

SPRING/SUMMER SEMESTER 2025

# REGISTRATION GUIDE

**Credit and Non-Credit**  
Course Registration

**Payment Information** for  
New and Returning Students

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**SOUTHERN STATE**  
COMMUNITY COLLEGE

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## Welcome to Southern State Community College!

Whether you are a **new student** just beginning your college journey or a **returning student**, **we welcome you** to Southern State. The College's vision is to **produce student outcomes** and **superior service** that render Southern State indispensable.

Inside this publication, you will find a wide variety of **academic and student resources** that are centered around one goal: **your success**. Our faculty and staff work hard every day to make you feel welcome here and motivated to achieve your goals.

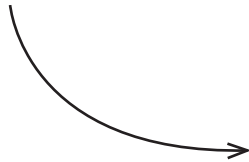
I wish you the very best as you pursue your academic and career aspirations, and thank you for choosing Southern State Community College.

*Nicole Roades*

President

# Directory and Campus Locations

Call **1-800-628-7722**  
followed by extension



## Offices

Business Office	<b>x2652</b>
Office of Admission	<b>x2607</b>
Office of Financial Aid	<b>x2515</b>
Records Office	<b>x2613</b>

## College Departments

Adult Opportunity Center & GED	<b>x2687</b>
Advising & Career Services Center	<b>x2825</b>
Bookstore	<b>x2698</b>
Counseling Services	<b>x2632</b>
Accessibility Services	<b>x2604</b>
Instructional Technology (Canvas)	<b>x2790</b>
IT/Technical Support	<b>x2800</b>
Library	<b>x2680</b>
Patri-Tots Learning Center	<b>x2629</b>
Testing Center (Central)	<b>x2792</b>
Truck Driving Academy	<b>x4560</b>
Tutoring Center	<b>x2882</b>



### BROWN COUNTY CAMPUS

351 Brooks Malott Road, Mt. Orab, OH 45154  
937.444.7722  
Student Services: x3600  
Administrative Assistant: x3520  
Campus Director Dr. Peggy Chalker: x2880



### CENTRAL CAMPUS

100 Hobart Drive, Hillsboro, OH 45133  
937.393.3431  
Student Services: x2613  
Administrative Assistant: x2535  
Campus Director Dr. Jeff Montgomery: x2530

## Discover Southern State!

You will know if you are making the right choice about a college once you visit the campus. Why not **schedule a campus tour** and information meeting with one of our student-centered team members? We want to offer you a comprehensive visit, so we do ask that you select the campus of your choice and schedule ahead of time.

Go to [www.sccc.edu/admissions/visit.shtml](http://www.sccc.edu/admissions/visit.shtml) to plan your visit, or take a virtual tour at your convenience without stepping foot on campus! Visit the link above to begin a tour virtually.

# Academic Calendar

## Spring Semester Calendar

### Registration & Payment Dates SPRING SEMESTER 2025

Registration Begins for Veterans/ Service Members	October 21, 2024
Registration begins for Sophomores	October 28, 2024
Registration begins for Freshmen	October 29, 2024
Graduation Application Deadline	One month before start of term
Payment Arrangement Deadline	January 3, 2025
Last date to register for classes	January 11, 2025 @ 2 p.m.
Classes begin	January 13, 2025
Residency application deadline	January 13, 2025
Martin Luther King Day - College Closed	January 20, 2025
Last date for semester class drop with 100% refund	January 25, 2025
Presidents' Day - College Closed	February 17, 2025
Middle of Term	March 10-15, 2025
Spring Break - College Closed	March 10-15, 2025
Last date for official withdrawal from courses	May 3, 2025
Classes End	May 3, 2025
Final Exams	May 5-10, 2025
Graduation	May 9, 2025
Semester Ends	May 10, 2025

## Summer Semester Calendar

### Registration & Payment Dates SUMMER SEMESTER 2025

Registration Begins for Veterans/ Service Members	February 18, 2025
Registration begins for Sophomores	February 24, 2025
Registration begins for Freshmen	February 25, 2025
Graduation Application Deadline	One month before start of term
Payment Arrangement Deadline	May 16, 2025
Last date to register for classes	May 24, 2025 @ 2 p.m.
Memorial Day - College Closed	May 26, 2025
Classes begin	May 27, 2025
Residency application deadline	May 27, 2025
Last date for semester class drop with 100% refund	Dates Vary
Middle of Term	June 23-28, 2025
Juneteenth - College Closed	June 19, 2025
Last date for official withdrawal from courses	Dates Vary
Classes End	August 2, 2025
Final Exams	August 4-5, 2025
Independence Day - College Closed	July 4, 2025
Semester Ends	August 5, 2025

## Future Dates

For upcoming semesters, including Fall Semester 2025, in regards to start and end dates, registration and payment deadlines, holidays, etc. please visit <https://www.sccc.edu/academics/academic-calendar.shtml>.

# Applying for Admission

## General Admission

If you are interested in becoming a student at Southern State, your first step is to apply for admission. Most people fit into the General Admission category. If that's you, simply complete an online application. Apply online at [www.sccc.edu/admissions/apply.shtml](http://www.sccc.edu/admissions/apply.shtml).

If, however, you find that you fit into one of the categories below, you will simply follow the admission procedure as described.

Some programs require special admission procedures and applications. To learn more, visit the specific program's web page. You can expect additional requirements for:

- Nursing**
- Human and Social Services**
- Medical Assisting**
- Law Enforcement**

If you are a...	You should...	Complete information is available online at...
7-12 Grade Student interested in College Credit Plus	First, make sure your high school counselor is aware of your interest. Then, complete a College Credit Plus Application and submit it with your high school transcript/grade report and ACT Scores (if applicable).	<a href="http://www.sccc.edu/ccp/guidelines.shtml">www.sccc.edu/ccp/guidelines.shtml</a>
Transfer Student	Complete the General Admission application. Have any other college(s) you have attended send an official copy of your transcript to: <b>SSCC Records Office, 100 Hobart Drive, Hillsboro, OH 45133</b>	<a href="http://www.sccc.edu/admissions/guidelines/transfer-students.shtml">www.sccc.edu/admissions/guidelines/transfer-students.shtml</a>
Returning Student	Complete an Application for Readmission.	<a href="http://www.sccc.edu/admissions/guidelines/returning-students.shtml">www.sccc.edu/admissions/guidelines/returning-students.shtml</a>
Veteran	Complete the General Admission application and then apply for veterans benefits online at <a href="http://www.gibill.va.gov">www.gibill.va.gov</a> and contact our Veterans Affairs representative, Michelle Callender at <a href="mailto:wcallender@sccc.edu">wcallender@sccc.edu</a> .	<a href="http://www.sccc.edu/admissions/guidelines/veteran-benefits.shtml">www.sccc.edu/admissions/guidelines/veteran-benefits.shtml</a>
Non-Credit Student (Some classes are offered for learning purposes only and college credit is not granted.)	Send an email to Amy McClellan at <a href="mailto:amcclellan@sccc.edu">amcclellan@sccc.edu</a> indicating your preferred course name, number and location.	<a href="http://www.sccc.edu/specialized/continuing.shtml">www.sccc.edu/specialized/continuing.shtml</a>

## Complete a Placement Test Assessment

We ask that new college students take the ACCUPLACER® placement assessment or submit ACT scores. All students begin their college career with different skills, and your assessment results will guide you in selecting courses that will enable you to establish the best foundation for success.

If you are needing to take the placement assessment, please visit the placement testing webpage at <https://www.sccc.edu/admissions/placement.shtml>. Placement testing options are available on-site at an SSCC campus or remotely using Zoom.

# Class Schedules

The Class Schedule lists each class being offered for the semester, as well as its time, location, and unique course number. In addition to the current schedule, you also will find planning schedules for upcoming semesters.

The class schedules are now exclusively offered online at **[www.sccc.edu/academics/class-schedules.shtml](http://www.sccc.edu/academics/class-schedules.shtml)**.

## Accessing the Class Schedule

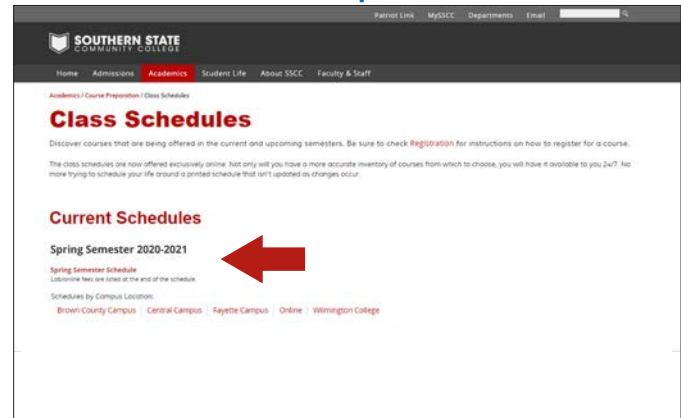
Visit [www.sccc.edu](http://www.sccc.edu) and follow the steps below.

### Step 1



Click on "Academics" or the blue button that says "Class Schedules"

### Step 2



Select the schedule of your choice

Included in the schedule is a list of our additional locations and their course offerings. We offer classes at:

- **Laurel Oaks**, 300 Oak Drive, Wilmington, Ohio 45177



**New Student Orientation** is the best way to start your college career off right! All registered students are expected to participate in the orientation that will be offered in-person or online. Information about the new student orientation will be provided to you. Please contact **Kaylynn Bell-Wolfinger** at **937.393.3431 x2677** or email **kbell3@sccc.edu** for more information or if you have questions.



# Registration

**ALL STUDENTS** should meet with an academic/career advisor before registering for classes. You can call to make an appointment at **800.628.7722 x2825** or visit [www.sccc.edu/services/advising-retention.shtml](http://www.sccc.edu/services/advising-retention.shtml). Returning students can register online after their first semester of attendance.

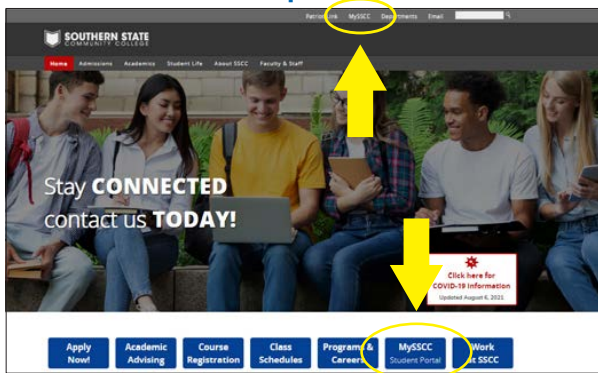
## To register in person

Students may register at the Student Services Office at either campus location. You will be given a copy of your personal schedule once your registration is complete.

## To register online

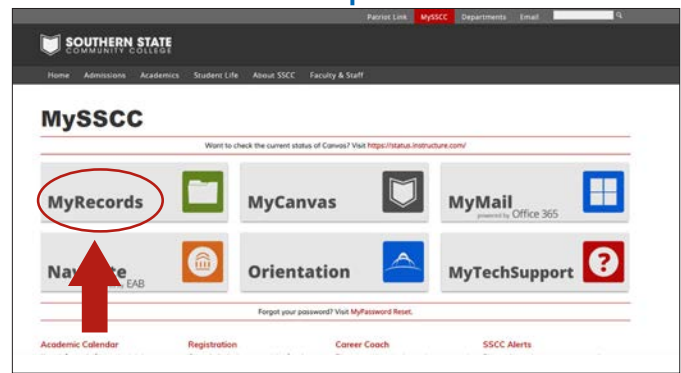
Visit [www.sccc.edu](http://www.sccc.edu) and follow the steps below.

### Step 1



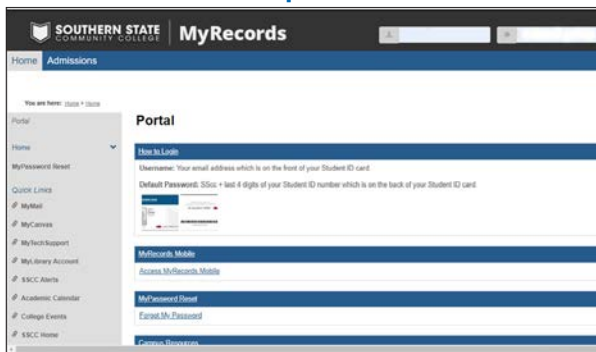
Click on "MySSCC" or the blue box like above

### Step 2



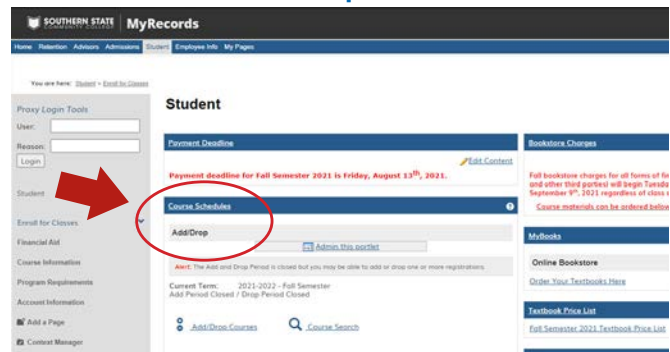
Click on "MyRecords"

### Step 3



Follow the prompts to register

### Step 4



View your class schedule

### Step 5



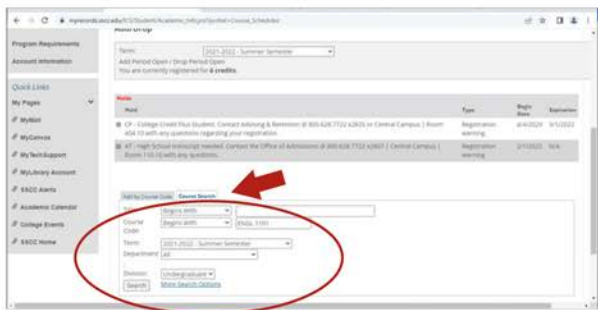
Change the term to the one you wish to register for under the drop/add menu

# Adding Courses to your Class Schedule

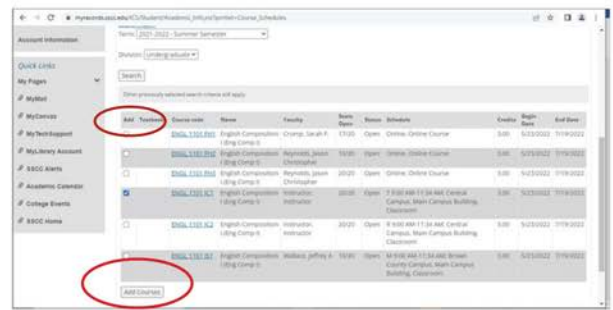
When adding a course to your schedule, please **see the two options** listed below. Screenshots have been provided as an example.

For questions, please call the **Student Success Center at 937.393.3431 x2825**.

## Option One

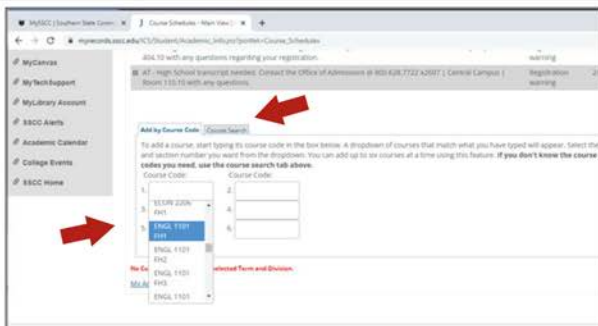


Under "Course Search," click on the empty box beside the course code and begin typing the course code you would like to register for (ex. ENGL 1101) then click "Search."

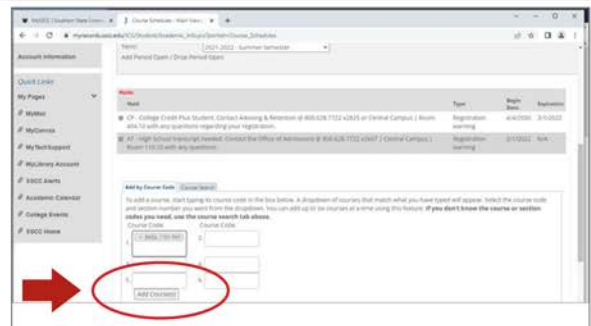


Under "Add," click the box next to the course you would like to add, then click on "Add Courses." If adding a co-requisite course, make sure both courses are added before clicking on "Add Courses." For example, EDUC 2224 must be taken at the same time as EDUC 2225.

## Option Two



Click on "Add" by "Course Code" & then click on the first empty box. From the drop down, select the course you would like to register for. Add more classes if needed.



Click on "Add Courses." If adding a co-requisite course, make sure both courses are added before clicking on "Add Courses." For example, EDUC 2224 must be taken at the same time as EDUC 2225.



# Add, Drop, Withdraw, and Refund Policy

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## Attending Classes

To ensure commitment to student success, attendance is required in all courses regardless of course modality (in-person, online, or hybrid). Attendance is physical attendance within a classroom OR participation in an academic-related activity. Logging into MyCanvas does not constitute attendance. Your instructor will report your attendance for the first two weeks of the term to the Records Office. ATTENDANCE IS NOT OPTIONAL. Students reported as NEVER attending, will be dropped.

## Changing Classes

With an instructor's permission, you can typically change 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 the permission of the instructor. To officially complete a course change, you must complete a Drop/Add Form, have "adds" signed by the instructor, and submit it to the Student Services Office.

## Dropping a Class

If you need to drop a course, you can refer to page 11 of this booklet for the 100% refund policy. If you receive financial aid, contact the Office of Financial Aid 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 Office of Financial Aid at 800.628.7722 x2515 prior to withdrawing from any class.



**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 they must be notified of your challenges. Regardless of your reason to withdraw, always speak to your instructor first. It is also important to discuss your withdrawal considerations with your academic advisor so you'll have a thorough understanding of academic warning and probation, and other course options for future planning.**

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. Below are important dates that you will want to remember regarding withdrawing from a course.

Spring Term  
Summer Term

SEMESTER BEGINS	SEMESTER ENDS	LAST DATE TO OFFICIALLY WITHDRAW
January 13, 2025	May 10, 2025	May 3, 2025
May 27, 2025	August 5, 2025	Dates Vary

# Financial Aid

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## Apply for a Federal Student Aid User ID (FSA ID) and Password

You'll need to create a StudentAid.gov account to access and fill out the 2024–25 FAFSA form. Your contributors will each need their own StudentAid.gov account too. "Contributor" is a new term on the 2024–25 FAFSA form—it refers to anyone (you, your spouse, your biological or adoptive parent, or your parent's spouse) required to provide information on your FAFSA form.

As a student, you'll be required to enter your Social Security number (SSN) to create a StudentAid.gov account unless you're a citizen of the Freely Associated States. However, beginning with the 2024–25 FAFSA form, your contributors who don't have an SSN can create a StudentAid.gov account to complete their section of your FAFSA form.

## Gather Required Information to Complete the FAFSA. Apply at [www.studentaid.gov](http://www.studentaid.gov)

When you fill out the FAFSA form, you'll answer questions that will determine who needs to be a contributor on your form. However, you may be able to identify your contributors now to get a head start on collecting the information you'll need to invite them to your form. If your parents are divorced the parent who provided more financial support over the past 12 months, they will be identified as a contributor on your FAFSA form. But if both parents provided equal amounts of financial support, or if your parents don't support you financially at all, the parent with the greater income and assets will be identified as a contributor. If you are married (and not separated) and filed taxes jointly with your spouse, then you will report your spouse's information on the FAFSA form but they will not be identified as a contributor. But if you're married (and not separated) and didn't file taxes jointly, your spouse will be considered a contributor on your FAFSA form.

To invite contributors to your FAFSA form, you'll be asked to provide their first and last name, SSN (if they have one), date of birth, and email address. **Note: Being identified as a contributor on the FAFSA form won't make your family member responsible for paying for your education costs.**

## Provide Consent for 2022 Federal Income Tax Return

Beginning on the 2024–25 FAFSA form, you and your contributors must provide consent and approval to have your federal tax information transferred directly from the IRS into your FAFSA form. Providing consent and approval is mandatory, even if you or your contributors don't have. If you or your contributors don't provide consent and approval to have your federal tax information transferred into the FAFSA® form, you won't be eligible for federal student aid.

You and your contributors should have your tax returns on hand when you fill out the FAFSA form. Even though your tax information will be transferred directly into the FAFSA form, you may still need your tax records to answer certain questions.

- **Records of Your Untaxed Income:** You and your contributors may need to answer FAFSA questions about untaxed income, such as child support and interest income. Remember: On the 2024–25 FAFSA form, you'll use 2022 tax or calendar year information to answer these questions
- **Records of Your Assets:** The FAFSA form will ask you and your contributors questions about your assets, so make sure you have records of your savings and checking account balances, as well as the value of any investments, such as stocks, bonds, and real estate (excluding your primary residence). Report the current amounts of your assets as of the date you sign the FAFSA form, rather than reporting the 2022 tax year amounts.
- **List of Schools You're Interested in Attending:** Be sure to add any colleges, career schools, or trade schools you're considering, even if you haven't applied or been accepted yet. You can list up to 20 schools on the online 2024–25 FAFSA form.

## Complete a Southern State Scholarship Application

Southern State offers several types of scholarships for our new and returning students. You can find a complete list with deadlines and instructions online at [www.sccc.edu/financialaid/scholarships.shtml](http://www.sccc.edu/financialaid/scholarships.shtml).

# Tuition Costs

## College Costs

**Direct Costs** - consists of estimated tuition, books, supplies and fees paid *directly* to the College.

**Indirect Costs** - are those costs that are incurred during the academic year, but which are not necessarily charged to the student.

### Estimated Direct Cost per Academic Year based on full-time Enrollment

Tuition and fees:	\$5,170
Books and supplies:	\$1,632

### Estimated Indirect Cost per Academic Year based on full-time Enrollment

Food and housing:	\$6,928 ( <i>Independent student</i> ) \$2,008 ( <i>Dependent student</i> )
Transportation:	\$2,184 ( <i>Average cost for commuter student</i> )
Miscellaneous expenses:	\$2,592 ( <i>Lab and misc. fees</i> )

## Refund Policy

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

- Action Completed:** **All Students**
- Before start of semester (*course drop*) ..... **100%**
  - By last day of the 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 with satisfactory grades may be responsible to return unearned aid back to the U.S. Department of Education. Failure to return unearned aid will result in loss of future eligibility for any Title IV financial aid.

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

## How much will it cost me to go to college?

### Tuition Schedule *(subject to change)* (See website for complete fee schedule)

*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.*

Hours	Resident	Non-Resident
1	202	386
2	402	767
3	603	1,155
4	805	1,538
5	1,006	1,922
6	1,205	2,305
7	1,408	2,691
8	1,607	3,077
9	1,809	3,462
10	2,008	3,842
11	2,212	4,230
12	2,573	4,905
13	2,620	4,993
14	2,667	5,079
15	2,716	5,169
16	2,716	5,169
17	2,716	5,169
18	2,716	5,169
19	3,521	6,708
20	3,721	7,088
21	3,921	7,474
22	4,121	7,856
23	4,323	8,240
24	4,522	8,627
25	4,724	9,012

*Charge includes a \$8.25 per credit hour Technology Fee and a \$7.50 per credit hour Activity Fee.*

### Additional Fees

- \$25.00 Online/Hybrid Fee** per credit hour for all courses offered online or hybrid
- \$6.00 Facility Fee** per credit hour for all courses offered on campus
- \$10.00 Career Services Fee** per credit hour.

# Payment Information

All registered students must make payment, payment arrangements, or have their Financial Aid Application submitted to the Office of Financial Aid before start of the term. Payment arrangements consist of a contractual Deferred Payment Plan with the first payment being due prior to the start of classes. Deferred Payment Plans must be set up with the Business Office located at the Central Campus in Hillsboro or by calling 1-800-628-7722 ext. 2652 (See payment deadline date on academic calendar).

FAFSAs received by the priority filing deadline (listed on page 4 of this booklet) will be given priority for payment. Late FAFSAs will not be processed in time for the normal financial disbursement to student accounts during the fifth week.

## Where can I make my payment?

### By Mail

Send payment to:  
**Southern State**  
**Attention: Business Office**  
**PO BOX 880**  
**Hillsboro, OH 45133**

### In Person

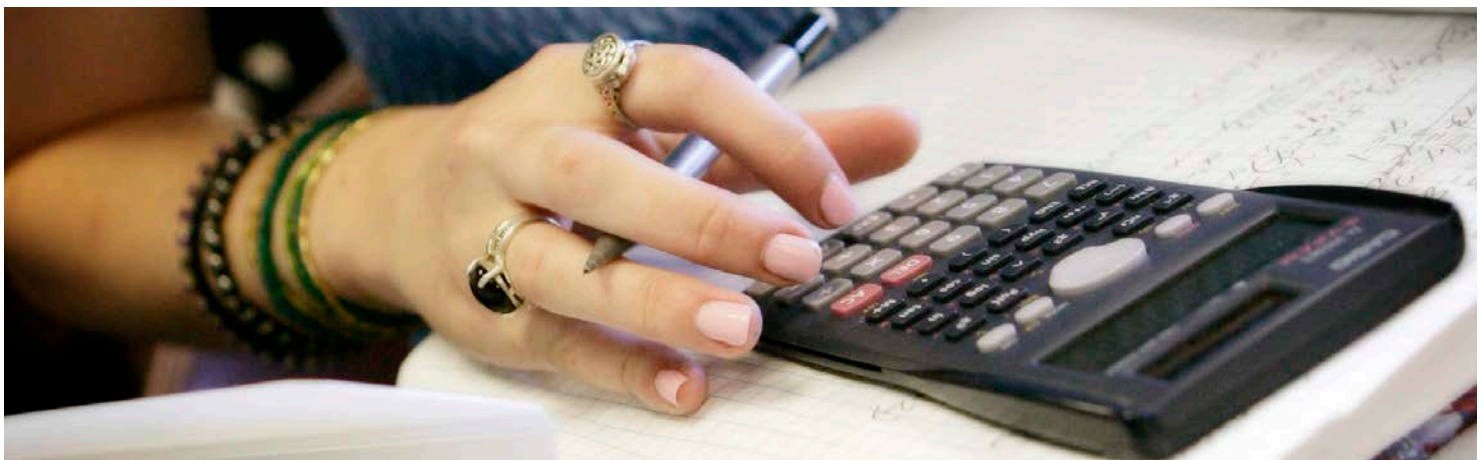
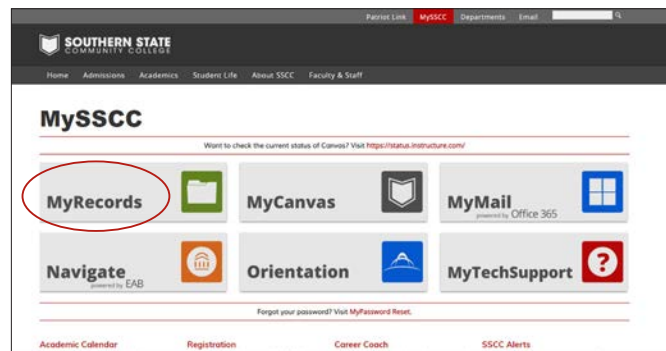
Visit the College's **Business Office** at Central Campus in Hillsboro to make your payment during regular business hours. During after hours, payments may be placed in the secure Drop Box near Student Services at Central Campus. *The Business Office will check the box daily.*

### By Phone

You will need to know your student ID number and the amount you wish to pay. **Dial 1-800-628-7722.** Press **option 8** when asked to enter your party's extension.

### Online

Visa & Mastercard payments may be made by accessing your **MyRecords** account at [www.sccc.edu](http://www.sccc.edu).



# Scholarships

Applying for scholarships at Southern State has **never been easier!** With the launch of a new, online scholarship portal, applying is as simple as completing a general student questionnaire, uploading your transcripts and a letter of recommendation, and clicking "submit application."

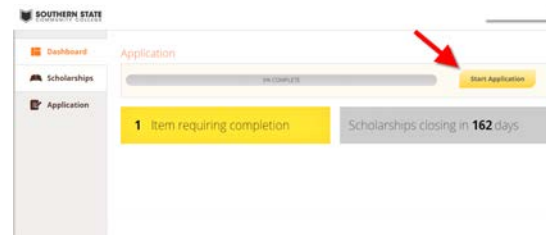
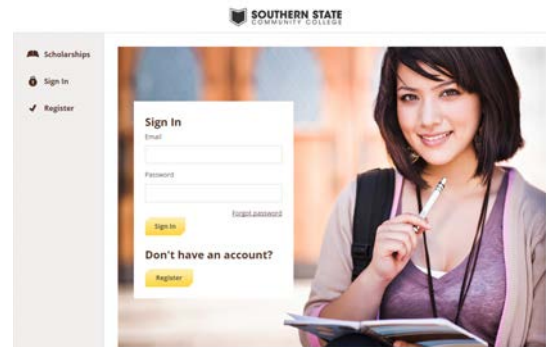
**1 Create an account** - Visit the following page at [southernstate.awardspring.com](https://southernstate.awardspring.com) to register. You will need to create a user name and password.

**2 Start application** - You will be directed to the "dashboard" page, which will display any updates or items requiring completion. You can view all available scholarships under the "scholarships" tab. Click on the yellow tab titled "start application" to begin.

**3 Complete application** - There are four sections of the application that you will need to complete.

- Section 1: General information
- Section 2: Academic information
- Section 3: Qualification questions
- Section 4: Free form questions

**4 Submit application and scholarship selections** - Once all sections of the application are complete, you will click on the yellow "submit application" button, which will direct you back to the "dashboard" page. The "dashboard" page lists all scholarships you will be eligible for based off of the information provided in step 3. You will need to select "apply" in order to do so.



Scholarship Name	Status	Apply
Academic Excellence Trustee Scholarship	N/A	Apply
Accounting Department Trustee Scholarship	N/A	Apply
Agriculture Department Trustee Scholarship	N/A	Not Qualified
Beghian Enterprises, Inc./JPC (Foundations)	N/A	Not Qualified
Bennett Family Memorial Scholarship (Foundat.)	N/A	Not Qualified
Business Department Trustee Scholarship	N/A	Apply
Career Foundation Scholarship (Foundations)	N/A	Not Qualified
Colonel J. Payment Memorial Scholarship (Fee)	N/A	Not Qualified
Computer Science Department Trustee Scholar	N/A	Apply

**Spring 2025 Scholarships**

Earning a college degree doesn't come free. 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.

- Priority Application Period: October 1, 2024 to November 30, 2024
- Priority Review and Award Period: December 1, 2024 to December 20, 2024

*\*Students applying after November 30th are considered only if scholarship funds are available after the 1st offers to scholarships are completed. Preference is given to students who applied by November 30th. Scholarship portal will stay open through the first week of spring classes.*



# Academic Programs and Locations



**Thank you for choosing Southern State!** We are committed to SSCC's mission to provide accessible, affordable and high quality education. You are welcome here, and **we will help you every step of the way!**

Our faculty and staff are **ready to assist you** on your educational journey. From a variety of associate degrees, technical programs and certificate programs to College Credit Plus and transfer options **we have something for everyone.** We offer daytime and evening classes that are face to face, online or a mix of both, we call hybrid. We have **strong support services, all free of charge.** I look forward to your achievements. Congratulations on making a commitment to your education and becoming **part of the SSCC family.** Best wishes and much success.

*Erika Goodwin*

Erika Goodwin, Ph.D.

Vice President of Academic and Student Affairs

## Career Explorer | Not sure where to start?

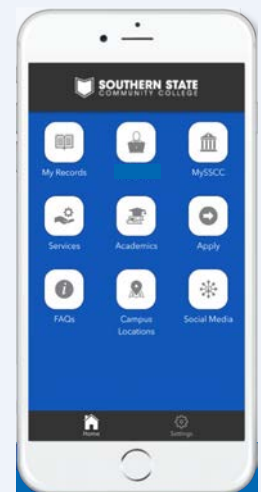
If you need help choosing a career path, SSCC's **Career Explorer** can guide you to potential career opportunities within your program. Navigate through the different learning platforms, which include:

- Interest Profiler
- Explore Careers
- Explore Programs
- Veterans
- Resume Builder
- SSCC Job Board

Visit <https://www.scc.edu/career-explorer/> to get started on your career exploration pathway.



Put campus in your pocket with the **Southern State Mobile App.** Enjoy easy access to everything SSCC offers, from applying for admission to viewing your grades.



**It's FREE!**

Download the app TODAY!



	<b>CENTRAL CAMPUS</b>	<b>BROWN CAMPUS</b>	<b>ADDITIONAL LOCATIONS</b>
<b>Associate of Arts Associate of Science</b>			
Associate of Arts or Associate of Science	DAY/EVE	DAY/EVE	BLENDED
<b>Business</b>			
Business Management			ONLINE
Business Mgmt. – Real Estate Broker			ONLINE
Real Estate License Certificate			ONLINE
Accounting			ONLINE
Accounting Certificate			ONLINE
<b>Computer Science</b>			
Computer Technology	AFT/EVE		
<b>Education</b>			
Early Childhood Education			ONLINE
Paraprofessional Education			ONLINE
<b>Engineering</b>			
Electromechanical Engineering	EVE		
Engineering: Aviation Maintenance			LAUREL OAKS - EVE
Mechanical Design Technology	EVE		
Aviation: General & Airframe			LAUREL OAKS - EVE
Aviation: Powerplant			LAUREL OAKS - EVE
<b>Health Sciences</b>			
Medical Assisting	DAY		
Nursing	DAY		
Practical Nursing		DAY	
Phlebotomy Certificate	DAY		
Medical Assistant Tech. Certificate	DAY		
<b>Human &amp; Social Services</b>			
Human & Social Services	EVE	DAY	
Human & Social Services: Chemical Dependency	EVE	DAY	
<b>Law Enforcement</b>			
Law Enforcement	EVE		

# Faculty/Staff Contacts

Technical Programs	Central Campus (Hillsboro)	Brown Campus (Mt. Orab)	Off Site Location	General Education
<b>Business</b>				<b>English &amp; Communications</b>
Accounting	<b>Travis Martin</b> x4670 tmartin@sscc.edu			<b>Rainee Angles</b> x2794 rangles@sscc.edu
Business Management	<b>Jeff Tumbleson</b> x3678 jtumbleson@sscc.edu			<b>Kenneth Holliday</b> x4679 kholliday@sscc.edu
Business Mgmt - Ag Concentration			<b>Jeff Tumbleson</b> x3678 jtumbleson@sscc.edu	<b>Annie Rankin</b> x2649 arankin@sscc.edu
Real Estate ( <i>ONLINE</i> )		<b>Jeff Tumbleson</b> x3678 jtumbleson@sscc.edu		<b>Jason Reynolds</b> x4694 jreynolds@sscc.edu
<b>Computer Sciences</b>				<b>Jeffrey Wallace</b> x3675 jwallace@sscc.edu
Computer Technology	<b>Josh Montgomery</b> x2736 jmontgomery@sscc.edu <b>Brian Birkhimer</b> x2738 bbirkhimer@sscc.edu			<b>Mathematics</b>
<b>Education</b>				<b>Robert Krauss</b> x3692 rkrauss@sscc.edu
Early Childhood Education		<b>Nicole Sheppard</b> x3665 nsheppard@sscc.edu		<b>Zachary Kronick</b> x5694 zkronick@sscc.edu
<b>Engineering</b>				<b>Amer Shaw</b> x4648 ashaw@sscc.edu
*Engineering: Aviation Maintenance			<b>Jeff Montgomery</b> x2530 jlmontgo@sscc.edu <b>Michelle Callender</b> x2840 wcallender@sscc.edu	<b>Bill Worpenberg</b> x3679 bworpenberg@sscc.edu
*Aviation: General and Airframe			<b>Jeff Montgomery</b> x2530 jlmontgo@sscc.edu <b>Michelle Callender</b> x2840 wcallender@sscc.edu	<b>Arts &amp; Humanities</b>
*Aviation: Powerplant			<b>Jeff Montgomery</b> x2530 jlmontgo@sscc.edu <b>Michelle Callender</b> x2840 wcallender@sscc.edu	<b>Samuel Ginn</b> x2721 sginn@sscc.edu
Electromechanical Engineering	<b>James Barnett</b> x2746 jbarnett@sscc.edu			
Mechanical Design Technology	<b>James Barnett</b> x2746 jbarnett@sscc.edu			
<b>Health Sciences</b>				
Medical Assisting	<b>Rhonda Davis</b> x2639 rdavis@sscc.edu <b>Lucinda Gibson</b> x2635 lgibson4@sscc.edu			
Nursing	<b>Julie Krebs</b> x2641 jkrebs@sscc.edu <b>Kim Tinnel</b> x2730 ktinnel@sscc.edu <b>Meg Storrs</b> x2640 mstorrs@sscc.edu			
Practical Nursing		<b>Julie Krebs</b> x2641 jkrebs@sscc.edu <b>Kim Tinnel</b> x2730 ktinnel@sscc.edu <b>Meg Storrs</b> x2640 mstorrs@sscc.edu		

# Faculty/Staff Contacts

Technical Programs	Central Campus (Hillsboro)	Brown Campus (Mt. Orab)	Off Site Location	General Education
Phlebotomy Certificate	<b>Rhonda Davis</b> x2639 rdavis@sscc.edu <b>Lucinda Gibson</b> x2635 lgibson4@sscc.edu			<b>Social Sciences</b>  <b>Jody Bishop</b> x3628 jabishop@sscc.edu  <b>Tom Payton</b> x2713 tpayton@sscc.edu
Medical Assistant Tech. Certificate	<b>Rhonda Davis</b> x2639 rdavis@sscc.edu <b>Lucinda Gibson</b> x2635 lgibson4@sscc.edu			<b>Natural &amp; Physical Sciences</b>  <b>Russel Clark</b> x2732 rclark10@sscc.edu  <b>Terry Flum</b> x2692 tflum@sscc.edu  <b>Amie Gardner</b> x3627 agardner@sscc.edu  <b>Tatiana Luna</b> x2645 tluna1@sscc.edu  <b>Rain Nielsen</b> x2647 rnielsen@sscc.edu  <b>Kelly Schradin</b> x2633 kschradin@sscc.edu
<b>Human &amp; Social Services</b>				
Human and Social Services; HSSR: Chemical Dependency	<b>Jeff Montgomery</b> x2530 jlmontgo@sscc.edu			
<b>Law Enforcement</b>				
Law Enforcement	<b>Robin Roche</b> rroche@sscc.edu			

**\*Additional location:**

**Engineering: Aviation Maintenance, Aviation: General & Airframe, and Aviation: Powerplant** are all offered at **Laurel Oaks** -- Jeff Montgomery x2530; jlmontgo@sscc.edu | Michelle Callender x2840; wcallender@sscc.edu

**For more information:**

The academic catalog contains official information for the current academic year. Please visit <https://www.sscc.edu/academics/catalog.shtml> to learn more.



# STUDENT AFFAIRS

Student Affairs provides students with assistance and resources needed for academic success. They offer services through Advising, Career/Personal Counseling, Tutoring, and Academic Skill Support to ensure each student guidance on their pathway to degree completion. For more information, please call the Dean of Student Affairs at 937.393.3431, Ext. 5510.

Student Code of Conduct: <https://www.sccc.edu/academics/catalog/chapter06-2023-2024.pdf>

## Academic/Career Advising

### Meet with an Academic/Career Advisor

Whether you are clear on your intended academic goals and career choice or not sure where to start, meeting with an academic/career advisor can be one of your best investments of time. In fact, all new students meet with an academic/career advisor as part of the registration process to begin at Southern State. The advisor will explore your career goals with you and develop an academic plan that best fits your needs and lifestyle. There is an advisor at each campus available to assist you.

Career choice – What’s yours? Do you know what your strengths are? What kind of work environments would make you thrive? What in-demand career and education paths fit you best? How do you decide? Get help answering these questions and figuring out what to do about them by talking with your academic and career advisor <https://www.sccc.edu/services/advising.shtml>.

Check out these career choice muscle builders:

- <https://www.sccc.edu/career-explorer>
- <https://www.mynextmove.org/explore/ip>
- <https://ohiomeansjobs.ohio.gov/home>
- <https://www.bls.gov/ooh/>

Call 937.393.3431, Ext. 2825 to schedule an appointment.

## Learning Services & Tutoring

The Learning Services and Tutoring Center provides free, quality tutoring assistance and resources to ensure the academic success of our students. One-on-one mentoring and drop-in labs are available through virtual resources (Zoom / Canvas) and in-person options.

### Our students use tutoring services to:

- Reinforce the basics and tackle the tough concepts
- Understand learning styles and work on strategies
- Navigate technology
- Assist with time management and strengthen academic skills
- Receive feedback on writing assignments/problem solve through Math formulas
- Assist with exam prep and grade improvement

Writing and Math assistance is available through MyCanvas as well.

Call 937.393.3431 x2604 for tutoring access.

Contact the Learning Services and Tutoring Center at [tutoring@sccc.edu](mailto:tutoring@sccc.edu) or visit [www.sccc.edu/services/tutoring.shtml](http://www.sccc.edu/services/tutoring.shtml) for more information.



## Counseling Services

Available to current students is an Ohio Licensed Professional Clinical Counselor. The one-on-one counseling sessions will be provided as a free, confidential service to students who may be dealing with stress, grief and loss, adjustments to life changes, and other concerns.

Students can meet with the Counselor on Tuesday mornings and Wednesday afternoons at the Central Campus in Hillsboro as well as on Thursday afternoons at the Brown Co. Campus in Mt. Orab.

Elizabeth Crabtree can be reached at 800-628-7722, Ext. 2632 or by email at [ecrabtree@sscc.edu](mailto:ecrabtree@sscc.edu).

## Military/Veteran Support Services

If you are a current service member (active, guard or reserve), a veteran or a military affiliate family member, please contact our Service Member/Veteran Liaison, Michelle Callender at 937.393.3431, Ext. 2840.

For veterans or family members using education benefits for the first time, apply online at: <https://benefits.va.gov/gibill/>.

## Testing Center

The Southern State Testing Center offers a variety of testing services for Southern State students and for the general public. We provide a secure environment for candidates to complete proctored exams. The testing center has testing availability at both campus locations: the Hillsboro Testing Center is located in the 400 hallway on Central Campus in Hillsboro (Ext. 2792) and the Mt. Orab Testing Center is located on the second floor in room 200 on Brown County Campus in Mt. Orab (Ext. 4792). Most of our testing services are offered by appointment only, so call and schedule yours today. For more information, visit [www.sccc.edu/services/testing-center.shtml](http://www.sccc.edu/services/testing-center.shtml).

### Get Certified in:

- Microsoft Office ( Word, Excel, PowerPoint, Outlook, Access)
- CompTIA (A+, Network+, Security+)
- QuickBooks (Intuit Managerial Accounting Software)
- Autodesk (Certified User & Certified Professional)
- ServSafe (Food Safety Manager)



### GED® Testing

Official GED® Testing is located on Southern State's Central Campus in Hillsboro and the Brown Co. Campus in Mt. Orab. The GED® test is computer-based. Registration and payment are completed via [www.ged.com](http://www.ged.com).

### ACT WorkKeys

The ACT WorkKeys is a skills assessment test for those who are interested in or are currently working for employers that place an emphasis on the National Career Readiness Certificate (NCRC), which is the credential achieved by those who successfully complete the exam. Contact the Hillsboro Testing Center 937.393.3431 x2792 to schedule your assessment today.

# Graduation

## 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 at least a 2.0 ("C") grade point average 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. (The following developmental courses may not be used to satisfy a general elective or basic degree requirement: ENGL 0099, ENGL 1000, MATH 1106, MATH 1116, MATH 1117, MATH 1118, and MATH 1119.)
- Application for the diploma must be made in the Records Office one month prior to the start of the semester in which you expect to graduate.

## After Graduation

We continue to offer services to our alumni including career search and development. Check out the Student & Alumni Resources section at [www.sccc.edu/services/career-services.shtml](http://www.sccc.edu/services/career-services.shtml) for more information.

# Bookstore

Textbooks, supplies, clothing and other fun gear can be purchased at the bookstore located at Southern State's Central Campus in Hillsboro.

## Bookstore Refund Policy

- All sales final on last day of Drop/Add for semester.
- Receipts must accompany all returns.
- Books purchased in shrink-wrap cannot be returned once the shrink-wrap has been opened.
- Books may only be returned if in resaleable condition.
- Returns may be made at Central Campus only.

### Extended hours are available the first week of the semester.

For a schedule of those hours, contact the bookstore by calling **800.628.7722, Ext. 2698.**



## BOOKSTORE HOURS

Central Campus Hallway 200 Ext. 2698	Monday - Friday; 9 a.m. – 4 p.m.
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Online Bookstore also available via  
[www.sccc.edu/services/bookstore.shtml](http://www.sccc.edu/services/bookstore.shtml)

# Library

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The **Library** at Southern State provides an extensive collection including 330,000 electronic resources! Students also have easy access to library materials from across the state through **OhioLINK**, a consortium of over 90 academic libraries that offer more than 46 million items for quick delivery. Visit us at **library.sccc.edu** to learn more and connect to your academic goals.



**Need help** from a Librarian?  
Email **reference@sccc.edu** or stop by the Library located on the Central Campus as well as the Brown County Campus.

Current campus **library hours** can be found at **library.sccc.edu**

# Workforce Education

Whether you are a business with technology requirements or an individual looking for career training, Southern State is **committed to helping you succeed**. We have developed strategic partnerships to deliver cost-effective training solutions that will keep you or your workforce competitive. We offer:

- **Customized Training**- Southern State offers many types of training and programs, but we can go beyond our standard offerings and completely customize a program to meet your specific needs. Let us know what you need and we can design a non-credit, high-impact, condensed program to help you meet your company goals.
- **Business & Professional Development**- If you are a business owner, an individual seeking to advance your career or are looking for retraining due to layoff or disability, we can help.
- **Continuing Education** - Southern State offers short-term, non-credit courses for professional development or personal enrichment presented in a relaxed, flexible format. You can also learn a specific skill on almost any topic (business, computer applications, design, health care and technology just to name a few) through a convenient Ed2Go online course. For information, visit [www.ed2go.com/sscc/](http://www.ed2go.com/sscc/).

For a complete list of offerings we offer throughout the year, visit:  
<https://www.sccc.edu/academics/short-term-training/index.shtml>

For questions, please call Amy McClellan, Executive Director of Workforce Development, at 937.393.3431 x3510

# Truck Driving Academy

## Locations:

### Wilmington Pad

370 Davids Dr,  
Wilmington, OH 45177

*The Wilmington classroom portion will operate at the Brown County campus.*

### Pike County CTC

175 Beaver Creek Rd.  
Pike County, OH 45661

## Connect with us today!

Angie Devilbliss  
800.628.7722 x4560  
[www.sccc.edu](http://www.sccc.edu)

We offer a comprehensive, **affordable**, hands-on truck driver training program that exceeds Ohio requirements for obtaining your CDL (Commercial Driver's License). You can earn a Class A CDL license in **four weeks or eight weekends**, or a Class B CDL license in **two weeks**. Our approach means that most of your driving instruction time is spent in the truck; either on our closed course or on the road. Classes are small so you will be guaranteed the "behind-the-wheel" time that you need to begin your professional trucking career. And individual instruction means that you get quick answers and valuable driving experience. After completing the program, you have the potential to **earn \$45,000 to \$55,000 in your first year!**

The cost of our Class A program is \$5,750 and our Class B program is \$3,000. This includes instruction, licensing, and all endorsements. There are **no hidden or additional costs**. We offer:

- Classes starting once a month
- 160 hours: four weeks or eight weekends to obtain your Class A CDL license
- Two weeks to obtain your Class B CDL license
- Hands-on truck driver training
- Maximum behind-the-wheel driving time for each student
- Financial assistance if qualified
- Free lifetime job placement
- Free refresher training if needed

# Adult Opportunity Center (AOC)

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**The Adult Opportunity Center (AOC)** is a wonderful resource to college students. Classes are offered to assist students who are not quite ready for college or those who need assistance in only math or English. Whether you have been advised to come to the AOC after completing the placement test, or you are just feeling unsure, the AOC is a great place to start. The **classes are free** and **books and materials are furnished**. Classes are offered day and evening at both **campus locations plus 6 satellite sites**.

**For questions, please call 937.393.3431 x2687**

Services offered through the AOC include:

- **Basic Academic Skills** - improving reading, writing, and math.
- **High School Equivalency (HSE)** - preparing students with the competencies required to pass the recognized high school equivalency tests, including the GED®.
- **Life Skills** - developing competency with important everyday tasks such as study skills, time management, shopping wisely, budgeting, paying bills, and career awareness and readiness, etc.
- **Workplace Literacy** - partnering with employers to build a stronger workforce through customized educational programs.
- **College Readiness** - helping to prepare students who are interested in enrolling in college with workforce essential skills necessary for success.



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## Accessibility Services

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### Have Questions?

**Ryan Hall**  
Learning Services &  
Accessibility Coordinator  
800.628.7722 x2604  
rhall21@sscc.edu

Accessibility Services (AS) ensures equal opportunity and access for all members of the SSCC community. Central to the mission is the development of an academic environment that is accessible to all people without the need for adaptation.

AS coordinates and connects students with disabilities to campus resources. The Accessibility Coordinator reviews documentation eligibility according to the framework of the Americans with Disabilities Act. Accommodations and modifications are made on a case by case basis. These services include but are not limited to: accommodated test proctoring services, peer notetakers, sign language interpreters, alternate format textbooks, alternate assignments, assistive technology, and sincerely held religious beliefs and practices.

The Accessibility Coordinator is meeting students in person and/or online. To schedule an appointment, please call or email. Please specify if you would like to meet in person and your preferred campus, or via zoom.





# SOUTHERN STATE COMMUNITY COLLEGE

*Southern State Community College does not discriminate, in its programs or activities, against applicants, employees, or students on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, genetic information, or sexual orientation.*

*Questions about this should be directed to the Lead Title IX Coordinator, 100 Hobart Drive, Hillsboro, OH 45133; (937) 393-3431.  
The following person has been designated to handle inquiries regarding the non-discrimination policies:*

*Dr. Peggy Chalker, Dean of Articulation and Transfer and Director of Brown Co. Campus | Title IX Lead Coordinator  
350 Brooks-Malott Road, Mt. Orab, OH 45154 | pchalker@sscc.edu | 800.628.7722, Ext. 2880*

*For a complete list of Southern State's accreditations, please visit  
<https://www.sccc.edu/academics/catalog/chapter-2-catalog-general-info.pdf>*