Admission Procedures

Admission Procedures

Prospective students will find a courteous, professional staff of Admissions Representatives at Southern State who are willing and able to help. They may be contacted by phone at 1-800-628-7722, Ext. 2607 or by letter addressed to: Admissions Office, Southern State Community College, 100 Hobart Drive, Hillsboro, OH 45133.

Admissions

Southern State Community College is a state-supported institution. As enrollment ceilings permit, the following individuals will be accepted for admission:

- Any graduate of an Ohio high school who is a resident of Ohio.
- Out-of-state students who have graduated from high school.
- Students who have not completed high school but have successfully completed the General Education Development Test for high school equivalency. Applicants may demonstrate evidence of high school equivalency by submitting a satisfactory score report on the General Education Development (GED) Test. Information concerning the GED is available at the College or from the State Department of Education.
- Students beyond the compulsory school age (18) without a high school diploma or GED will be accepted as part-time students (less than 12 credit hours) for their first semester. Upon successful passing of the first semester, the student will become eligible to take a full-time class load.

Admission to the College does not ensure admission to a specific course or program of study. Separate application must be made for the Nursing, Medical Assisting and Allied Health Programs. Refer to program information under the "Academic Programs" section of this catalog. The College reserves the right to deny admission to any course or program in which there is documentation to indicate that the student can not succeed with reasonable accommodation.

It is important for prospective nursing students, medical assisting students, or allied health students to know that a past felony or misdemeanor conviction may disqualify him/her from taking the state licensure and/or credentialing examinations. See the appropriate Program Director for more specific information.

The College offers non-credit developmental courses and regular course offerings that provide applicants the opportunity to prepare themselves further for the program of their choice. Students may discover their need for these courses through the Placement Assessment procedure.

It is recommended that beginning freshmen take either the American College Testing Program Examination (ACT) or the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board for use in academic counseling. The Central and Brown County Campuses of Southern State Community College are ACT testing centers.

1. First-Time College Admission

a. Prospective students may apply online by going to the College website at www.sscc.edu/admissions/apply.shtml. High school students are urged to apply as early as possible in their senior year.

b. All applicants should submit a high school transcript or copy of GED certificate to the Admissions Office at the time of application. If an applicant plans to apply for any type of financial assistance, they must submit a final high school transcript or copy of their GED to receive financial aid if they are otherwise eligible. In addition, transfer students should submit official transcripts of prior college course work.

c. Applicants with disabilities must request modifications and must self-identify and begin requests in a timely manner. (See Disability Services under Academic Services in this catalog.)

d. Applicants will be notified of their acceptance to the College.

e. Before registration for classes, all new degree seeking students or students planning to take any Math or English must complete the Placement Assessment according to the policies listed under "Placement Assessment" on page 14. All degree-seeking students should meet with an advisor to plan course selection.

2. High School Admission

College Credit Plus Program

The purpose of the College Credit Plus (CCP) Program is to provide students in 7th grade through 12th grade who are intellectually and socially capable the opportunity to earn college and high school graduation credit through successful completion of college courses. Some academic programs at Southern State require the documentation of high school graduation or the GED for admission to the academic program and may exclude entrance under the College Credit Plus (CCP) Program.

Criteria for Admission

Complete the College Credit Plus (CCP) Application for Admission on the College website at www.sscc.edu/ccp and have your high school transcripts/academic record and state approved assessment scores (if applicable) sent to the SSCC Admissions Office.

After SSCC receives the student's CCP application and transcript, SSCC's Office of Admission will send student a letter and State Mandated Permission Slip that must be completed and scanned to admissions@sscc.edu, faxed to 937-393-6682, or mailed to Southern State Community College, 100 Hobart Drive, Hillsboro, OH 45133. The letter will also have information on how to schedule the Placement Assessment. Students may submit any state approved assessment score in place of the Placement Assessment. CCP students, or potential CCP students, may re-test one time per academic year.

Student must reflect a level of personal and social maturity which would make it possible for the student to adapt to a college level environment.

Two weeks after CCP Applicants assessment, student will be notified by mail of acceptance or denial into the program. If accepted, student will receive a State Mandated Student Questionnaire that must be completed and scanned to admissions@sscc.edu, faxed to 937-393-6682, or mailed to Southern State Community College, 100 Hobart Drive, Hillsboro, OH 45133.

First time CCP students taking courses on an SSCC campus or online, must meet with a designated CCP advisor.

All new students are required to complete the New Student Orientation prior to the beginning of their first semester. Orientation information will be sent to the student after he/she has registered for college courses.

CCP Guidelines

The subject matter of a course enrolled in under the college credit plus program may include mature subject matter or materials, including those of a graphic, explicit, violent, or sexual nature, that will not be modified based upon college credit plus enrollee participation regardless of where course instruction occurs.

Students enrolling in the program will be expected and required to perform at the same level as all regular students. CCP students are subject to the same policies and procedures, academic practices, and grading standards as all other Southern State Community College students.

Students enrolled at SSCC under the CCP program are not permitted to repeat courses and have those courses subsidized through the CCP program. It is the responsibility of the student not to attempt this repetition as payment for such repetition will not be presented to the state for reimbursement and could ultimately become the student's financial responsibility depending on the student's local school district policy.

Parents of students under 18 years of age need to be aware that all SSCC computers have free, unfettered access to the Internet. Southern State Community College computers do not use any type of filtering software.

The Family Educational Rights and Privacy Act (FERPA) applies to education records at all levels of education. At the point of becoming a Southern State student, FERPA rights become those of the student. A dependent student's information may be disclosed to the parent if the parent documents that they claim the student as a dependent for income tax purposes. Under the rules of the College Credit Plus program, the College reserves the right to communicate student record information with appropriate official(s) of the home high school.

SSCC will assign all CCP students with an academic advisor after the first semester has begun. Students should see their academic advisor prior to registration of each semester.

College Credit Plus will not fund remedial courses in SSCC English 0099 or below, MATH 1106, 1116, 1118, or 1119. In addition, CCP will not fund physical education courses, pass/fail courses, independent study courses, study abroad courses, courses with high fees or any other courses as outlined by state.

Students are permitted to participate in the CCP program during summer, fall, and spring semesters.

The state of Ohio requires any male student between the ages of 18 and 26 to be registered with Selective Service to be eligible for the in-state residency (for tuition purposes) at Ohio public colleges and universities.

3. Transfer Admission

a. 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.

   Students must have an official transcript sent to the Admission's Office before transfer credit will be awarded.

b. Applicants who have earned an A.A. degree or A.S. degree from an Ohio public college, with an overall GPA of 2.0 or better, and have met the Transfer Module, will receive transfer credit for all college level courses which they have passed.

c. A student wishing to transfer to Southern State Community College should be in good standing from the last college of attendance and transfer students must comply with all admission procedures.

d. A transfer student wishing to receive an associate degree must earn at least 20 semester hours of credit at SSCC or if seeking a 1 year certificate must earn at least 18 semester hours of credit at SSCC.

4. Transient Students

A transient student is defined as one who is regularly enrolled at another institution and who expects to return to that institution. An applicant for transient admission to Southern State Community College who is seeking full credit for courses taken should see his/her advisor at his/her home institution for appropriate procedures on transfer of credits. The following documents should be provided for transient admission:

- Completed SSCC Application for Admission
- Copy of applicant's high school transcript
- Copy of applicant's college transcript (only if needed to confirm course prerequisites)

All SSCC students who wish to complete course work at other institutions and have credit for such course work accepted by Southern State should obtain appropriate approval from the Records Office prior to registering at another college.

Placement Assessment

Southern State Community College conducts placement assessments in Mathematics and English usage for students new to the College. The following policies have been established:

• **Degree-Seeking Students** - All new students with no prior college course work who intend to earn a degree or obtain a certificate are required to take the placement assessment.

• **Transfer Students** - Based on the results of an evaluation of transfer credits, new students with prior college course work in Mathematics and English may, upon request, be excused from taking the placement assessment.

• **Non-Degree Students** - All new students who wish to take courses but do not intend to work toward a degree or certificate may not be required to take the placement assessment. However, non-degree students wishing to take any Mathematics or English courses will be required to take the assessment before enrolling in those courses. Additionally, non-degree students who later decide to enter a degree/certificate program will be required to take the assessment.

• **Students with Disabilities** - If you require special accommodations for the placement test, please contact the Disability Coordinator at 937.393.3431 x2604.

Students may take the placement test twice during their first academic year (first test and one retest). During future academic years, students are limited to one retest per year. Students are encouraged to retest if:

- results from the first test indicate a need for developmental courses
- test results do not reflect student's prior learning

The higher score from either test will be used for placement. Students may not take the placement test after enrolling in a course or sequence that is developmental in nature (ex. ENGL. 0097, ENGL. 0099). Placement tests may not be used as a substitute for passing developmental course(s).

Selective Service Compliance

Under the provisions 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 a tuition surcharge equal to that charged non-resident students. Students may be exempt from registering on the basis of one criteria on a list of exceptions. Selective Service Compliance questions should be directed to the Records Office.

Student Classification

- Full-time student: A student who is enrolled for 12 or more credit hours.
- Three-quarter-time student: A student who is enrolled for 9-11 credit hours.
- Half-time student: A student who is enrolled for 6-8 credit hours.
- Freshman: A student who has earned 29 credit hours or less
- Sophomore: A student who has earned 30 credit hours or more.

Student Resident Status

Residence, for tuition purposes, will be determined at the time of admission by the Records Office on the basis of the guidelines shown and information supplied on the Application for Admission and the request to change residency status form. Any student who registers improperly with respect to residence will be required to pay the non-resident tuition surcharge.

A) Intent and authority

1. It is the intent of the chancellor of the Ohio Department of Higher Education in promulgating this rule to exclude from treatment as residents, as that term is applied here, those persons who are present in the state of Ohio primarily for the purpose of receiving the benefit of a state-supported education.
2. This rule is adopted pursuant to Chapter 119. of the Revised Code, and under the authority conferred upon the chancellor of the Ohio Department of Higher Education by section 3333.31 of the Revised Code.

B) Definitions

For purposes of this rule:

1. "Resident " shall mean any person who maintains a twelve-month place or places of residence in Ohio, who is qualified as a resident to vote in Ohio and receive state public assistance, and who may be subjected to tax liability under section 5747.02 of the Revised Code, provided such person has not, within the time prescribed by this rule, declared himself or herself to be or allowed himself or herself to remain a resident of any other state or nation for any of these or other purposes.
2. "Financial support" as used in this rule, shall not include grants, scholarships and awards from persons or entities which are not related to the recipient unless such grants, scholarships and awards require residency of another state or nation.
3. An "institution of higher education" shall have the same meaning as "state institution of higher education" as that term is defined in section 3345.011 of the Revised Code, and shall also include private medical and dental colleges which receive direct subsidy from the state of Ohio.
4. "Domicile" as used in this rule is a person's permanent place of abode, so long as the person has the legal ability under federal and state law to reside permanently at that abode. For the purpose of this rule, only one domicile may be maintained at a given time.

5. "Dependent" shall mean a student who was claimed as a dependent, as defined in 26 U.S. Code section 152, dated 2011 on the filer's internal revenue service tax filing for the previous tax year.
6. "Residency Officer" means the person or persons at an institution of higher education that has the responsibility for determining residency of students under this rule.
7. "Community Service Position" shall mean a position volunteering or working for:
   a) VISTA, Americorps, city year, the peace corps, "Teach for America," or any similar program as determined by the chancellor of the Ohio Department of Higher Education; or
   b) An elected or appointed public official for a period of time not exceeding twenty-four consecutive months.
8. "Alien" means a person who is not a United States citizen or a United States national.
9. "Immigrant" means an alien who has been granted the right by the United States citizenship and immigration services to reside permanently in the United States and to work without restrictions in the United States.
10. "Nonimmigrant" means an alien who has been granted the right by the United States citizenship and immigration services to reside temporarily in the United States.

C) Residency for subsidy and tuition surcharge purposes

The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes:

1. A student whose spouse, or a dependent student, at least one of whose parents or legal guardian, has been a resident of the state of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.
2. A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.
3. A dependent student of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates. Documentation of full-time employment and domicile shall include both of the following documents:
   a) A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative certifying that the parent, legal guardian or spouse of the student is employed full-time in Ohio.
   b) A copy of the lease under which the parent, legal guardian or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent, legal guardian or spouse is the owner and occupant; or if the parent, legal guardian or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent, legal guardian or spouse resides at that residence.
4. A veteran, and the veteran's spouse and any dependent of the veteran, who meets both of the following conditions:
   a) The veteran either (i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.
   b) If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in this state as of the first day of term of enrollment in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and the spouse or dependent seeking residency status have established domicile in this state as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty, has been declared to be missing in action or a prisoner of war, or is deceased after discharge, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division. Domicile as used in paragraph (C)(4)(b) of this rule shall have the same meaning as used in paragraph (C)(3)(b) of this rule.

5. A veteran who is the recipient of federal veterans' benefits under the "All-Volunteer Force Educational Assistance Program," 38 U.S.C. 3001 et seq., or "Post-9/11 Veterans Educational Assistance Program," 38 U.S.C. 3301 et seq., or any successor program, if the veteran meets all of the following criteria:
   a) The veteran served at least ninety days or active duty.
   b) The veteran enrolls in a state institution of higher education, as defined in section 3345.011 of the Revised code.
   c) The veteran lives in the state as of the first day of a term of enrollment in the state institution of higher education.
6. A person who is the recipient of the federal "Marine Gunnery Sergeant John David Fry" scholarship or transferred federal veterans' benefits under any of the programs listed in paragraph (C)(5) of this rule, if the person meets both of the following criteria:
   a) The person enrolls in a state institution of higher education.
   b) The person lives in the state as of the first day of a term of enrollment in the state institution of higher education In order to qualify under paragraph (C)(6) of this rule, the veteran's period of active duty must have been at least ninety days.
7. A person who, while a resident of this state for state subsidy and tuition surcharge purposes, graduated from a high school in this state or completed the final year of instruction at home as authorized under section 3321.04 of the Revised Code, if the person enrolls in an institution of higher education and establishes domicile in this state, regardless of the student's residence prior to that enrollment.

D. Additional criteria which may be considered in determining residency may include but are not limited to the following:

1. Criteria evidencing residency:
   a) If a person is subject to tax liability under section 5747.02 of the Revised Code;
   b) If a person qualifies to vote in Ohio;
   c) If a person is eligible to receive Ohio public assistance;
   d) If a person has an Ohio's driver's license and/or motor vehicle registration.
2. Criteria evidencing lack of residency
   a) If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of public assistance, or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation);
   b) If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of public assistance (see paragraph (D)(2)(a) of this rule).
3. For the purpose of determining residency for tuition surcharge purposes at Ohio's state-assisted colleges and universities, an individual's immigration status will not preclude an individual from obtaining resident status if that individual has the current legal status to remain permanently in the United States. However, a student shall not be granted residency status if the alien is not also an immigrant or a nonimmigrant.

E. Exceptions to the general rule of residency for subsidy and tuition surcharge purposes:

1. A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes.
2. A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.
3. A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.
4. A person who is transferred by his employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment.
5. A person who has been employed as a migrant worker in the state of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.
6. A person who was considered a resident under this rule at the time the person started a

community service position as defined under this rule, and his or her spouse and dependents, shall be considered a residents of Ohio while in service and upon completion of service in the community service position.

7. A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than fifty percent of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio.
8. A person who is a member of the Ohio national guard and his or her spouse and dependents, shall be considered residents of Ohio while the person is in Ohio national guard service.

F. Procedures

1. A dependent person classified as a resident of Ohio for these purposes under the provisions of paragraph (C)(1) of this rule and who is enrolled in an institution of higher education when his or her parents or legal guardian removes their residency from the state of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.
2. In considering residency, removal of the student or the student's parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio residency status otherwise established under paragraph (C)(1) or (C)(2) of this rule.
3. For students who qualify for residency status under paragraph (C)(3) of this rule, residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than twelve months after accepting employment and establishing domicile in Ohio.
4. Any person once classified as a nonresident, upon the completion of twelve consecutive months of residency, must apply to the institution he or she attends for reclassification as a resident of Ohio for these purposes if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is or in the preceding twelve consecutive months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident. Evidentiary determinations under this rule shall be made by the institution which may require, among other things, the submission of documentation regarding the sources of a student's actual financial support.
5. Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification.
6. Any institution of higher education charged with reporting student enrollment to the chancellor of the Ohio Department of Higher Education for state subsidy purposes and assessing the tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Ohio residency for purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination under this rule.