until 30 days into the first semester. Returning borrowers will receive loan funds the fifth week of the semester.

**Promissory Note** – All students who borrow a Federal Direct Loan are required to complete a Federal Direct Loan Master Promissory Note (MPN). This is a contract with the U.S. Department of Education and is the promise to repay student loans. The MPN is good for up to 10 years and additional loans may be obtained using the same MPN.

**Repaying Student Loans**

Student Loans must be repaid to the federal government beginning six months after graduation or dropping below half-time enrollment. This six months is called a grace period. This time can allow students to get financially settled to begin repayment. The federal government offers several repayment plans as well as deferments, forbearances and consolidation. Students may choose the repayment plan that best suits their financial situation. Repayment plans may be changed at any time after payments begin. The following list includes the different types of payment plans:

**Standard Repayment Plan** – This plan requires fixed monthly payments with repayment of the loan in full within 10 years (not including periods of deferment or forbearance) from the date repayment begins. Payments must be a minimum of $50 per month and can be significantly higher if necessary to repay the loan within the 10 years.

**Graduated Repayment Plan** – Under this plan, payments are lower at first, and gradually increase over time. Students will repay the loan in full within 10 years from the date the loan entered repayment.

**Extended Repayment Plan** – This plan will allow students to repay the loan within a period not to
exceed 25 years from the loan date payment begins. Students are eligible for this repayment plan only if their outstanding loan balance with the Direct Loan Program is in excess of $30,000.

**Income Contingent Repayment Plan** – Under this plan monthly payment amounts will be based on annual income (and that of spouse if married), family size and the total amount of Direct Loan debt.

**Income-Based Repayment Plan (effective July 1, 2009)** - Under this plan, required monthly payments are capped at an amount that is intended to be affordable based on income and family size. To initially qualify for the plan students must have a partial financial hardship. To be considered to have a partial financial hardship the monthly amount students would be required to pay on eligible loans under a Standard Repayment Plan with a 10-year repayment plan is more than the monthly amount required under the Income Based Repayment Plan. If payments are made under this plan for 25 years and after meeting other requirements students still have an outstanding balance this debt may be forgiven.

**Pay As You Earn Repayment Plan (effective December 2012)** – Under this plan if student loan debt is high relative to income, and depending on when the student first borrowed a loan, borrowers may qualify for this plan. This plan helps keep the monthly payments affordable and usually has the lowest monthly payment of the plan options.

For additional information regarding the different payment plans and options visit [studentloans.gov](http://studentloans.gov).

**Debt Management**

Student loan debt awareness is critical to the success of students at Southern State. Unfortunately not every student qualifies for free or non-loan financial assistance. The Office of Financial Aid at Southern State strives to help students with debt awareness and borrowing wisely.

**Borrow Only What You Need**

Education is an investment in the future. Borrow only the amount of loan that is needed. Federal Subsidized and Unsubsidized Loans are offered to students at maximum levels to provide the full financial aid based on the cost of attendance at Southern State. Before accepting student loans, students should determine what is needed to cover expenses. The award offer provides estimated expenses per semester in addition to all financial aid awards. The award letter will provide a breakdown of direct costs (money owed to the college) such as tuition and books, as well as indirect cost (money not charged directly to students) such as transportation.

Accepting loan money can be easy. Repayment can be more difficult. To determine potential salary and job information for the degree or major you are seeking, visit [mappingyourfuture.org](http://mappingyourfuture.org). It is important to understand the comparison between what you are borrowing and the anticipated salary range for the job or career you choose. This information can help assist in budget preparation. Look at the total loan debt but also at the monthly payment associated with the loan. This will help to determine what students can reasonably expect to repay upon entering repayment of the student loan.

**Recommended Counseling**

Before borrowing a student loan or continuing to borrow on student loans, visit [studentloans.gov](http://studentloans.gov) and complete the Financial Awareness Counseling. To assist in completing the counseling, have a copy of the student loan award letter that was sent by the Office of Financial Aid. The Awareness Counseling provides budgeting, repayment information and resources that are important to student success. This online tool provides students with their current loan obligation, if any, and repayment information.

**REQUIRED COUNSELING**

Entrance Counseling – Prior to receiving student loan funds, new students to Southern State are required to participate in entrance counseling. Students are provided this information in the award packet.

Student loan sessions are held on campus to provide student loan repayment information, financial literacy, complete entrance counseling and master promissory note. First time borrower’s loan funds are not disbursed until 30 days after the start of the term and attendance has been verified. After the first disbursement of the student loan the loan servicer will provide you with a welcome letter to their loan services. This information will be extremely important in establishing a relationship with the loan.
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servicer. Immediately establish an online account or a line of communication with the servicer. The servicer is the point of contact regarding repayment.

Exit Counseling – Exit counseling at studentloans.gov is also a requirement any time a student borrower takes a break from enrollment or graduates. Immediately after ceasing enrollment students may complete the exit counseling at studentloans.gov. The Office of Financial Aid at Southern State will also notify students when the counseling is required. Exit Counseling pertains primarily to repayment of the loan debt.

The following is a list of some of the items reviewed in exit counseling:

- A current description of the loan, including the average monthly payment
- Tips to avoid delinquency and default
- Deferment and forbearance options (temporary postponements of the student loan)
- The amount of total debt (principal and estimated interest), current interest rate and the total interest charges on the loan
- An explanation of the fees that might be charged during the repayment period such as late charges
- A reminder of available options for loan consolidation and a reminder that students can prepay the loan without penalty at any time
- Repayment options, monthly payment amounts and advice about debt management
- Notification that borrowers must provide expected permanent address and the name and address of the expected employer

To access financial aid counseling at studentloans.gov, complete a master promissory note or obtain information from nslds.ed.gov (National Student Loan Data System). Students will need the FSA user ID and password assigned by the Department of Education. This is the electronic signature.

Know Your Current Student Loan Debt
As a student loan borrower, students can check on how much in loans they have borrowed to-date by logging on to nslds.ed.gov. Tools within the website are designed to assist with understanding repayment amounts based on the size of student loan debt.

Students who have prior student loan debt will receive a copy of their student loan history from the nslds.ed.gov website within the award package.

Parent Plus Loans
Parents may borrow a Parent Plus Loan for their dependent student. A parent may borrow for their child up to the cost of attendance. To be eligible to borrow a parent loan they must be the biological or adoptive parent (or in some cases step-parent) of the student for whom they are borrowing. The child must be a dependent student who is enrolled at least half-time (6 semester hours). Credit history will be checked to determine eligibility.

Repayment of the parent loan is made by the parent and cannot be transferred to the student. The repayment period begins 60 days after the parent received the last installment of the loan for a school year. To request to postpone payments until after the student is graduated or withdrawn parents should contact the loan servicer.

To apply for a Parent Plus Loan a parent must complete the Request for Direct Plus Loan at studentloans.gov. Southern State does not automatically package parent loans unless requested by the student or parent.

Alternative Loans
These are loans based upon the credit rating of the student or parents. Eligibility is determined by the lender. Southern State does not promote any particular vendor, but will certify any qualified candidate.

SCHOLARSHIPS
Earning a college degree doesn’t come free. Good thing there are resources available to help ease the financial burden! In addition to the different kinds of financial aid available through federal and state programs, Southern State offers a variety of Trustee and Foundation Scholarships. In fact, we give away nearly 100 scholarships each year. One of them could be yours. You will find them listed at: www.sccc.edu/financialaid/scholarships.shtml
The application can be found at: https://southernstate.awardspring.com/

**How to Apply for Scholarships**

To keep the process simple and relieve you from the pressure of having to figure out which scholarships are a good match for you, Southern State uses a single application designed to match you to the scholarships for which you are eligible. Matter of fact, the online application is powered by Award/Spring Online so don’t be surprised if it feels like you’ve been redirected from our site. Some basic preparation tips have been offered but you may prefer a Step-By-Step Guide on how to apply at www.sccc.edu/financialaid/assets/directions-online-scholarship-application.pdf. Either way, start your application now! The priority deadline is March 15.

**Before you begin your online application be sure you can answer the following:**

- Do you have a valid email address? If not, you should get one because it’s essential.
- What about a Student ID number? If you are a current SSCC student, remember to have your student ID handy. For new students, the system will generate an Awards/Spring ID for you. (Note: The Award/Spring ID is NOT your SSCC ID but rather, the ID you use for the scholarship application process.)
- Do you know your current GPA? For current college students use your college GPA. Use your high school GPA if you don’t currently have earned college credits.
- If you’ve already earned some college credits, find out how many.
- Be prepared to answer some basic questions about your personal and professional goals and why you are choosing Southern State.
- Be prepared to upload a copy of your high school or college transcript.
- Be prepared to upload letters of recommendation.
- What if I get stuck? If you’re still stuck, by all means, give us a call or drop us an email. You can reach the scholarship support team by emailing scholarships@sscc.edu or by calling 800.628.7722 x2610. Don’t be afraid to leave a message—we may have to give you a call back.

**STUDENT RIGHTS and RESPONSIBILITIES**

**You Have the Right To:**

- know what financial aid programs are available at Southern State;
- know the deadlines for submitting applications for each of the financial aid programs available;
- know how financial aid will be distributed, how decisions on that distribution are made and the basis for these decisions;
- know how your eligibility was determined (this includes the costs for Tuition & Fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your budget);
- know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your eligibility;
- request an explanation of the various programs in your student aid package;
- know the college’s Refund Policy and how it affects your financial aid package;
- 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); and
- 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;
- 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);
- return all additional documentation, verification, corrections and/or new information requested by either the Office.
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- of Financial Aid or the agency to which you submitted your application as requested;
- read and understand all forms that you are asked to sign and to keep copies of them;
- accept responsibility for all agreements that you sign;
- request an explanation of the various programs in your student aid package;
- perform the work that is agreed upon in accepting a federal Work Study award;
- be aware of and comply with the deadlines for application or reapplication for aid;
- repay, according to the repayment provisions of the loan fund, all loans that you accept and use for educational expenses;
- be responsible for maintaining a minimum registration of 6 credit hours if you are a student employee or a student loan borrower (you must notify the Office of

Financial Aid if you drop below the full-time status); and
- comply with the standards of Satisfactory Academic Progress (outlined below) for renewal of federal financial aid.

Important Reminder!

You are encouraged to apply for financial aid as early as possible after October 1 of each year. Campus-based aid is subject to the availability of funds and the Pell Grant and have deadlines for application (deadlines for these two grants are listed on the cover of the printed FAFSA). Students and parents needing assistance in the financial aid process should call the Financial Aid Office at 937-393-3431, x2610.
ACADEMIC RESOURCES
FINDING SUCCESS AT SSCC

ACADEMIC ADVISING
The advisors in the Advising Center are your central resource for academic/career advising while you are at Southern State! We will be glad to help you with selecting courses, exploring, declaring or changing a major, understanding and dealing with academic warning and probation and would be happy to answer any questions regarding academic programs, courses, professors, etc.

For an appointment call 800.628.7722, x2825.

FACULTY ADVISORS
After attending the first semester, we strongly recommend that you meet with a faculty member in your academic area of interest. Faculty at Southern State reserve office time to provide you with advising services. To schedule an appointment during a faculty member’s office hours, contact the faculty secretary on the campus of choice at 800.628.7722:

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<tr>
<th>Technical Programs</th>
<th>Central Campus (Hillsboro)</th>
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<td>Agriculture</td>
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<td>Thomas Smith x2693 <a href="mailto:tsmith@sscc.edu">tsmith@sscc.edu</a></td>
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<td>Travis Martin x4670 <a href="mailto:tmartin@sscc.edu">tmartin@sscc.edu</a></td>
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<td>Business Management</td>
<td>Gayle Mackay x2798 <a href="mailto:gmacKay@sscc.edu">gmacKay@sscc.edu</a></td>
<td>Travis Martin x4670 <a href="mailto:tmartin@sscc.edu">tmartin@sscc.edu</a></td>
<td>Jeff Tumbleson x3678 <a href="mailto:jtumbleson@sscc.edu">jtumbleson@sscc.edu</a></td>
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<td>Cyber Security and Forensics</td>
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<td>Engineering</td>
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<td>Amy McClellan x2785 <a href="mailto:amcclellan@sscc.edu">amcclellan@sscc.edu</a></td>
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<td>Lucinda Gibson x2635 <a href="mailto:lgibson@sscc.edu">lgibson@sscc.edu</a></td>
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<td>Nursing</td>
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<td><strong>Human &amp; Social Services</strong></td>
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<td>Cathy McClain x4802 <a href="mailto:cmcclain1@sscc.edu">cmcclain1@sscc.edu</a></td>
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<td>Jason Reynolds x4694 <a href="mailto:jreynolds@sscc.edu">jreynolds@sscc.edu</a></td>
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<td>Amer Shaw x4648 <a href="mailto:ashaw@sscc.edu">ashaw@sscc.edu</a></td>
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<td>Rainee Angles x2794 <a href="mailto:rangles@sscc.edu">rangles@sscc.edu</a></td>
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<td>Social Sciences</td>
<td>Jody Bishop x3628 <a href="mailto:jbishop@sscc.edu">jbishop@sscc.edu</a></td>
<td>Charlie Gorman x4625 <a href="mailto:cgorman@sscc.edu">cgorman@sscc.edu</a></td>
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<td>Natural &amp; Physical Science</td>
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<td>Kelly Schradin x2633 <a href="mailto:kschradin@sscc.edu">kschradin@sscc.edu</a></td>
<td>David Garippa x5635 <a href="mailto:dgarippa@sscc.edu">dgarippa@sscc.edu</a></td>
<td>Donald Storer <a href="mailto:dstorer@sscc.edu">dstorer@sscc.edu</a></td>
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<td>William Henry x4637 <a href="mailto:bhenry@sscc.edu">bhenry@sscc.edu</a></td>
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<td>Brandon Montoya x 3550 <a href="mailto:bmontoya@sscc.edu">bmontoya@sscc.edu</a></td>
<td>Sara Nielson x2645 <a href="mailto:snielson@sscc.edu">snielson@sscc.edu</a></td>
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*Additional locations:
Engineering: Aviation Maintenance at Laurel Oaks -- Amy McClellan x4675; amcclellan@sscc.edu*
ARTICULATION AGREEMENTS / TRANSFER
Southern State is a member of the University System of Ohio and has articulation/transfer agreements with many four-year institutions. For a complete list, visit the web at http://www.sscc.edu/academics/transfer-agreements.shtml

The college transfer process has become a valuable part of many students’ higher education experience. Southern State can CONNECT you to a variety of four-year colleges and universities across the state and beyond to help you meet your goals.

Why Transfer?
If you begin your college education at Southern State, your costs will be less, classes are likely to be smaller and you’ll be closer to home. And through our transfer agreements, it’s easy to Transfer from Southern State to a four-year institution of your choice and earn your bachelor’s degree.

What Does Transfer Mean?
The term “transfer” means that a student applies earned college credit received at one college for courses or programs completed at another college.

Who Is a Transfer Student?
A transfer student is someone who begins a program of study at one college and then leaves that college to take classes at another college.

How do I Transfer?
To successfully transfer TO SSCC, follow these steps:
1. Complete an Application for Admission found at www.sscc.edu/admissions/forms/application-admission.pdf Submit the completed form either by mail or dropping it off at the Office of Admissions. There is no fee nor deadline.
2. Request that your official transcript be mailed to the Office of Admissions.
3. Make an appointment and meet with an advisor to make sure your courses meet our transfer requirements.

To successfully transfer FROM SSCC to another institution, follow these steps:
1. Meet with your academic/career advisor to design your academic plan for transfer.

2. Request a SSCC transcript by using this form: www.sscc.edu/services/forms/request-transcript.pdf Official transcripts are the only means by which credit is transferred from college to college.
3. Comply with the Transfer Module. Your academic/career advisor will assist you with the transfer module courses needed for your next institution.

What Does Articulation Mean?
Articulation is a way of equating courses taken at one college with courses at another college.

How Do I Make Sure All My Credits Will Transfer?
It is important for a student to meet with an advisor at the college they are wishing to transfer to before investing the time and money in taking courses at their current college just to make sure they will in fact transfer. Some reasons courses will not transfer include:

- Student fails the course
- Student took course too long ago
- Course taken was not required for the degree
- Course was taken more than once
- Course was taken at a college that was not accredited

Contact the admissions office at the college you wish to transfer to and they will set you up with an advisor who will review your courses.

High School Transfer Agreements / TECH Prep
Southern State acknowledges 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.

Tuition Reciprocity Agreements
You may also benefit from our tuition reciprocity agreements (think out-of-state study at in-state prices) with these institutions:

Greater Cincinnati Area:
- Gateway Community and Technical College
- Northern Kentucky University (various degrees)

Appalachian Region:
• Maysville Community and Technical College
• Morehead State University

**Ohio Transfer to Degree Guarantee**

Ohio Transfer to Degree Guarantee enables Ohio students to streamline credit transfer among the state’s public institutions of higher education to find the best pathways to degree completion and launch successful careers.

**Transfer Module**
The Ohio Board of Regents developed a statewide policy which will facilitate the transfer of students in Ohio colleges and universities. This policy, referred to as the Transfer Module, allows students who meet the Transfer Module requirements of their home institutions to meet automatically most of the General Education requirements of the colleges or universities to which they transfer, even though the requirements of the institutions may vary. Students should note 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 to 40 semester hours of course credits as specified by individual colleges and universities.

To view Southern State’s Transfer Module requirements, visit: [www.sssc.edu/academics/transfer-agreements.shtml](http://www.sssc.edu/academics/transfer-agreements.shtml)

**TAGS**
TAGS (Transfer Assurance Guides) are groups of foundational courses that represent a commonly accepted pathway to the Bachelor’s degree. Major and pre-major courses or course sequences identified as being a part of the TAG may be offered at any public higher education institution in Ohio. TAGS include the Ohio Transfer Module, an identified block of general education classes.

**CREDIT ALTERNATIVES**
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 (see page 52 of the College catalog).

**Advanced Standing High School**
Southern State acknowledges successful completion of approved programs at area high schools by awarding college credit through our 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 your area high school or Southern State’s Student Services Office on any campus.

**College Level Examination Program (CLEP)**
You 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:

P.O Box 6600
Princeton, NJ 08541-6671
800.257.9558
clep@info.collegeboard.org

**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.

**Life Experience Credit Program**
The Life Experience Credit program provides an opportunity for Southern State students to gain college credit for prior experience, training or public involvement. If you qualify, you 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 if you earn credits through the program and later wish to transfer those credits to another institution, the receiving institution determines whether any or all credits earned through the program shall be counted in the transfer of credits.

**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 Office of Admission.

**Service members Opportunity Colleges (SOC) Consortium**
Southern State is a member of the Service members 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.

**Proficiency Examination**
Under certain circumstances, a proficiency examination can be arranged through consultation with a faculty advisor. This procedure provides the opportunity for you 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 your record is $45 per credit hour. For more information, see your advisor or contact the Records Office, x2616.

**Tech Prep**
Southern State 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.

**Training Programs**
Some courses offered by business and professional organizations are considered the equivalent of college courses and you 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 to you.

Credit may also be awarded if you have successfully passed standardized testing/training for programs such as the Child Development Associate (CDA) credential for the Early Childhood Education program, Ohio Peace Officers Certificate for the Law Enforcement program, and Corrections Basic Training program for the Corrections program.
Documentation of completion must be submitted to the Office of Admission.

**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 Fall 2005 with a grade of "C minus" or above. Courses taken Fall 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 they 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 Office of Admission.

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**THE ROAD TO SUCCESS**

College is a time for growth and discovery, a time for finding yourself and where you’d like life to take you. Even if you’re unsure where you want to go – what your career plans are – college can help you discover that, or it might take you in a completely different direction. Whatever the outcome, enjoy the journey - it is a challenging and exciting adventure.

As with any important challenge in life, you must set clear goals and work to accomplish them.

Time in college might seem like an eternity, but over the course of a career, it’s relatively short.

With planning, time management, and a positive attitude, college can be a joyous adventure. Make the most of it! Someday you’ll think back and remember the experience positively, with a sense of accomplishment and pride.

Don’t give up when the going gets tough; let it inspire you to work harder. You can’t achieve great things without encountering difficulty. Let each setback be a course correction on your road to success.

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You’re not alone on this adventure; your fellow students are with you along the way. Make the most of it and enjoy your adventure.

**NOTE TAKING**

- Be concise. Clear, short notes are more effective than writing out everything your professors say.
- Use a three-ring binder divided into class sections instead of a spiral bound book. These pages can be easily removed for reviewing and handouts can be inserted for cross-reference.
- Write down the big ideas. Listen for the gist of what’s being said, rather than the whole statement. It takes practice to write this way, but it’s a great form of mental editing that will pay off in the long run. You must divide your attention between listening and writing, translating from one language (the spoken word) to another (the written word).
- Use abbreviations wherever possible.
- Create your own form of shorthand if you feel more comfortable doing that. Once you develop a system that works, stick with it.
- Leave space around your notes for ideas or additions that you might add later. Don’t cram everything together into one messy jumble of words. It may make sense now, but later, away from class, you might not be able to decipher your own handwriting.
- Whenever possible, use pictures, diagrams, mind graphs, anything that forms a clear mental image rather than a lot of words. It’s easier to remember ideas from pictures than copious notes.
- Write down corresponding page numbers from your textbook. This will come in handy later when you’re going over your notes. You’ll have hard copy to back up what the professor said.
- Review your notes for accuracy after class. Do this before your homework to get yourself acclimated with the material.
- If you miss a class, get the notes for it from someone you can trust. A friend can be your note partner; each of you covering for the other if something unavoidable takes you
away from class. Your professor might also share his or her notes, if necessary.

“He listens well who takes notes.”

Dante Alighie

STUDY TIPS
These suggestions come from SSCC’s Success Center on how to be a successful student:

- **Develop a Positive Attitude** - Think positive thoughts – I can do this!
- **Attend Every Class** - If you miss a class, contact your instructor and find out if it is possible to make up what you missed. Tomorrow may be too late to make up missed work. DO IT NOW! If it is not possible to make up a missed assignment, do not give up! Meet with your instructor privately to talk about what you can do to make progress.
- **Participate** - Be active in class discussion. Share what you have learned.
- **Learn to Take Better Notes** - Compare notes with a classmate or work with a tutor to improve your note taking skills.
- **Do Your Homework** - Learn to manage your time and see homework as a priority.
- **Get All the Help You Can** - Ask questions whenever you don’t understand something.
  1. As soon as you notice you are having difficulty, seek extra help. Try one or more of the following: o Meet with the instructor during his or her office hours.
  2. Go to the Math Lab, Writing Lab, and/or Reading Lab.
  3. Sign up for a tutor through the Tutorial Center.
  4. Study with a classmate who thoroughly understands the material and is willing to work with you.
- **Get To Know Your Instructor(s)** - Check the course syllabus to see how your instructor likes to be contacted. Arrange a meeting with your instructor outside of class time.
- **Prepare Well For An Exam**
  1. Do your work on a regular basis so that you won’t find yourself cramming or unprepared when exam time comes. Create summaries of your class notes to use as reference material when it comes time to studying for an exam.
- **Have Strategies for Taking An Exam**
  1. Arrive to the exam rested and a few minutes early.
  2. Bring all necessary materials.
  3. Relax and maintain a positive attitude.
  4. Read all the instructions and each question/problem carefully.
  5. If you don’t understand something, ask your instructor for clarification.
  6. If you get stuck while working on a problem, move on to another problem and come back to that one in the end. Don’t allow any one problem to consume more time to solve than it should.
  7. Learn from the exam as you take it. Answering questions you know may help you answer questions that you are uncertain of.
  8. Show all your work and provide clear and thorough explanations when necessary.
  9. Answer all questions to the best of your ability (don’t leave any answer blank).
  10. Don’t leave early, check your work as much as time allows.
- **Know Your Progress and Grades** - Talk to your instructor about how you are doing.

Instructors notice that students who are most successful do the following:

- Take personal responsibility for learning.
- Attend class regularly and arrive early for class.
- Do all of the homework.
• Write thorough summaries of class notes after each class, including explanations and examples.
• Set aside some time every day to spend with schoolwork; do problems, rewrite notes, review topics, etc.
• Review topics that have been covered.
• Read the topic to be covered in the next class.
• Ask questions immediately when a topic is not understood.
• Work with classmates or friends outside the classroom.
• Meet with the instructor for extra help outside the classroom.
• Get a tutor to meet with on a regular basis.
• Seek help with test anxiety, if necessary.
• Eat well, exercise, sleep enough, etc.
• Schedule a little time to relax and have fun.

TIME MANAGEMENT
Don’t procrastinate! This can’t be emphasized enough. It’s a good rule to observe throughout your life, not just during your college years. Whatever your work load, when free time is available, take advantage of it. If an assignment takes longer than you had expected, you’ll find yourself wishing you had done it sooner rather than letting it go until the last minute.

It’s a good idea to use a time management tool, like a planner, calendar, chronological log book or chart, to keep track of due dates. Or, make a “to do” list with appointments, classes, and meetings. If you feel more comfortable with something visual, sketch out a “pie chart” and refer to it as a map for your day.

Be aware of how you use your time and how you waste it. Take a serious look at your daily schedule, what you do away from class and how you’re budgeting time. It’s a good idea to plan your week ahead on Sunday. You know what classes you’ll be taking, what your work load will be. First thing each morning of the week, check what’s in store for the day. Always be prepared. Don’t be surprised that you haven’t got time for something that’s really important, like a test you need to study for or a paper that’s suddenly due tomorrow. Utilize any “dead time” you have. Free moments spent walking, riding, doing laundry, etc., can be used for study.

Maybe you’re the kind of person who can’t study for long periods. Make time whenever possible – after class, when you get up, after lunch, etc. to review and write. And, it’s always a good idea to review material immediately after class. Forgetting information is greatest within 24 hours without review.

“Lost time is never found again.”
Benjamin Franklin

DEALING WITH STRESS
How you handle the stress of college will affect your ability to learn and stay healthy.

A leading cause of college stress is time management. Making and following a daily schedule is important. Prioritize your daily work with time set aside for classes, reading, writing, exam preparation, eating, exercise, and, for some people, a job.

Make the most of your time in college: create a list of important items and keep them a top priority. Writing down your ideas will give substance to your thinking and reinforce goals. Make careful planning part of your academic routine.

Don’t waste time having a good time and putting off your studies. Come finals, you’ll really stress out, having to make up for lost time. Instead, balance social activity with academic needs. Make careful planning part of your academic routine.

Set aside time for quiet reflection during the day. You need to keep yourself focused and reflect on your goals and how to reach them. Five or ten minutes at the beginning or end of each day are helpful.

Be sure you sleep enough. At least six hours will help you stay alert and motivated the next day. It’s essential that you stay stimulated, challenged and ready to face the new day. This in itself will help reduce stress.

Physical activity is an important part of staying healthy. It’s a great way to insure that stress does not cause problems down the road. Add a workout to your schedule at least every other day. Jog, power walk, use training machines, swim or participate in any other form of exercise.
Talk out any concerns or problems you might have with a friend, roommate, family member, professor or student counselor, before things get out of hand.

Humor and positive thinking go a long way in helping fight stress. If you can make light of a stressful situation and keep your mind set positively on your goals and how to reach them, you will win the battle.

An important part of fighting stress is a healthy diet. Nutritious food will keep your mind and body strong and ready to confront the challenges of college life.

**MAKING THE GRADE by EATING SMART**

- **You are what you eat**
  Think of the adage, “Junk in, junk out.” To be at the top of your game, you need to put the right food into your body. Food is the fuel that keeps you going.

- **Eat a good breakfast**
  It’s been proven that skipping breakfast affects scholastic achievement. If you can’t enjoy a sit-down meal, grab a bagel, some fruit and juice.

- **Avoid fast foods**
  Limit junk food, candy, sweets and high-fat offerings like fried foods.

- **Keep healthy snacks around**
  If you’re hungry while studying late at night, you’ll be less tempted to eat chips or candy. Fresh or dried fruit, pretzels, unbuttered popcorn, rice cakes or whole wheat crackers are great snacks. Or, if you have a refrigerator, raw vegetables with low-fat yogurt or cottage cheese dip.

- **Eat foods rich in calcium**
  People in their early twenties need to build up calcium levels to prevent osteoporosis in later life. If milk is not your style, eat low-fat yogurt, low-fat cheese and green, leafy vegetables.

- **Be sensible about weight loss**
  Don’t go on crash diets to lose those extra pounds. Starvation and/or quick fix diets usually backfire and cause more harm than good. Eating foods in any particular combination has been proven not to promote weight loss. The sensible thing to do is to eat a balanced diet and exercise. It’s safer, and you’ll feel much better.

- **Stay away from sugar**
  Sugar gives you lots of calories but no nutritional value. And, it’s bad for your teeth. If you need sweetness in your coffee, tea or cereal, try diet sweeteners.

- **Drink water**
  Your body needs at least eight glasses a day. If you exercise a lot, you might need more. Carry a water bottle to class and keep it at hand during late night studying.

**TIPS**

- **Learn speed reading**
  It teaches you to go through text without rereading words, sentences and sections. You will read faster and still understand and retain information.

- **Never go out without a book**
  Any spare time during the day can be study time.

- **Value your time**
  There are only so many productive hours in a day. Using them wisely is half the battle. Don’t waste a minute giving in to procrastination or laziness.

- **Get up early**
  An early start to each day helps you get a lot more done. Try a bit of exercise to shake out the cobwebs. Make it a routine to give you more time for learning.

- **Master memory techniques**
  Mnemonic techniques like chaining and pegging can be found on the Web. Or, get a book on it. You create visual images of what you read that allow you perfect recall. It will save you an enormous amount of time.

- **Find time to rest and relax, and don’t forget to exercise**
  If you’re exhausted, you can’t learn, and might get sick, which will set you back even further. Rest and get proper sleep, at least six hours a night. And, get some exercise. It helps you think better. If you take a break, go for a walk or a run. It will clear your head.

“Everyone who got where he is has had to be where he was.”

Rob Robert Louis Steven
ACADEMIC RESOURCES

Resources A-Z

ACADEMIC/CAREER ADVISORS
All full-time and/or degree-seeking students are to identify and plan your academic career. You are responsible for making an appointment with an advisor to review program development and other matters such as transfer possibilities. If you are undecided about your major, you will be advised by personnel in the Student Services Office.

Your advisor is the key person in the academic planning process. The academic/career advisor helps you discover your career objective, design your academic plan and drive your success through college. Appointments can be scheduled through Navigate or by calling x2825.

ACADEMIC APPEAL
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.

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.

A student seeking an academic appeal must follow all the steps outlined in sequence at www.sccc.edu/academics/regulations.shtml#academic-appeals-process
ACADEMIC RESOURCES

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

For further definition, student responsibilities, charges, sanctions and the appeal process, visit: www.sscc.edu/academics/regulations.shtml#academic-misconduct

ACADEMIC 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, the student’s cumulative grade point average must not fall below the following levels:

- 1.75 for 29 or fewer accumulated hours attempted
- 2.0 for 29 or more accumulated hours attempted

Students will also be reviewed to determine satisfactory progress. 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 a maximum of two semesters. Students who fail to meet the requirements for good standing will be dismissed at the end of their academic 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 second semester academic probation upon re-entry. If the student makes satisfactory progress that semester, they will be removed from probation and be allowed to receive financial aid for future semesters. If progress is not made, the student will be academically dismissed for a period of one calendar year. The college reserves the right to waive this policy under extenuating circumstances.

The student is expected to attend every session of each scheduled course and, if absent, may be required, at the direction of the instructor, to make up work. Students must be in good standing to participate in co-curricular activities.

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”.
CANCELLED COURSES
All courses are subject to a minimum enrollment. The College reserves the right to cancel classes which do not have the minimum number of enrolled students.

CANCELLED CLASSES/INCLEMENT WEATHER
At Southern State we take your safety seriously and our campuses will close if there is an emergency situation.

If you would like to receive alerts of campus emergencies, closures or delays via email, text or voice message sign up for SSCC Alerts at https://www.sscc.edu/students/alerts.shtml

Clarification of DELAY | Weather Related Closings
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.

If classes are on a two-hour delay, your 8am class is cancelled. A class which would start before 10am, and which would have 50% or more meeting time remaining after 10am, will meet for the remainder of the class period (a 9:30am class which ends at 11am would begin meeting at 10am since more than 50% of the class period would be available).

Delays may later be changed to closings. Therefore, check for update 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 Academic Affairs and campus directors have the authority to dismiss classes for the rest of the day on his/her campus only. The Vice President of Academic Affairs 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 make-up class(es) or add extra assignments so that the course requirements will not be affected by the cancellation of the class(es). When final exams are cancelled due to inclement weather, the instructor will notify students of a rescheduled exam date.

Note: In the event there is any doubt whether Southern State is open or closed, and the weather is inclement in a particular location, individuals should use good judgment to ensure their health and safety.

CEU’s (CONTINUING EDUCATION UNITS)
Units earned for certain non-credit educational courses and opportunities. For more information, please contact or 1-800-628-7722, ext. 4555. Visit www.sscc.edu/specialized/continuinged.shtml to view all the upcoming offerings.

CHANGE OF ADDRESS OR NAME
Any change of address or name (resulting from marriage or court action) must be reported to the Records Office. Prompt attention to this matter will help you to avoid complications relating to registration and/or financial aid.

CHANGE OF MAJOR
All students requesting a major change must complete a Status Change form.

CLASS SCHEDULES
This is a list of courses that are being offered in the current and/or upcoming semesters.

CLASS STANDING
First year students have 29 or fewer credit hours (including credits transferred from other colleges and universities).

Second year students have 30 or more credit hours (including credits transferred from other colleges and universities).

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 to the college.

If you are or have been a recipient of any form of financial aid, you must discuss the ramifications of this request with the Office of Financial Aid prior to submitting the request. There is no limit to the number of clean slates the student may petition for if the purpose is to re-enter Southern State. If the clean slate is requested to begin work at any other institutions, it will be granted only once for this purpose.

Complete the clean slate request form and submit it to the Records Office. 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.

CO-REQUISITE
A co-requisite is a class that must be taken during the same term as the class which requires the co-requisite unless already successfully completed.

COURSE STATUS CHANGE
Add a course during the first five consecutive class days of the semester.

Withdraw from a course up to and including the last class day before finals by giving written notice.

Financial aid could be affected as a result of course changes. Inquire about this implication prior to changing your course schedule.

COURSE SUBSTITUTION
Courses listed in an academic program may only be substituted with a faculty advisor’s approval. You are cautioned that if you intend to transfer to another college, some courses that are substituted may not be accepted for transfer credit by that college. It is up to you to consult with an advisor at the transferring institution. Forms are available at each campus’ Student Services office.

CREDIT HOUR DEFINITION
A credit hour is the academic unit received for taking a subject for one hour a week for one semester (laboratory sessions may be included or separate depending on the course). In reference to college courses, the term “hour” is applied to all such credits.

CREDIT HOUR LIMIT
You may enroll for a maximum of 18 credit hours per semester during the regular academic year unless the program guidelines for your 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.

DEVELOPMENTAL COURSES
Developmental courses numbered below 1100 are taken in addition to any degree programs and may not be used to satisfy any basic degree requirements.

Students may use up to four semester hours of developmental courses numbered 1100 or above as electives in their programs. These developmental courses include ENGL 0099, ENGL 1100, MATH 1118, and MATH 1119.
**ACADEMIC RESOURCES**

**GRADING SYSTEM**
Grades posted at the end of each semester reflect the student’s academic achievement as reported by faculty and are accessible through MyRecords. Grade reports are given in terms of grades and quality points.

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

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.

**Numerical Grade Equivalents:**
- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 0 – 59

**Grading Scale for Medical Courses (Allied Health, Medical Assisting and Nursing):**
- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 0 – 59

**The grading scale for Respiratory Care is:**
- A = 93 – 100
- B = 85 – 92
- C = 77 – 84
- F = 0 – 76

**Grade Point Average**
A student’s cumulative grade point average is calculated by dividing the number of quality points earned by the number of semester hours attempted.
GRADUATION REQUIREMENTS
To qualify for graduation you must ...

1. Have completed the requirements of one of the designated degree programs with a minimum of 60 semester hours of credit together with a minimum GPA of 2.0 (“C”) 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;
3. Have submitted an Application for a Diploma to the Records Office one month prior to the start of the semester in which you expect to graduate; and
4. Pay the required graduation fee at the time of application.

After graduation, SSCC will continue to offer services to alumni including career search and development.

INDEPENDENT STUDY
An independent study is designed to provide you with an opportunity to pursue a course that is consistent with your 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. A syllabus for the independent study is to be attached to the request form.

Courses may be taken as an independent study with the concurrence of the instructor and the Vice President of Academic Affairs. 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 faculty advisors and then apply to the Vice President of Academic Affairs no later than one week before the beginning of the semester during which they wish to take the independent study course.

Independent Study Procedure
1. The student must be in good standing and have a minimum cumulative grade point average of 2.5.
2. The student must acquire an Independent Study Request Form.
3. 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 papers and/or projects. This information is to be attached to the request form. Both student and faculty member are to sign the form.
4. The student then submits the request form to the Vice President of Academic Affairs no later than one week before the beginning of the semester during which the independent study will be taken.
5. If the Vice President of Academic Affairs 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.
6. If the Vice President of Academic Affairs does not approve the request, the student and the faculty member will be notified.

INSTITUTIONAL CREDIT
An institutional credit is a type of credit that will not count toward graduation or in cumulative grade point averages, but will be used in the calculation of full-time status and calculation for grants and other financial aid formulas.

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 Southern State. This restriction applies to graduates of Southern State 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.
NON-CREDIT COURSES
Southern State offers a variety of non-credit courses, workshops and seminars designed to meet the informational, recreational or vocational needs of area residents.

Continuing education is fun! These are short-term, non-credit courses for professional development or personal enrichment presented in a relaxed, flexible format. You will find a pleasant environment, knowledgeable instructors and state-of-the-art equipment as well as reasonable prices. Secure registration is provided for our class offerings.

OFF-CAMPUS CLASSES
Each semester, classes are offered off-campus in communities within the College’s service district. The courses offered and locations are listed in the course schedule. Registration for these classes is the same as for on-campus classes.

As a student at any of our off-campus locations, you are welcome to take advantage of the free services available at any campus location, including Career & Counseling Services, Disability Services, any Library and the Tutoring Center. You can also get involved in College Events, Athletics, Music, Theatre and any student club, organization or activity.

Contact 937-393-3431, x2785, or visit www.sscce.edu/academics/offsite/index.shtml for more info.

ONLINE LEARNING
Southern State uses MyELearn powered by Canvas for Online and Hybrid courses. Students enrolled in Online or Hybrid courses will login to their MyELearn virtual classroom to engage in coursework. Within the online course setting students will communicate with their instructor and classmates, access course materials, participate in a variety of learning activities, and submit assignments or take tests. Online Students should login to their courses 4-5 times a week and their hybrid courses 2-3 times a week.

Students may access Online and Hybrid courses the first day of the semester.

You should consider the following questions before deciding to take online courses:

- **Do I have the time?**
  An online course worth three credit hours requires an average time commitment of nine to 12 hours a week. Many students report that online courses take more time than classroom courses.

- **Do I have the skills?**
  Online learning requires self-discipline, focus and the ability to prioritize your own workload. You should be able to learn from reading as well as follow written instructions.

- **Do I have the computer skills?**
  In order to succeed in an online course, you should have good keyboarding skills, know how to create, save and manage files, be familiar with file extensions, know how to use attachments and upload/download files, be able to run any computer application required for the course, be able to install software and be comfortable using a web browser.

- **Do I have the minimum computer requirements?**
  MyELearn system requirements can be found at: https://community.canvaslms.com/docs/DOC-10720

There is needed preparation before starting an online course.

- **Step 1 – Purchase Text Books**
  Online instructors expect students to have required textbooks in hand on the first day of the semester. Contact your campus Bookstore for more information on obtaining textbooks.

- **Step 2 - View instructor and Orientation Requirements**
  Online instructors may require students to have access to specific programs or other resources and may also require the student to complete an orientation at the beginning of the semester. To find what the instructor requires and if the online course you wish to take includes a required orientation, view: www.sscce.edu/academics/online-courses.shtml#instructor-requirements
ONLINE LEARNING SUCCESS WORKSHOPS

**CRDW 1100 - Student Canvas Orientation**

Learning online can be a rewarding and challenging part of your college education. We know that students choose online learning for various reasons and we want to make sure you are prepared to have a positive learning experience. Perhaps the most important thing you need to know about online learning at SSCC is that each online course provides the same level of quality, content, and learning as our face-to-face courses.

The Student Canvas Orientation is designed to give you the information and tools you need to be successful in your online courses, is self-paced, and takes approximately 3 hours to complete. Even if you have taken an online course before, be sure to take advantage of the resources and support available.

If you would like more assistance with MyELearn or Online Learning please contact itech@sscc.edu.

If you need more assistance with computer use, the workshop, “Success in the Digital Age,” may be of great assistance to get you started.

**PLAGIARISM**

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 internet, books, videos and all copyrighted material without expressing permission and proper documentation (such as the use of quotation marks and footnotes).

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

**PREREQUISITES**

A prerequisite is a class that must be successfully completed before enrolling in the class that requires the prerequisite. Each student is responsible for the completion of prerequisites for specific courses. Enrollment in a course will be permitted unless the prerequisites have not been met successfully. In some circumstances, waivers can be signed to make up for prerequisite classes.

**RECORDS OFFICE**

The Records Office provides several primary services to students including maintenance of class schedules, diploma processing and posting of degrees, grade processing and student information maintenance.

**SELECTIVE SERVICE**

Under the provision 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 tuition surcharge equal to that charged non-resident students. Students may be exempt from registering on the basis of one of the criteria on a list of exceptions which may be found at www.sss.gov. Students may register online for Selective Service at sss.gov. Please submit your new Selective Service number to the Records Office.

**TRANSCRIPT INFORMATION**

To issue an academic transcript, the Records Office requires written permission from you. Complete the transcript request form at www.ssc.edu/services/forms/request-transcript.pdf and submit it to the Records Office.

Requests must include name, address, student ID number or social security number, address of where to be sent and signature. Completed forms can be mailed to 100 Hobart Drive, Hillsboro, OH, 45133, or faxed directly to the Records Office at 937-393-6682. Students should allow two to three working days for transcript requests to be processed.

Transcript requests will not be processed if a balance is owed the college. Transcripts are not faxed.

**TRANSFER of 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 to Southern State must be in good standing from the last college of attendance. To recognize fully they 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 Office of Admission.

To successfully transfer from Southern State to another institution, these steps should help:

1. Meet with an Advisor
   Communicating with an advisor from the college or university you hope to attend is crucial. Make an appointment with the advisor early in your academic career to ensure the best possible course selection.

2. Request an SSCC transcript.
   Official transcripts are the only means by which credit is transferred from college to college.

3. Comply with the Transfer Module. Familiarize yourself with the Transfer Module which facilitates the transfer of students in Ohio’s public colleges and universities.

WITHDRAWING FROM A COURSE and OFFICIAL WITHDRAWAL

Withdrawing from a course could jeopardize your financial aid and enrollment status. It is vital that you speak with your instructor prior to withdrawing. In many cases, they can help but must be notified of your challenges first.

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. A withdrawal form must be completed and submitted to the Student Services Office before you are officially withdrawn. Never assume that by simply not attending class you have officially withdrawn.

Excess absence 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. Faculty may recommend that Southern State withdraw students who have missed more than 20% of the total scheduled classes of a course and issue a grade of WI to the student.
### Departmental Contact Information

<table>
<thead>
<tr>
<th>If you have questions for:</th>
<th>Who you should contact</th>
<th>Campus Location</th>
<th>Extension Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs, VP</td>
<td>Administrative Assistant</td>
<td>Central (Hillsboro)</td>
<td>x2620</td>
</tr>
<tr>
<td>Admissions</td>
<td>Admissions Assistant</td>
<td>Central (Hillsboro)</td>
<td>x2607</td>
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<tr>
<td>Advising, Success Center</td>
<td>Office Associate</td>
<td>Central (Hillsboro)</td>
<td>x2825</td>
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<tr>
<td>Alumni Association</td>
<td>VP of Academic Affairs</td>
<td>Central (Hillsboro)</td>
<td>x2622</td>
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<tr>
<td>Athletic Director</td>
<td>Director of Athletics</td>
<td>Central (Hillsboro)</td>
<td>x2697</td>
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<td>Bookstore - Hillsboro</td>
<td>Follet Bookstore Clerk</td>
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<tr>
<td>Bookstore - Mt. Orab</td>
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<td>Coordinator of Career Services</td>
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<td>Respiratory Care</td>
<td>Fayette (W Court House)</td>
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<tr>
<td>Copier, Student Use</td>
<td>Library</td>
<td>Central (Hillsboro)</td>
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<td>Brown (Mt. Orab)</td>
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<td></td>
<td>Fayette (W Court House)</td>
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<td>Deferred Payment Plan</td>
<td>Business Office</td>
<td>Central (Hillsboro)</td>
<td>x2652</td>
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<td>Disability Support Services</td>
<td>Coordinator of Disability Services</td>
<td>Central (Hillsboro)</td>
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<td>Emergencies</td>
<td>911 or VP of Student Affairs</td>
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<td>Tech Support or Library</td>
<td>Central (Hillsboro)</td>
<td>x2800 or x2680</td>
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<td></td>
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<td>Brown (Mt. Orab)</td>
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<td>Lost &amp; Found</td>
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<td>If you have questions for:</td>
<td>Who you should contact:</td>
<td>Campus Location</td>
<td>Extension Number</td>
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<td>Security &amp; Emergency Response Coordinator</td>
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<td>Transcripts</td>
<td>Record Technician</td>
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<td>Student Success Center</td>
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<td>Registrar</td>
<td>Central (Hillsboro)</td>
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<td>Record Technician</td>
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<td>Workforce Development &amp; Community Services</td>
<td>Administrative Assistant</td>
<td>North (Wilmington)</td>
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STUDENT SERVICES
STUDENT SERVICES

STUDENT LIFE

CAMPUS LIFE
There are many ways that students can connect on SSCC campuses. Several programs and campus organizations provide opportunities for community service projects and other activities for students. Additionally, students may choose to participate in a student organization, such as Phi Theta Kappa, Respiratory Care, or Medical Assisting.

CAMPUS EVENTS CALENDAR
There's always something going on at Southern State. Featured events and promotions can be found at www.sscce.edu/students/events/index.shtml.

CONNECT ARTISTICALLY

Fine Arts
Seeking aesthetic inspiration? Throughout the year, Southern State presents art exhibitions featuring local and global talent. Most of the events also include meet-the-artist receptions.

Music

Southern State Singers
Southern State Singers, in its present form, will begin its 21st year with the start of the fall term. It is composed of both students as well as community members to make up the core of the group, and has been under the direction of John M. Glaze during that entire period. The accompanist for the group is Melanie MacDowell. The group rehearses on Monday evenings from 6:00pm to 7:50pm in room 107 on Central Campus. Joining Southern State Singers is easy—just show up! Potential members are invited to come and give it a try without any pressure to join. There is no charge to belong to the group.

The Southern State Community Band
The Southern State Community Band is composed of members from all over the college community and the conductor is Dr. Brian Siemers. Band rehearsal is held Thursday evenings from 6:30pm to 8:00pm in the Central Campus auditorium. Those who play an instrument and would like to participate are encouraged to attend rehearsal!

Theatre
SSCC Theatre produces three main stage productions a year. Typically, these productions are in the fall, spring, and summer. All main stage productions utilize involvement from the school’s students and faculty as well as community members. The Director since 2005 is Rainee Angles. You can join the Theatre for college credit by enrolling in THEA 1121 – Introduction to the Theatre! Contact: ranges@sscc.edu or ext. 2794

CONNECT ATHLETICALLY
Southern State sponsors several athletic teams that compete at the state and national level as members of the United States Collegiate Athletic Association (USCAA).

- Men’s Soccer
- Men’s Basketball
- Women’s Basketball

For more information about any sport at Southern State, you should complete a prospective student athlete form online or contact Athletic Director Matt Wells by email: mwells@sscc.edu or ext. 2697 for questions.

Admission to all home games is free unless otherwise noted.

Fitness Room
The fitness room offers access to elliptical, stationary and recumbent bike, treadmill, free weight, and abdominal ball and yoga workouts. It is located in the Patriot Center on Central Campus. Please coordinate with Student Services to use the facility.

CONNECT WITH STUDENT ORGANIZATIONS

Medical Assisting Organization
The purpose of the Medical Assisting Student Organization (MASO) is to promote Southern State Community College and the professional role of Medical Assisting through community service and education. The organization also serves as a support group for past and present medical assisting students. Contact: srrouch8@sscc.edu or ext. 2635

Phi Theta Kappa
Phi Theta Kappa (PTK) is a national honor society for community college students that provides opportunities through Honors in Action and Five Star
Competitive Edge to develop such critical skills as problem solving, project planning, team building, effective communication and conflict resolution.
Contact: smorris12@sscc.edu

Respiratory Care Organization
The purpose of the Respiratory Care Club (RCC) is:
- to inform and educate the public on respiratory illnesses and diseases.
- to serve as a fundraising organization to pay for respiratory care students’ expenses not covered by grants, scholarships or other forms of financial aid.
- to establish, fund and award a respiratory care scholarship.
- to serve as a support group for past and present respiratory care students. Contact: ccollins@sscc.edu or ext. 5620

Student Nurse Association
The purpose of the Student Nurse Association is to promote the profession of nursing, aid in community service, and promote political awareness of issues affecting health issues and health care delivery.
Contact: kcolliver@sscc.edu or ext. 2726

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 (call x2515). The following guidelines apply to all SSCC student organizations, clubs and activities:
- 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.
- Campus organizations must secure a faculty or staff advisor.
- Campus organizations must be open to student body members from all campuses of Southern State Community College.
- Officers in all campus organizations must be current students of Southern State; however, membership in the organizations may be open to non-students.
- Campus organizations must maintain all organizational funds in a college agency account under the organization’s name.
- Student clubs and organizations must consult with the Vice President for Student Affairs or designee before soliciting and/or securing financial support from donors who are external to the College for College-related fundraising purposes. The Vice President for Student Affairs will determine whether permission from the President’s Office designee is required, will consult with that individual as needed, and will direct student clubs and organizations to that individual as needed.
- If the planned fundraising activity will involve the use of the College logo, seal, or trademarked graphics, organizers must consult with the Director of Marketing.

CONNECT WITH YOUR COMMUNITY
Volunteer Opportunities
Want to get involved and help your community? Southern State has a page on their website dedicated to opportunities for students to volunteer. As the college is asked, worthwhile community projects are posted at this site for you to consider. Check out www.sssc.edu/students/volunteer.shtml for a project you may wish to assist.

GRADUATION
Congratulations! All your hard work has (almost) paid off.

How to Apply
To qualify for graduation, you must:
- have completed the requirements of one of the designated degree programs with a minimum of 60 semester hours of credit together with a minimum GPA of 2.0 (“C”) at Southern State (see program outlines for specific requirements);
- 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.
have submitted an Application for a Diploma (https://www.sscce.edu/students/forms/application-associate-degree-certificate.pdf) to the Records Office one month prior to the start of the semester in which you expect to graduate; and

- pay any financial obligations owed to the college. Contact Student Accounts (800-628-7722, x2652) to see if you owe.

- All students who have applied for graduation will receive an RSVP card by mail approximately 4 weeks before the ceremony. It must be returned if you wish to participate in the ceremony.

Commencement
When? Friday, May 8, 2020 at 7:00pm Candidates should arrive between 5:30pm and 6:15pm in the lobby of Central Campus.

Where? Commencement will be in the Patriot Center on Central Campus, 100 Hobart Drive, Hillsboro, OH 45133. See map for directions.

Academic Regalia
Order your graduation regalia (cap, gown, tassel) in advance of your ceremony from the Bookstore. The deadline to purchase regalia is March 26, 2020. Regalia will be available for pickup from the Bookstore where it was ordered from during the last two weeks of April.

You will not be permitted to walk in the ceremony if you do not have a black cap and gown.

Candidates who are a member of Phi Theta Kappa and would like to have a PTK stole, tassel and/or cord can order them Online.

Academic Awards
- President’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 President’s List.

- Dean’s List: Students carrying a minimum of 12 semester hours of credit courses and

Posthumous Degree
At the request of a parent or spouse, Southern State Community College may award an associate degree posthumously to a student providing the student was in good academic standing at the time of death and had earned at least 45 semester hours of credit related to the associate degree being awarded.

Procedures:
The family member must make this request to a Campus Dean or the Vice President of Academic Affairs. The Campus Dean or the Vice President of Academic Affairs must send a memo to the Office of the Registrar requesting that the degree be awarded posthumously as of the appropriate graduation date. The Office of the Registrar will waive the graduation application fee.

The diploma may be given to the Campus Dean or the Vice President of Academic Affairs for presentation in a private gathering as a special gesture to the family, or, if requested, may be presented to the family at the regular graduation ceremony in May.

Guests
Seating is on a first-come, first-serve basis. Ushers will be available to direct guests to seating.
**Sign In**

All graduates are to sign-in between 5:30 p.m. and 6:15 p.m. in the lobby. You will receive your name card, honor cord (eligibility based upon accumulative GPA at the end of fall semester) and a graduation procedure sheet. Please do not be late. After signing in, graduates need to report to the Edward K. Daniels Auditorium to line up. The degree you earned will determine the line-up order.

**Line Up**

Candidates will line up fully dressed in their gowns. Please do not bring any personal items that you cannot carry on you during the ceremony.

**Photographs**

The college will employ a company to photograph you as you shake hands with SSCC President, Dr. Kevin Boys. Following the ceremony, you will receive information regarding purchase.

**Accessibility Concerns**

Candidates requiring accommodation assistance because of disability should call the Records Office at 800.628.7722 x2615, by April 15. Seating areas are available for guests who use wheelchairs or cannot climb stairs with family seating in nearby arena seats.

**Transcripts**

Degrees are typically posted to the transcripts within two weeks of the end of the semester. If you order a transcript before your degree is posted, mark the request to indicate that the transcript should be sent after the degree is posted.

**Diploma**

Diploma covers will be given the night of graduation. Diploma inserts will be mailed to each student approximately six to eight weeks after the end of the graduating semester. If you do not attend graduation, the cover and diploma insert will be mailed approximately six to eight weeks after the end of the graduating semester.

Any financial obligations owed to the college (including child care) must be paid in full before a diploma will be released. If you are unsure if you owe money, please contact Student Accounts at 800.628.7722 x2652.

**Tips for an Extraordinary Ceremony**

- Arrive early enough to allow adequate time to line up by degree. Please arrive no later than 6:15pm.
- Dress appropriately for this special occasion.
- Direct your guests to the seating area when you arrive.
- Leave personal items like coats and purses with guests. There are no facilities available for storing these items during the ceremony; therefore, Southern State cannot be held responsible for any lost, stolen or damaged items.
- There is no formal rehearsal for the ceremony, although a detailed explanation of the ceremony will be reviewed with you prior to the ceremony. You will be assisted as you line up and proceed to the Patriot Center to your seat.
- Please notify the name reader as you cross the stage as to the proper enunciation of your name to ensure that it is pronounced correctly during the commencement ceremony.
STUDENT RESOURCES

BOOKSTORE
Textbooks, supplies, clothing and other fun gear can be purchased at the bookstores located on Southern State’s Central and Brown County campuses. Books can be sold back at the Central and Brown County campuses at any time.

Every student is required to provide a schedule and ID to purchase textbooks.

Regular hours are:
Central Campus................. 9 – 4:00 ..... x2698 (M-F)
Brown County Campus ...... 10 – 4:00 .... x3698 (M-Th)

Policies
1. The Bookstore accepts the following forms of payment: cash, check (with a valid Driver’s license), Visa, MasterCard, American Express, Discover, Gift Cards and Financial Aid.
2. All checks must be accompanied by a matching ID.
3. Bookstore charges for all forms of Financial Aid will only be accepted for the first three weeks of each semester.

Return Policies
1. All sales are final on the last day of Drop/Add for the semester. Materials purchased after the last day of Drop/Add must be returned within 7 days.
2. Receipts must accompany all returns.
3. Books purchased in shrink-wrap cannot be returned once the shrink-wrap has been opened.
4. Books may only be returned if in original purchase condition.
5. Returns may be made to the original bookstore or by mail (Shipping and Handling will not be refunded). All return policies apply to these items.
6. For a full description of returns please visit https://www.bkstr.com/ssccchillsborostore/help-faq/return-policy

COMPUTER LABS
There are computer labs across campus providing general and specialized computer access for students. Computer lab hours are posted each semester. Check with the front desk on your campus for direction.

DISABILITY SERVICES
Our mission is to provide reasonable accommodations to those who qualify, along with sharing knowledge, and access to resources to promote diversity and empowerment.

Accommodations must be requested 45 days prior to the start of the semester to ensure reasonable accommodations are secured before the start of classes. Follow these steps to request any services you may need:
1. Identify needs
2. Make an appointment
3. Submit information
4. Discuss special needs

Contact: mclevenger@sscc.edu or ext. 2604 for more information.

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:
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.

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**LIBRARY**

The SSCC Libraries are here to help the college community find the information and resources they need to be informed and successful. Through OhioLINK and SSCC Library resources, students have easy access to:

- Over 46 million books and other library materials
- More than 100 electronic research databases
- Over 24 million electronic journal articles
- Over 100,000 e-books
- Over 350,000 images, videos, and sounds

The Library also provides research and reference support, computers, some course materials, and a welcoming atmosphere.

**Student ID Cards**

New students need to obtain a Student ID during the first week of the semester. Student ID cards (or replacements) are available in any campus Library.

**MyLibrary Account**

Each student automatically receives a MyLibrary account which allows you to view your patron record. For access to your MyLibrary account, you will need your barcode number, located on the back of your Student ID where you may renew items, verify what you have checked out and view pending requests.

**The Library Catalog (OPASS) and Databases**

On the Library website you may search our Catalog (OPASS) for books, periodicals, electronic resources, videos and more. You may also use popular research databases and other resources from the website found at http://Library.sscce.edu/. Contact your campus library at:

- Central (Hillsboro) ............... ext. 2680
- Brown (Mt. Orab) ............... ext. 3680
- North (Wilmington) .............. ext. 4680
- Fayette (Washington CH) ... ext. 5680
STUDENT SERVICES

MySSCC (aka Student Portal)
The MySSCC (Student Portal) links you to online resources that you may need to access during your college career while at SSCC. The purpose of the MySSCC (Student Portal) is to make it as easy as possible for you to find the resources you need and as quickly as possible. These resources are broken down into several services. The main services available to you are:

- MyRecords
- MyMail
- MyELearn
- MyTechSupport
- Navigate
- Online New Student Orientation

Each of these services is described in further details below and can be accessed at: www.sscc.edu/student-portal/

MyRecords
MyRecords is where you may register for classes, check your grades, make payments, obtain an unofficial transcript, update your personal info and so on.

MyMail
MyMail is a link to log into your SSCC student email powered by Microsoft Office365. This is where you can communicate with your SSCC teachers via email, keep track of your busy schedule via the online calendar feature of Office365 (make it your personal planner!), add your SSCC email to your mobile device(s), etc. For assistance synching your MyMail and calendar to your mobile devices, visit Microsoft’s tutorial at https://support.office.com

MyELearn
MyELearn is a direct link to log into your SSCC online classes - view your online class syllabi, download/upload your assignments and papers, post on discussion board, etc.

Navigate
Navigate is your personal guide to uncomplicated college. Navigate can assist you with choosing a major, building a class schedule, scheduling advising meetings, and much more!

Online New Student Orientation
Online New Student Orientation is the best way to start your college career off right! New students are expected to participate in the mandatory orientation that will be offered online only.

MyTechSupport
MyTechSupport is a link into the SSCC Tech Support ticketing system to report issues, request assistance, etc. Access this resource if you are having issues like accessing your SSCC email (MyMail), accessing the SSCC on-campus wireless network with your mobile device(s), accessing your online classes (MyELearn), accessing your records information (MyRecords), etc.

Business Hours Tech Support - Tech Support is located in room 403.03 at Central Campus and operates from 8:00am to 5:00pm Monday through Thursday, and 8:00am to 12:00pm on Fridays.
(Extended Hours first two weeks of the Semester 5-7pm)

Tech Support will not perform repairs, upgrades, installs/download software or troubleshoot personally owned computers. Students who are having issues with their laptop/desktop need to contact the manufacturer or other professional technical support.

Additional Information
While visiting the MySSCC (Student Portal) page you will notice additional services for your convenience. MyLibrary Account, Academic Calendar, College Events, SSCC Alerts, MyPassword Reset, and Student Technology Resources. These additional services are described in further detail below.

MyLibrary Account
MyLibrary is a link to log into your SSCC student library account.

Academic Calendar
Academic Calendar is a link to view the current SSCC semester. This is where you can find out what holidays during the semester will be honored, as well as, when classes start and end and any breaks during.

College Events
College Events is a link to find out what is currently going on at the various campuses.

SSCC Alerts
SSCC Alerts is a service that enables you to receive alerts when there is a campus emergency, closure, delay, cancellation and more.

MyPassword Reset
Recover your SSCC password by correctly answering your challenge questions.
**Student Technology Resources**

SSCC offers many technology resources for students including software and easy access to student records.

**PATRI-TOTS LEARNING CENTER**

At the YMCA’s Patri-Tots Learning Center the children fill their days with fun, adventure and quality child education.

The centers are licensed by Job and Family Services and are located at Central Campus and North Campus. Both centers serve children 18 months through 5 years of age and are full-day child care programs open five days a week. The Patri-Tots Learning Centers are open to students, faculty, staff and the community.

Check out [www.sscc.edu/services/patri-tots.shtml](http://www.sscc.edu/services/patri-tots.shtml) for a brochure, handbook, compliance ratings and awards. For more information, please contact:

- Central Campus – kkiser@cincinnatiymca.org
- North Campus – kwarnier@cincinnatiymca.org

**STUDENT SUCCESS CENTER**

The goal of the Student Success Center is to ensure all students the opportunity for academic success through resources, assistance, and engagement. Helping students keep on track on their pathway to degree completion is accomplished through support areas such as:

- Tutoring/Success Support
- Academic Skill Development / College Engagement
- Academic Advising/ Program Pathways
- Career/Counseling Services

Believing that successful students are those with strong support systems, the Center also promotes initiatives that help students identify and utilize all campus resources. Students are encouraged to participate in campus activities, clubs, and programs as a means of creating a sense of community.

**Advising Center**

The professional advisors on each campus are your first resource for academic/career advising as you begin your degree pathway at Southern State. Whether you are considering a technical career, an associate degree for transfer to a bachelor program, or just not certain, the academic/career advisors will coach you along your pathway and connect you to career resources for discovering possibilities. In addition, your academic/career advisor helps you transition to your faculty advisor, aligns you with your desired bachelor program/institution, and/or develops a course sequence outline for each term.

Students can schedule an appointment with their academic/career advisor through the Advising Center (Hillsboro campus - 1.800.628.7722, Ext. 2825) or through the office associate at each campus. Scheduling an appointment ensures that the advisor will be prepared to give you the needed time and resources. Walk-ins are great for quick questions or resource acquisition, but time availability is unpredictable to use for a full advising session.

**Walk-ins**

The advising center welcomes walk-ins for students having a quick question or a meeting that will take 15 minutes or less. Be aware!

- Wait times can be considerable during busy times such as the first week of registration, before semester start up, and placement testing days.
- First come are first served as availability permits. Please note that a walk-in will not supersede a previously scheduled appointment.

**Tutoring / Skill Support**

The Tutoring Center provides free, quality tutoring assistance and resources necessary to ensure the academic success of all students. Services are available on all campuses through one-on-one mentoring, drop-in subject labs and online services.

Tutoring support focuses not only on subject areas but on academic skill development, test preparation and anxiety reduction, learning strategies for different course and teaching styles, technology use assistance. Tutoring sessions also help students bring up and maintain better grades, understand difficult concepts, and discover more efficient ways to study and retain information.

**Drop-In Labs** are mostly for Math and Writing support. Occasional special topic labs are offered on some campuses.
The labs, staffed with professional tutors, can assist several students at the same time in different levels/courses in the subject. These labs are usually in or near the campus library. One-on-one sessions, also held on campus, are scheduled between a designated college tutor and the student requesting the help. Students can find tutor contact info on the web at https://www.sssc.edu/services/tutoring.shtml#find-tutor.

Online tutoring uses the MyELearn platform that is also used for SSCC online courses. Success Workshops on how to access this online resource, as well as preparation for Placement Assessments, are also available through the Tutoring Center. For more assistance with any aspect of the Tutoring Center, contact Jackie Potts (jpotts@sscc.edu), Mentor Tutor.

Successful second year students are often hired to be peer tutors based on areas of expertise. If you have sophomore standing status, a 3.0 GPA or above, received an A/B in a subject/major area, and can articulate your knowledge on the subject, you might consider being a tutor between or after your classes during the week.

Career / Counseling Services
Career / Counseling Services is a free resource for all SSCC students.

Career Services provides career/major exploration for identifying or clarifying your career goals and understanding the pathway for reaching those goals. Career Services also provides extensive resources for internship/job search preparation, such as:

- job search skills and assistance
- resume and cover letter writing techniques
- position research and interview preparation
- networking, tips and how-to’s
- job/co-op/practicum/internship fairs

Start early in your academic career and access these resources to define your job search and career pathway. Gain the experience you need while in college for a successful transition into the workforce.

Counseling Services provides free and confidential help to you when life becomes overwhelming. Personal counseling is available to currently enrolled students for problems such as stress, grief and loss, adjustment to life change, employment change, and other needs. We also offer the Ohio Benefits Bank Services.

Learn more www.sssc.edu/services/counseling-services.shtml or contact Career / Counseling Services at ext.2825 to schedule an appointment at any of the campuses.
STUDENT SAFETY

Southern State is committed to maintaining a safe campus environment for students and employees of the college.

INFORMATION AND TIPS

While our campus locations are relatively safe, crime can occur anywhere. Every individual has a responsibility to participate in crime prevention efforts:

- Avoid isolated areas
- Lock your vehicles
- Notify the campus office or maintenance staff if you need an escort to your vehicle
- Secure your personal property
- Walk in groups at night

Southern State offers workshops on rape prevention, alcohol and drug prevention, alcohol and drug abuse and self-defense on an annual basis. Throughout the year, the college provides informative literature on these topics at each campus. The college provides a directory of off-campus counseling, mental health and recovery service agencies that are available to students and employees through the Vice President of Student Affairs office.

Southern State also offers counseling on every campus through Career & Counseling Services. Incidents that could potentially endanger the safety and security of the College community or which violate the law and/or College policies should be reported by filing an incident report. Incident reports should be made using this link: www.sssc.edu/incident-report.shtml. Submitted reports will be used to compile the annual campus crime report but will be kept confidential.

Behavioral Intervention Team

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 mission of the Southern State Behavioral Intervention Team is to enhance the physical and emotional safety of students, faculty, staff and others in order to support the teaching-learning environment.

Fulfilling our mission and meeting our goals require the engagement and active participation from all members of the college community. You are vital to our success and critical to the assurance of a safe and vibrant learning environment.

The BIT needs everyone in the Southern State family to feel empowered enough to make referrals. You are the eyes and ears of Southern State on a daily basis. Our team can’t be everywhere at once and your contribution is vital if we are to be a pro-active, effective BIT team that truly enhances the physical and emotional safety of our college community.

What behaviors should I refer to the BIT?

- Erratic behavior (including online activities) that disrupts the mission and/or normal proceedings of students, faculty or staff
- Implication or direct threat of harm to themselves or others
- The display of what is perceived as a weapon
- Physical or verbal confrontation and/or attack
- Stalking or harassment of a faculty member, staff member or student
- Delusional thinking, hallucinations or psychotic behavior
- Threatening, aggressive or hostile verbalizations or correspondence (email, letters, voicemail, etc.)
- Clearly noticeable changes in behavior, demeanor, dress or personality from what was noted previously as typical or "standard" for that individual
- Any behavior of concern that doesn’t fit into the categories above

What happens after I make a referral to the BIT?

- Depending upon the situation, immediate action may be taken
- The BIT team will meet and discuss the incident
Additional information from the reporter and other people may be collected

The NaBITA Threat Assessment Tool is utilized

Appropriate intervention is determined and action is taken

Feedback is provided (when appropriate and in keeping with federal and state laws)

Will I receive feedback after making a referral to the BIT?

Select information will be provided to the reporter depending upon the situation, confidentiality, FERPA and other legal considerations.

You may make a report by completing and submitting the Incident Report Form located at www.ssc.edu/incident-report.shtml.
## Resource Directory

The BIT Team has compiled a chart of resources for student assistance within each campus’ county:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Adams</th>
<th>Brown</th>
<th>Clinton</th>
<th>Fayette</th>
<th>Highland</th>
<th>All Campuses</th>
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<td>Alternatives to Violence</td>
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<td></td>
<td>937-383-3285 or 866-296-5415</td>
<td>937-393-8118 or 800-339-5066</td>
<td>888-816-1146</td>
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<td>American Red Cross</td>
<td>513-579-3000</td>
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<td>513-579-3000 or 800-255-7070</td>
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<td>City Police</td>
<td>937-544-2512</td>
<td>937-444-2281</td>
<td>937-382-3833</td>
<td>937-382-2551</td>
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<td>Domestic Violence Hotline</td>
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<td>740-636-9300</td>
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<td>Drug &amp; Poison Information</td>
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<td>The Greater Cincinnati Human Trafficking Hotline</td>
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<td>513-800-1863 or 888-373-7888</td>
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<td>Reach Out, Inc.</td>
<td>937-544-5581 or 800-448-2273</td>
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<td>Sheriff</td>
<td>937-544-2314</td>
<td>937-378-4155</td>
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<td>A Place of Hope</td>
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<td>Domestic Violence Task Force</td>
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<td>800-339-5066 or 888-816-1146 Crisis Line</td>
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<td>Fayette Recovery Center</td>
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<td>740-335-8228</td>
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<td>FRS Counseling, Inc.</td>
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<td>Healthsource of Ohio</td>
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<td>937-481-2930</td>
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<td>Scioto Paint Valley Mental Health</td>
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<td>740-335-6935</td>
<td>937-393-9946 or 937-393-9904</td>
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<td>Shawnee Mental Health Center</td>
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<td>Solutions Community Counseling</td>
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<td>Talbert House Counseling</td>
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<td>TCN Behavioral Health Services</td>
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<td>937-376-8700</td>
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<td>The Counseling Center</td>
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<td>24HR Emergency Hotline 855-381-1010</td>
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### ADDICTIONS

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<th>Resource</th>
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<th>All Campuses</th>
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<tr>
<td>Alcoholics Anonymous or AA &amp; NA Meetings</td>
<td>937-444-1046</td>
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<td>Central Ohio Area Office Hotline</td>
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<td>Narcotics Anonymous</td>
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<td>Ohio CAN (Change Addiction Now)</td>
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<td>Reformers Unanimous Addictions Program</td>
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<td>Teen Challenge Ranch</td>
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<td>Milford, OH</td>
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### COMMUNITY MISSIONS

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<td>Child Focus</td>
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<td>Compassion Ministries</td>
<td>937-695-0025</td>
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<td>Helping Hands Food Pantry</td>
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<td>800-928-4243</td>
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<td>Interfaith House</td>
<td>937-544-7141</td>
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<td>Manchester Community Care Center</td>
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<td>Ohio Job &amp; Family Services</td>
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<td>Rose Avenue Comm Center</td>
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<td>937-393-2220</td>
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<td>SugarTree Ministries</td>
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<td>Salvation Army</td>
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<td>The Well at Sunnyside</td>
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### Additional Resources

- **Adams Co. Homeless Shelter**: 937-544-8164
- **Child Focus**: 937-444-1613
- **Child Protective Services**: 937-544-2371
- **Compassion Ministries**: 937-695-0025
- **Hope Emergency Program**: 937-364-1055
- **Hospice of Hope**: 937-444-4900
- **Interfaith House**: 937-544-7141
- **Manchester Community Care Center**: 937-549-8700
- **Ohio Job & Family Services**: 937-544-2371
- **Rose Avenue Comm Center**: 740-636-7673
- **Russellville Church of Christ**: 937-377-5505
- **Samaritan Outreach Services**: 937-393-2220
- **SugarTree Ministries**: 937-382-8359
- **Salvation Army**: 800-233-7891
- **St. Vincent de Paul Society**: 937-393-4278
- **The Well at Sunnyside**: 740-333-5088
- **WIC**: 937-544-3796
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<th>Resource</th>
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<tr>
<td>Advocates</td>
<td>Michael Morrison</td>
<td>937-544-3600</td>
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<td>Alternatives to Violence</td>
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<td>888-816-1146</td>
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<td>Free Legal Assistance</td>
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<td>National Center for Victims of Crime</td>
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<td>National Dating Helpline</td>
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<td>Ohio Alliance to End Sexual Assault</td>
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<td>800-540-4764</td>
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<tr>
<td>Women Helping Women</td>
<td>937-544-6000</td>
<td>937-544-6000</td>
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<td>513-381-5610</td>
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<tr>
<td>YWCA / Court Advocacy</td>
<td>513-753-7281</td>
<td>513-753-7281</td>
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<td>513-732-0450</td>
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<tr>
<td>YWCA / Domestic Violence</td>
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<td>888-872-9259 or 800-540-4764</td>
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<td>YWCA</td>
<td>937-544-6000</td>
<td>937-544-8084</td>
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</table>
Emergency Closings
At Southern State we take your safety seriously and our campuses will close if there is an emergency situation.

Weather-Related Closings:
- 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.

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.

To update your preferences, visit www.sscc.edu/students/alerts.shtml

Clarification of Delay
If classes are on a two-hour delay, your 8am class is cancelled; report to classes scheduled at 10am and thereafter.

Delays may later be changed due to closings. Therefore, check for updates of the 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 Academic Affairs and campus directors have the authority to dismiss classes for the rest of the day on his/her campus only. The Vice President of Academic Affairs 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).

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 local 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. Several of the TV and radio stations keep a list of delays and closings on their websites.

Students may also call Southern State. A recorded message will provide details on delays and closings, as soon as a decision has been made.

Note: In the event there is any doubt whether Southern State is open or closed, and the weather is inclement in a particular location, individuals should use good judgment to ensure their health and safety.

Radio and TV Stations
See www.sscc.edu/students/emergency-closings.shtml for a list of all local radio and TV stations.
STUDENT CODE OF CONDUCT

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 here.

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
1. Alleged - an event that is said to have taken place but which has not yet been verified.
2. Breach of Peace: failure to maintain peace in a situation.
3. Charged: a complaint has been filed against an individual and an investigation will follow.
4. Civility: politeness or courtesy extended to members of the College community.
5. College Community: includes all faculty, staff, administration and students who are fully affiliated with the College.
6. College Official: any individual employed by the College, performing assigned administrative or professional responsibilities.
7. Complainant: an individual who makes a complaint or files a formal charge
8. Disciplinary Proceedings: the process in which the College is involved during the investigation or hearing of a violation of the Student Code of Conduct.
9. Disposition: a final settlement between all parties and the Vice President of Student Affairs and Enrollment Management.
10. Due Process: ensuring that procedures are fair to the accused student.

11. Hazing: an act that endangers the mental or physical health or safety of a student or which destroys or removes public or private property.
12. Hearing: a session in which evidence from both parties is investigated or testimony is taken from witnesses.
13. 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.
14. Policy: written regulations of the College as found in, but not limited to the SSCC Catalog.
15. Sanctions: the penalties for not complying with the regulations set forth in the Student Code of Conduct.
16. 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.
17. Student Code of Conduct: the College’s expectations for students’ behavior and the procedures when students have failed to follow these expectations.
18. 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.

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
STUDENT SERVICES

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. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
11. 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.
12. 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.
13. Theft or other abuse of computer time, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual’s identification and password.
   d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
   e. Use of computing facilities to send threatening messages or to view pornography.
   f. Use of computing facilities to interfere with normal operation of the College computing system.
14. Violation of federal, state or local law on College premises or at College sponsored or supervised activities
15. Violation of published College policies, rules or regulations.

KNOW THE RULES

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 thoughtful 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. It has been reviewed by the Executive Cabinet and approved by the President. 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:

- 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.
- 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.
- 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.
- 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.
- 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.). The serving of alcoholic beverages on campus is prohibited.

**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 or their campus designee.

**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.

**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.

The unlawful possession use or distribution of drugs and/or alcohol by students or employees on college property or as a part of any college activity is prohibited. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary actions by the college, in conformance with Southern State’s [Student Code of Conduct](#), Alcohol Policy and/or Drug Policy. Sanctions for violations may include suspension, and/or termination/dismissal, as well as compulsory attendance at drug/alcohol education programs or other appropriate disciplinary measures.

**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.

**Restrooms/Locker Rooms**

Due to privacy reasons, taking photographic images of any kind, by means of any device, without permission is prohibited in restrooms and locker
rooms. The College has the right to ban, by posting appropriate signs, possession of cellular telephones and/or devices with photographic imaging capability from public restrooms and public locker rooms.

**Sexual Harassment Policy**

It is the policy of Southern State 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 the Title IX Coordinator. The Title IX Coordinators for SSCC are: Vice President of Student Affairs & Enrollment Management at 800.628.7722 x2510 and Director of Human Resources at 800.628.7722 x2550.

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:

- 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;
- submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual; or
- 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 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. All employees (administrators, faculty and 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 student who believes that they have 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 their 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 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; 3) the response the student believes would be appropriate. They 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.

Weapons 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 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.

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.sssc.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.

**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 quarter 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.