

STARK STATE COLLEGE STUDENT HANDBOOK

RESOURCES FOR ACADEMIC AND CAREER SUCCESS

Student success is the goal of every student attending Stark State College. Every faculty and staff member at the College is dedicated to helping our students achieve student success. Taking advantage of the resources listed below will help Stark State students achieve their goals and dreams.

ACADEMIC ADVISING

The academic advising process at Stark State College is a significant aspect of student development. More than helping schedule courses, the process helps students fulfill their potential. To achieve this objective, the faculty and the counseling personnel are available to advise students in person or online. Every faculty member is an advisor to students enrolled in his/her course. The faculty member is the best source of information pertaining to a course. Students enrolling for 18 or more credit hours must have an academic advisor's signature. All non-major students are assigned to counselors in Student Services. All other students are assigned to faculty advisors in their technology. During the pre-registration process, current students should seek the advising services from their advisors. Academic advising is required for all first-time students at SSCT taking more than one course and for students experiencing academic difficulty.

Depending on student need, the academic advising process may involve:

- analysis of the student's long-range aspirations, goals and abilities.
- analysis of educational and career objectives.
- selection of academic major.
- planning course sequence in academic major.
- class scheduling.
- continuous assessment and possible referral.

COUNSELING SERVICES

Students are encouraged to take advantage of advising services. Students will find the name of their advisor printed on their enrollment confirmation form also available on the Web site.

TEACHING AND LEARNING DIVISION

The Teaching and Learning Division is an umbrella of services that assist students in developing problem-solving skills and techniques allowing them greater opportunity for success. The office also provides a center for student personal support and referral information. *Room B230*

TUTORING AND ACADEMIC SUCCESS CENTER (TASC)

Successful completion of any college curriculum requires mastery of fundamental mathematics and language skills, as well as basic study skills; yet many college students lack proficiency in one or more of these areas. The Tutoring and Academic Success Center helps students meet their academic goals by providing a collection of educational services in a comfortable setting. Tutoring is available each semester. An updated schedule is on the College Web site under the Academic section, as well as outside the Tutoring Center. Faculty and student tutors are available at scheduled times by subject. There are no sign-ups or charges for this service. Additional services include computer-based instruction and tutorials,

video instruction, word processing, and Internet access. Instructional technicians are available to assist students, and service is designed to provide direct support for selected courses for both students and faculty. There is no charge or need for an appointment to use the Center. *Room C106*

THE TESTING CENTER

The Testing Center offers both computer-based and pencil-and-paper testing for specific courses. Some courses provide students with computer-based testing that allows students in those courses to take tests outside of class in the Testing Center within a timeframe of usually three to four days. This service allows for more instructional time in class and also provides the students with an opportunity to become familiar with this technology. This is an additional advantage for students, as many licensure exams are now computer-based.

STUDENT SUCCESS SEMINARS

Each term, information regarding college success is presented to students either in the classroom or through free seminars. For information about topics or times, stop by The Teaching and Learning Office or visit www.starkstate.edu/teachingandlearning. *Room B230*

TRIO STUDENT SUPPORT SERVICES

The TRIO-SSS project is a federally-funded program offering a wide variety of support and academic services to qualifying students who meet at least one of these requirements: low-income as defined by federal guidelines, first generation college student (neither parent holds a bachelor's degree), or a student with a disability. The services provided are education and career planning, advising, tutoring, and educational counseling. *Room B230*

ACADEMIC SUPPORT

Students needing assistance with academic support can receive individual educational counseling in areas such as study skills, test anxiety, time management, and other college success skills. All information shared during Teaching and Learning Division activities is kept strictly confidential. *Room B230*

FINANCIAL AID

The College participates in a variety of federal and state aid programs to help meet the financial needs of students. These programs include grant assistance, work-study, scholarships, and student loans. To apply for financial aid, go to www.starkstate.edu/finaid or contact the Financial Aid Office for an application packet. Additional guidelines regarding student financial aid are available on the Web or in the Financial Aid Office. *Room S306*

STUDENT ASSESSMENT

All incoming students are required to take an assessment test prior to registering so that they are properly placed in college courses. Stark State students can expect to participate regularly in a variety of assessment activities in the classroom. These are designed to evaluate both student learning and the effectiveness of the educational services we provide. The information the College gains from assessment is necessary for us to maintain our goal of continuous improvement of our learning community.

STARK STATE DIGITAL LIBRARY

The Stark State Digital Library, adjacent to the College Atrium, is a collection of digital information, resources, links, services and people. An in-person librarian provides assistance and computer services to students and classes. Refer to the College Web site for hours and more information.

THE LIBRARY/LEARNING RESOURCE CENTER

The Learning Resource Center is located east of the main student parking lot. This facility serves both Stark State College and Kent State University-Stark Campus. Refer to the College Web site for current hours.

LOCKERS

Students interested in renting a locker may do so through *mystarkstate* or the Cashier's Office. Full size and half size lockers are available. Locker assignment will be posted to *mystarkstate* approximately one week before the start of the semester.

PARKING

The College requires parking permits for students, faculty and staff who park on campus. Parking regulations are closely monitored by Campus Security. Special spaces are available for disabled students with valid stickers. A campus parking guide is available in the Campus Security Office. *Room S104*

SECURITY

In the event of an emergency on campus, Security can be contacted directly by dialing 330-704-2582 or by dialing Ext. 4911 from a College office phone. Emergency phones are located throughout the campus. These phones are to be used for police, fire and emergency only. For a list of crime statistics and other security related information, refer to the College Web site at www.starkstate.edu/security or stop by the Security Office. *Room S104*

STARK STATE BOOKSTORE

Textbooks, supplies and retail items are available in the College Bookstore. The College Bookstore is open year round and also provides postage stamps and laminating services.

STUDENT EMAIL

Stark State College provides email accounts for all students. Access is available from any Web-enabled computer at the College, at home or any other location that has access to the Internet and a Web browser. Information and access to the student email site is at <http://email.starkstate.net>.

OPEN COMPUTER LAB

The College provides an Open Lab for student use. The lab contains computers and printers that can be used by any student for individual work. Many of the application programs used at the College are available on these computers. In addition, computers for use by students are available in the College Atrium. *Room B214, C105 and College Atrium*

CANCELLATION OF SCHOOL

If the College closes for weather or other reasons, Stark State College makes such announcements on the College Web site at www.starkstate.edu, via a message on the College phone system at 330-494-6170, and through announcements on local radio and television stations, especially WHBC (1480 AM). The College also offers text messaging notification for weather and other closings. Students may register for this free service at www.starkstate.edu/studentalert.

INTERFAITH CAMPUS MINISTRY

Interfaith Campus Ministry serves all Stark State students, faculty and staff through personal counseling (crisis, family, loneliness, and stress), support groups and study groups, and is a link between the campus and religious communities. Interfaith maintains an office in the Career Services Office area of the Student Center. *Room S100*

CIVIL RIGHTS COMPLIANCE COORDINATOR

The dean of student services acts as the Title IX and Section 504 coordinator for Stark State College. The dean handles all student grievances in accordance with the Title IX and Section 504 regulations, which incorporate appropriate due process standards and provides for the “prompt and equitable resolution of complaints,” filed on the basis of sex and/or handicap.

DISABILITIES SERVICES

Stark State College provides assistance to students with documented disabilities in order to maximize educational opportunities and develop individual potential. The disability support services staff assists students with disabilities by providing academic support services, academic counseling, career counseling, adaptive devices, interpreters and note takers. Handicapped parking (by permit) is available, as well as adapted restrooms, elevators, electric doors and Braille tactual room signs. The College’s Disability Support Services Office coordinates various services with academic and non-academic offices and serves as a liaison between the College community and state/local agencies. *Room 305*

NEW STUDENT ORIENTATION

The College provides an orientation program to help new students understand and adjust to college policies, services, faculty and programs. Registered students are notified of the date and time of orientation. Information is also posted on the Web and the *mystarkstate* portal.

CAMPUS PRESCHOOL CENTER

Interfaith Campus Ministry operates a Pre-school and Child Care Center to serve the needs of students, faculty, and staff and the surrounding community. The Center is located at John Knox Presbyterian Church, 5155 Eastlake Street N.W., North Canton, across the street (Frank Avenue) from the campus; 330-499-0909. This Center provides care for 100 children ages 6 weeks to 12 years of age. Center hours are Monday through Friday, 7 a.m. to 6 p.m. Child care is scheduled according to a student’s course hours. Also, kindergarten - fifth graders are enrolled in the Before and After School program. The Center is licensed to operate by the State of Ohio under the laws and rules governing child day care centers.

HOUSING

Stark State College does not provide campus housing. Students who require assistance in locating off-campus housing should refer to local newspapers or local realtors in the area.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the governing body for and official voice of the Stark State College student body and assumes a role in institutional governance. SGA represents student views and opinions to the administration of the College and provides student representatives to the appropriate institutional governance committees. For more information contact the Office of Student Life at 330- 494-6170, Ext. 4237. *Room S303*

INTER-CLUB COUNCIL

Student leaders from sanctioned student clubs comprise the Inter-Club Council (ICC). This council coordinates club activities on campus, initiates student involvement in community projects and offers tutoring and support to fellow students. Students are encouraged to attend the ICC open meetings and meet with their representatives. An ICC meeting is scheduled once a semester. Contact the Office of Student Life at 330-494-6170, Ext. 4237. *Room S303*

CLUB ACTIVITIES

Stark State College has a variety of social clubs and exciting activities to provide students an opportunity to pursue an interest or talent in an organized environment with other students. Students are encouraged to take an active role and get involved in student activities at Stark State College. Contact the Office of Student Life at 330-494-6170, Ext. 4237. *Room S303*

STUDENT CLUBS

- American Society of Civil Engineers (ASCE)
- American Society of Mechanical Engineers (ASME)
- Animation Club
- Association of Information Technology Professionals (AITP)
- Association for Medical Laboratory Technicians (AMLT)
- Business Leaders at Stark State College
- Chess Club
- Cultural Diversity Club
- Engineering Technology Club
- Environmental Club
- Institute of Electrical and Electronic Engineers (IEEE)
- Institute of Management Accountants (IMA)
- International Club
- Kappa Delta Pi International Honor Society in Education
- Phi Theta Kappa Honor Society
- Respiratory Care Club
- Ski and Snowboarding Club
- Society of Manufacturing Engineers (SME)
- Society of Women Engineers (SWE)
- Stark Raving Writers
- Stark State College Association of Medical Assistants
- Student Ambassador Program
- Student American Dental Hygienist Association (SADHA)
- Student Government Association/InterClub Council
- Student Health Information Management Association (SHIMA)
- Student Informer - Student Publication/Newspaper
- Student Nurse Association-Stark State College (SNA)
- Student Occupational Therapy Assistants Club (SOTA)
- Student Physical Therapy Assistant Club (SPTA)
- Students in Human and Social Service Services Club
- TOPS (Taking Off Pounds Sensibly)
- Veteran's Club

For more information: visit the Office of Student Life. *Room S303*

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

Phi Theta Kappa is an honor society that recognizes and encourages scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. SSCT's chapter, Beta Gamma Epsilon, requires a cumulative GPA of 3.75 with 16 hours completed in degree-related courses. Students who qualify receive a letter of invitation during the fall, spring, or summer semester. A cumulative GPA of 3.4 must be maintained after induction to remain in good standing. For information, call 330-494-6170, Ext. 4237. *Room S303*

KAPPA DELTA PI HONOR SOCIETY IN EDUCATION

Stark State's Alpha Delta Kappa chapter of Kappa Delta Pi Honorary Society, organized in 2007, recognizes excellence in education. Graduates exhibit outstanding leadership and scholarship in education. Kappa Delta Pi has more than 50,000 members in 550 collegiate and professional chapters in

colleges, universities, and communities throughout the United States and around the world. For information, call 330-494-6170, Ext. 4501. *Room G103*

CAREER SERVICES

The mission of the Career Services Office is to assist students and alumni in developing career planning skills, acquire experience, master job search strategies and seek employment in their fields. *Room S100*

Career Center Information

The following information is maintained in the Career Center:

- Information on employers for student research
- Information on various careers in the form of publications, videos, and the job outlook
- Current materials and information on the job search which include books and videos on resumes, cover letters, interviewing and other related topics

Job Search Assistance

The Career Services Office provides one-to-one assistance on all aspects of the job search, including help with resumes, cover letters and interviewing. All students are encouraged to become familiar with the Career Services Office their first semester.

Student and Part-time Jobs

The Career Services Office maintains a job board outside of Room S100 where student and part-time jobs are posted. Notices of job openings are received from area employers and individuals, and are available to all interested students. *Outside Room S100*

Online Job Board (College Central Network)

Approved students and alumni are eligible to use the Stark State College online job board after completing a registration process. After registered, students/graduates will be able to search jobs and e-mail a resume to employers. Employers will also be able to search resumes and contact candidates directly for job opportunities. All students are encouraged to meet with a career services representative to learn more about the use of the College Central Network. Once approved, students/graduates may use the College Central Network 24 hours a day, seven days a week.

Work-Based Learning Program (Professional Work Experience)

The Career Services Office works with students to help match them with employers for professional work experience opportunities. The student should have a minimum 2.0 GPA, sophomore standing and have relevant coursework completed in the declared major. This program is designed to help students obtain experience in their major while they are going to school.

Career Guidance Program

The Career Guidance Program can help students who are:

- just entering Stark State College and unsure about career objectives
- disenchanted with present or past career choices
- preparing to make the transition from a homemaker to career person
- midlife career changers seeking more career satisfaction
- divorced, widowed or separated and want to start a career or prepare for a better one

The program will measure aptitudes, interest, values and may be summarized with a counseling session. More information on this program is available from the Student Services Office. *Room S305*

OFFICE OF MULTICULTURAL STUDENT AFFAIRS

Stark State College acknowledges respects and values differences among its students. The Office of Multicultural Student Affairs has been created to provide services to students of various ethnic and cultural backgrounds to enhance each student's campus experience. The Office is designed to serve in the following capacities:

- academic advising
- referrals for scholarships, financial assistance, career counseling, tutoring, mentoring and internship program.
- coordination of various services with other academic and non-academic Stark State Offices
- multicultural programming to the campus community

The Multicultural Affairs Office is located in the Office of Admissions/Student Services. **Room S307.**

ACADEMIC POLICIES AND PROCEDURES

Academic policies and procedures are designed to assist Stark State students in achieving academic success. The governance of the College routinely reviews policies and procedures to support student success and to promote the academic quality of our College. All current and official policies and procedures are maintained on the Stark State College Web site at www.starkstate.edu/policies at all times, *including but not exclusive to:*

ACADEMIC FORGIVENESS
ACADEMIC HONORS
ACADEMIC PROBATION AND DISMISSAL
ACADEMIC REGULATIONS
APPEALS
ATTENDANCE
AUDITS
COLLEGE COMPUTING RESOURCES
CONCEALED WEAPONS
COMPUTER USAGE
COURSE SUBSTITUTION
CREDIT BY PROFICIENCY EXAM
CREDIT RESIDENCY REQUIREMENTS
CROSS-REGISTRATION
DEAN'S LIST

EARLY ALERT
GRIEVANCE PROCEDURES
GRADE APPEALS
GRADING SYSTEM
GRADUATION REQUIREMENTS
HONESTY IN LEARNING
INCOMPLETE
LATE REGISTRATION
PRESIDENT'S LIST
PROBATION
STUDENT RECORDS
TRANSCRIPTS
TRANSFER CREDIT
WITHDRAWAL

The site is searchable at www.starkstate.edu/policies by opening the link marked **Complete P & P (PDF)**, then right-clicking on the document and typing in the search phrase listed above. Students are responsible for being familiar with and adhering to College policies and procedures. Students without internet access may use open labs to access www.starkstate.edu/policies. Requests for printed copies of policies and procedures, or questions regarding any policy or procedure, should be directed to the Office of Student Services. **Room S305**

COLLEGE COMMITMENT TO SCHOLASTIC HONESTY, STUDENT INTEGRITY AND HONESTY IN LEARNING

*Student integrity and scholastic honesty are an integral part of the College's scholastic standard, academic quality and a foundation for our society. Faculty, staff and students are responsible for promoting honesty in learning. Students are responsible for reading and following the **Honesty in Learning Policy** available at www.starkstate.edu/policies. Any student who violates or assists another to violate the **Honesty in Learning Policy** will be penalized.*

HONESTY IN LEARNING

Stark State College of Technology supports honesty in learning as an institutional value; therefore, dishonesty – such as cheating, plagiarism, or furnishing false information to the College or its staff – will

subject a student to disciplinary action which may include dismissal from the College. Faculty, staff and students are responsible for promoting honesty in learning. Students are responsible for being familiar with the policy located in the Student Handbook. Any student who violates or assists another to violate the Honesty in Learning Policy will be penalized.

- Plagiarism – According to the Council of Writing Program Administrators, “In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.”
- Coursework – Work done for class, which a student submits as the student’s own work, will not contain that which has been obtained from another, other than properly credited references, sources, and citations. The work which a student submits will be prepared in accordance with course guidelines.
- Exams – Work done on a test, exam, or quiz will be the student’s own and will not contain that which has been obtained from an inappropriate source. A student will not obtain nor seek to obtain advanced access to questions or advance copies of a test, exam or quiz without the instructor’s permission.

Procedures regarding violations of the Honesty in Learning Policy are contained in the *Policies and Procedures Manual*.

STUDENT RECORDS

DISSEMINATION OF STUDENT RECORDS POLICY and PROCEDURES

Copies of *Section 3357:15-19-04 (Student Records)* of the *Policies and Procedures* as adopted by the Board of Trustees of Stark State College shall be made available by the Office of Admissions/Student Services to any student desiring the same.

STUDENT PRIVACY REGULATIONS

The College has implemented the statutory requirements pertaining to the access, inspection, and review of student records, in accordance with the *Family Education Rights and Privacy Act of 1974*.

RELEASE OF STUDENT RECORDS TO EXTERNAL AGENCIES

Information will not be released from a student record or file to external agencies or persons without the express written consent of the student except as provided by *Section 438(b) of Public Law 93-380*.

STUDENT RECORDS

Student records include all official records, files and dates directly related to a student who has attended classes at Stark State College. This includes all material that is incorporated into the student’s cumulative record folder, which is intended for College use or to be available to parties outside the College. This information includes specifically but not necessarily limited to identifying date, academic work completed, level of achievement (i.e. grades, standardized achievement test scores), attendance records, scores of standardized intelligence, aptitude, psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. These records are kept in the Academic Records/Registration Office. *Room S308*

All information entered in a student’s file is available for inspection by that student upon presentation of appropriate College identification except for that information described in *Section 3357:15-19-04 of the Policies and Procedures* as adopted by the Board of Trustees of Stark State College.

Students may request, in writing, the opportunity to inspect and review their records. The request should be made to the Registration Office and must specify records to be inspected and reviewed. Requests by students to inspect and review their records will be granted within a reasonable period of time, but such time is not to exceed 45 days after the request has been made. Records will be inspected and reviewed by the student in the presence of the Registration Office Staff. Records may not be changed or deleted during

the process of inspection and review. Students shall be advised of their right to challenge and the procedure to challenge any portion(s) of their College record. Upon written request the student shall be provided with a copy of that portion(s) of the College record subject to challenge.

DIRECTORY INFORMATION

At its discretion, Stark State College may provide “directory information” in accordance with the provisions of the *Family Education Rights and Privacy Act of 1974 (FERPA)*. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Stark State College includes the following: student’s name, address, telephone number, major and academic honors. Students may block the public disclosure of directory information by notifying the Office of Academic Records/Registrar’s Office in writing. Forms are available via the web or through the office.

Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Stark State College not to release any of this “directory information;” thus, any future request for such information from non-institutional persons or organizations will be refused.

Stark State College will honor requests to withhold directory information, but cannot assume responsibility to contact the student for subsequent permission to release this information. The College assumes no liability as a result of honoring a “hold” on such information.

Although the initial request may be filed anytime, requests for non-disclosure will be honored by the College until removed, in writing, by the student.

COLLEGE I.D. CARDS

Identification cards will be issued by mail to all students enrolled at the College. This card also serves as a student’s library card. Students are expected to carry I.D. cards at all times. Loss or theft of an I.D. card should be reported to the Academic Records/Registration Office. *Room S308*

TRANSCRIPTS

An official copy of a student’s record is issued upon a written request. Transcripts will not be issued to students who have unpaid financial obligations to the College. The College also issues unofficial transcripts upon written request. There is no charge for transcripts and there is a 24-hour turnaround time for processing. Transcripts are available in the Academic Records/Registration Office or may be requested on line at www.starkstate.edu/transcripts. *Room S308*

FEES AND REFUNDS

FEES

Stark State College reserves the right to change the schedule of fees at any time and without prior notice. For an explanation of the fee schedule, please see the most recent Class Schedule or contact the Business Office.

STUDENT INSTALLMENT PROGRAM (SIP)

This program is an alternative to the single payment of fees due at the beginning of each academic semester. For a \$15 non-refundable fee, registered students pay one-third of their fees by the published fee payment deadline as noted each semester in the Class Schedule and on the Web site. The remaining balance is divided into installments and is payable in approximately two 45-day increments. There are many guidelines students need to know before they elect to participate in this payment alternative. Students can obtain this information in the Student Services Office. *Room S305*

OPEN REGISTRATION

Registration after the announced open registration period will be permitted through the first week of classes each term. A *late* registration fee will be charged for those registering during late registration.

MEDICAL REFUNDS

In the event of a severe or life threatening medical condition to the student or an immediate family member, a student may appeal for consideration above and beyond the normal refund policy. Such appeals must be made in writing no later than 30 days after the end of the semester and fully explain the circumstances involved and specify the consideration desired. The appeal must be accompanied by a signed physician's letter explaining the medical condition. Verbal or incomplete requests will be refunded according to the normal refund policy. All appeals will be reviewed within 30 days of receipt and students will be notified of the determination in writing. Documentation should be given to the Bursar's Office.

OLDER CITIZENS

Citizens who are 60 years of age or older and have paid the application/matriculation fee, and the parking fee, may take credit courses free of charge on a space available basis.

REFUND SCHEDULE

Students who wish to withdraw from courses in which they are enrolled and which are being conducted in accordance with the class schedule must complete academic withdrawal procedures to qualify for a refund. The following regulations apply to refunds:

- Full refunds are given to students who enroll in classes that are cancelled by the College.
- Full refunds are given to students the College does not permit to enroll or continue in coursework.
- Refunding of fees for the above circumstances is automatic and students are not required to complete academic withdrawal procedures.
- The application fee and all miscellaneous fees are not subject to refund.
- Instructional fees, general fees, and tuition surcharge fees paid at the beginning of each semester are subject to refund to students who officially withdraw for valid reasons at the following rates:

16-week course

- Before the seventh day of the semester - 100% refund
- On the seventh through the ninth day of the semester - 80% refund
- On the tenth through the sixteenth day of the semester - 60% refund
- On the seventeenth through the twentieth day of the semester - 40% refund
- On the twenty-first day of the semester and beyond - no refund

10-week course

- Before the seventh day of the semester - 100% refund
- On the seventh through the eleventh day of the semester - 60% refund
- On the twelfth through the thirteenth day of the semester - 40% refund
- On the fourteenth day of the semester and beyond - no refund

8-week course

- Before the seventh day of the semester - 100% refund
- On the seventh through the eighth of the semester - 60% refund
- On the ninth through the tenth day of the semester - 40% refund
- On the eleventh day of the semester and beyond - no refund

5- week course

- Before the seventh day of semester - 100% refund
- On the seventh day of the semester and beyond - no refund

Please Note: In calculating the tuition cost incurred, the total cost of tuition will be used regardless of the payments that have been made. All outstanding fees will be deducted from all refunds prior to issue.

The first day of the semester is defined as the official starting day of the semester or portion of the semester. Days of the semester will be counted as any Monday through Friday that classes are in session. Weeks of the semester will be counted as starting on the first day of the semester and every week thereafter. Holidays, Saturdays and Sundays will not be included as days of the term for those refund sections counting days. Holidays, Saturdays and Sundays will be included as days of the term for those refund sections counting weeks. For those classes meeting only once a week on Friday, Saturday or Sunday, the 100% refund period will extend through the Tuesday after the first scheduled class or through the sixth day of the semester, whichever is later. Students who pay fees with VISA, DISCOVER or MASTERCARD and are eligible for a refund will be issued a credit to their credit card.

The Business Office will audit each registration. If fees are paid under mistake of law or fact, appropriate charges or refunds will be made. All refunds will be made within thirty days of withdrawal or schedule change.

STUDENT HEALTH INSURANCE

Students may subscribe to the Student Health Group Insurance Plan. This is a voluntary program to provide hospitalization insurance to those students no longer covered by their parent's policy. It should be noted that many family insurance plans do not cover children over the ages of 18 or 19. Forms are available in the Student Services Office. *Room S305*

STUDENT RIGHTS AND RESPONSIBILITIES

REGULATIONS FOR STUDENT BEHAVIOR

The College attempts to provide for all students an environment that is conducive to scholarship, social growth and individual self-discipline. In pursuit of this goal, we take for granted the fact that the large majority of students will maintain an acceptable standard of common honesty and decent human behavior. Students are expected to abide by local, state and federal laws, as well all rules and regulations printed in this *Student Handbook*. Students are also expected to abide by the College's *Policies and Procedures* as adopted by the Board of Trustees of Stark State College and posted on the www.starkstate.edu/policies. Students may also request copies of policies from the Office of Admissions/Student Services. *Room S305*

STUDENT BEHAVIOR

Students are free to express their views on issues of general interest. However, when the expression of such views interferes with the rights of those students whose principal objective is the peaceful and orderly pursuit of their formal education, such expression must be construed, as conflicting with necessary operation of the College and appropriate action will be taken.

In its broadest and most generic sense, the term "disruption" applies to behavior that persistently or grossly interferes with academic and administrative activities on campus. Ordinarily, such behavior actively hampers the ability of the other students to learn and of instructors to teach. Extreme forms of this behavior may even threaten the physical safety of students and staff.

The following is a specific, although not exhaustive, list of disruptive behaviors that commonly result in the administrative imposition of discipline:

- Persistent or gross acts of willful disobedience or defiance toward College personnel.
- Assault, battery, or any other form of physical abuse of a student or College employee.
- Verbal abuse of a student or College employee.
- Any conduct that threatens the health or safety of another individual (including any such action that takes place at an event sponsored or supervised by the College).

- Theft or damage to the property of the College or another student.
- Interference with the normal operations of the College (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other College activities including its public service functions).
- Use of personal portable sound amplification equipment (i.e., radios and tape players) in a manner that disturbs the privacy of other individuals and/or the instructional program of the College.
- Unauthorized entry into, or use of, College facilities.
- Forgery, falsification, alteration of/or misuse of College documents, records, or identification.
- Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials.
- Disorderly, lewd, indecent, or obscene conduct.
- Extortion.
- Breach of peace on College property or at any College-sponsored or supervised function.
- The use, possession, sale or distribution of narcotics or other dangerous illegal drugs on College property, or at any function sponsored or supervised by the College.
- Possession or use of alcoholic beverages on College property, or at any function sponsored or supervised by the College.
- Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College-sponsored activities.
- Smoking in classrooms or other unauthorized campus areas.
- Failure to satisfy College financial obligations.
- Failure to comply with directions of College officials, faculty, staff, or campus security officers who are acting in performance of their duties.
- Failure to identify oneself when on College property or at a College-sponsored or supervised event, upon the request of a College official acting in the performance of his/her duties.
- Gambling.
- Sexual harassment or sexual and racial discrimination.
- Violation of other applicable federal, state and local laws and College rules and regulations.
- Theft or other abuse of computer time, including but not limited to:
- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual identification and password.
- Use of computing facilities to interfere with the work of another student, faculty member or College official.
- Use of computing facilities to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the College computing system.
- Abuse of the judicial system, including but not limited to:
- Failure to obey the summons of a judicial body or College official.
- Falsification, distortion, or misrepresentation of information before a judicial body.
- Disruption or interference with the orderly conduct of a judicial proceeding.
- Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- Failure to comply with the sanction(s) imposed under the student code.
- Influencing or attempting to influence another person to commit an abuse of the judicial system.
- Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

TYPES OF DISCIPLINARY ACTION

If a student should be guilty of unbecoming conduct, violating College rules, regulations or policies, academic dishonesty, or should neglect academic duties, the College authorities will take such action, as the particular offense requires. The scope of College disciplinary actions are: (a) informal oral reprimand, (b) formal written reprimand, (c) administrative probation, (d) a definite period of suspension, (e) an indefinite period of suspension, and (f) expulsion. Monetary fines also may be levied on students to cover the cost of labor, materials and time to repair damaged items. In addition, disciplinary penalties for academic dishonesty may be imposed as set out elsewhere in this *Student Handbook*.

GUIDELINES FOR ADDRESSING ALLEGED VIOLATIONS OF REGULATIONS OR POLICY

Any breach of regulations or policy shall be reported to the dean of student services. Upon receiving such a report, the dean shall do whatever investigation deemed necessary. Once investigation is complete, the dean shall advise and explain the alleged conduct and disciplinary procedure to the student charged. At that time, the dean shall also advise the student of his/her right to make an appointment to meet with the dean to discuss the violation within 72 hours of the notice of the charge. At that meeting, the student shall have the opportunity to discuss his/her involvement in the incident with the dean. If the student fails to respond, or elects not to respond, he/she waives the right to resolve the alleged violation at this level and the dean will then move forward in the student's absence, with any determination in the case, including the appropriate discipline, if any, and issue a written decision.

APPEALS

- If the student and the dean of student services agree on the level of involvement and the level of discipline, the student may so indicate in writing and the matter shall be concluded. If an agreement on the level of involvement or the level of discipline is not reached, the student may elect to appeal to the Student-Faculty Court if the discipline involves suspension or expulsion. If a lesser level of discipline is to be imposed, or the student so chooses regardless of the level of discipline, the student may elect to appeal through the Administrative Review process.
- Administrative Review is used in the disciplinary process if the disciplinary action does not involve a suspension or expulsion, or if the student chooses to utilize this procedure regardless of the discipline imposed. Administrative Review must be initiated by a request for Administrative Review in writing to the dean of student services within 48 hours of receiving written notice of the dean's decision in the matter. In the Administrative Review process, the president of the College, or the president's designee, usually the provost shall review the facts of the incident; including any supporting materials and statements submitted in support of either the dean of student services recommendation or the student's position. If deemed necessary, the president or the president's designee may schedule a hearing with either or both parties before reaching a decision. Once the president or the president's designee has reached a decision, the determination and the discipline selected, if any is final and must be accepted by both the dean and the student. The president or the president's designee shall issue a decision in writing, providing a copy to both the student and the dean of student services. Students should be aware that the end result of such an Administrative Review process cannot be appealed.

In the event that the disciplinary action involves suspension or expulsion, the student may elect to appeal to the Student-Faculty Court by filing with the dean of student services a written notice within 48 hours of receiving written notice of the dean's decision, which sets forth the grounds for the appeal. Notification of the charge, date, time and place of the hearing shall be issued by the Court in writing at least 72 hours before the hearing is scheduled. Within 30 days of the filing of the notice of appeal, members of the Student-Faculty Court shall assemble to hear the case according to the following guidelines:

1. The chairperson shall read to the student the statement of the charges made against him/her.
2. The student charged shall be given the opportunity to briefly state his/her position with regard to the charges.

3. The College and/or the complaining party will be given the opportunity to present the facts of the case, including testimony by any witnesses.
4. The student charged may question the complaining party and witnesses at the hearing.
5. The student charged may present the other side of the case and witnesses if he/she so desires.
6. The members of the Court may question any of the participants in the hearing.
7. The College representative or the complaining party may question the student charged and witnesses.
8. The chairperson shall ask for any closing remarks the College, the complaining party or the student charged may wish to give.
9. After the information has been presented and received, the Court will go into deliberation. Only members of the Court shall be present during deliberation and the disposition of the case.
10. After deliberations are completed, the student charged shall be asked to return to the hearing room where the chairperson shall report and explain the decision of the Court.

Written notification of the decision shall be given to the student and to the dean of student services by the chairperson of the Court, and shall be final and binding. All disciplinary proceedings will be closed to protect the confidentiality of the student. Only principals in the case, their representatives, if any, and witnesses will be allowed in the hearing or witness rooms. The outcome of all disciplinary proceedings may become a part of the student's record.

The student charged does not have a right to representation by legal counsel at the hearing unless the College has legal representation. Students who have concurrent criminal charges pending against them are permitted to consult with counsel during the disciplinary hearing, but the role of counsel shall be limited as to consultation only.

Disciplinary action normally shall not take effect until all hearings and appeals have been exhausted. In the event that the dean of student services determines that the student charged has been arrested for violation of criminal laws which relate to the same incident in which the student is charged with breaking regulations or policies by the College, or the dean has a reasonable basis to believe that the student presents a threat of bodily harm or loss of property to other students or the College if he/she is permitted to continue in classes pending appeals because the student may commit further acts of a similar character, the dean may impose an interim suspension and the student shall be given prompt notice of charges and an opportunity to appear for a hearing within 14 days from the imposition of the interim suspension.

STUDENT GRIEVANCE PROCEDURES

If a student has reason to believe that he/she has been unfairly treated, and wishes to bring charges against a member of the College community, the procedures listed below are followed with respect to the faculty and/or administrators.

Cause

Within 15 school days from the time of the alleged grievance, any student who has reason to believe that he/she has been unfairly treated may initiate grievance procedures against the staff member in question. Students must contact the dean of student services prior to initiating grievance procedures.

Procedures

The student shall first discuss the matter with the staff member in question. If, however, the student cannot discuss the matter with the staff member, or if the student is not satisfied with the discussion, he/she may then:

- Within five (5) school days after consulting or attempting to consult with the staff member, bring the matter to the attention of the staff member's dean or immediate supervisor. This notification shall be in writing. The dean or immediate supervisor will attempt to resolve the matter within five (5) school days.

The dean or immediate supervisor shall communicate a decision to the student and staff member. If however, the student is not satisfied, he/she may then, within ten (10) school days:

- Bring the matter to the attention of the dean for student services, who shall, after conferring with the student, call either an informal or formal hearing according to the wishes of the student, within ten (10) school days.
- An informal hearing will be held between the student and other appropriate College representatives. If the student is satisfied with the outcome of the informal hearing, the process could end.
- A formal hearing will consist of the student, and if appropriate, his/her advocate, the aggrieved and his/her advocate, the dean for student services, the dean from the division of the aggrieved, and four (4) neutral faculty members, two (2) selected by the student, and two (2) by the aggrieved. If the results of either the informal or the formal hearing are not satisfactory to the grievant, further appeal will be as follows:
 - Desiring further appeal, the student shall, within ten (10) school days, bring the matter to the provost who shall then render a decision within ten (10) school days.
 - Desiring further appeal, the student shall, within ten (10) school days, go to the College president, who shall then render a decision within ten (10) school days.

The intent is to ensure that each and every step will take place as expeditiously as possible.

DISCRIMINATION GRIEVANCE PROCEDURE

Students of Stark State College who feel they are victims of discrimination on the basis of sex, disabilities, age, race or color may file a complaint with the College's Civil Rights Compliance Coordinator. Copies of the detailed *Grievance Procedure for Complaints Concerning Discrimination* are available to students upon request in the Office of Student Services. **Room S305**

PRACTICES FOR AFFIRMATIVE ACTION

The College will recruit all students without regard to race, religion, national origin, sex, age or disability. The College will administer its financial aid program without regard to race, color, religion, national origin, gender identity or expression, sexual orientation, age, disability or veterans' status.

Counseling and guidance will be offered to all students without regard to race, color, religion, national origin, gender identity or expression, sexual orientation, age, disability or veterans' status.

Student social and recreational programs will be administered without regard to race, color, religion, national origin, gender identity or expression, sexual orientation, age, disability or veterans' status.

MEDICAL PROBLEMS/ EMERGENCIES

Medical emergencies should be reported to the Reception Desk or the Security Office. Emergency telephones are also positioned throughout the College. The Jackson Township Fire Department provides an emergency ambulance service to transport persons requiring emergency medical treatment to a nearby hospital. Anyone with a medical problem should report this information to the Security Office.

DRUGS AND NARCOTICS

The use of illegal substance is in violation of civil or criminal laws. Stark State College will not and cannot protect a student from prosecution by the civil law. The College will invoke disciplinary penalties on any student who possesses, manufactures, consumes, provides, sells, or even shares illegal substances. For any student who is personally experiencing problems of substance abuse, the Office of Admissions/Student Services is available for guidance.

DRUG-FREE CAMPUS COMPLIANCE

The College considers the use of drugs as well as their abuse to be a very serious matter and one that cannot be tolerated on the campus. Illegal drug use poses health and safety hazards to employees and students. As a responsible source and participant with the Federal Government funding in many programs and activities, illegal drug use by anyone in the College jeopardizes Federal Government funding in light of the Federal Government's increasing efforts to combat drug abuse. Therefore, it shall continue to be the policy of the College to maintain a drug-free campus. The employees and students are notified that the unlawful manufacture, distribution, dispensing, possession, or use of any drug or controlled substance is prohibited on all College property and at any other location where the College is conducting business. It is expected that all students and faculty/staff will abide by the terms of this policy.

ALCOHOLIC BEVERAGES

The possession or consumption of alcoholic beverages on campus is prohibited.

SMOKE-FREE FACILITIES

State laws prohibit smoking in state-supported school buildings except in designated areas. Stark State College is a smoke-free facility. Smoking is permitted outside the buildings only.

CONCEALED WEAPONS

The use, possession or carrying of a handgun or other weapon by any person, who is not a professional law enforcement officer, on College property is prohibited and in violation of State law.

CHILDREN ON CAMPUS

While the College recognizes that arranging for child care is sometimes difficult, the College and its agents cannot be responsible for the safety of children brought into the classroom or left unattended on campus while parents attend classes or other activities. Both the safety of the children and the need for a proper learning environment indicate the need for the parents to make other arrangements for the care of their children during the time they are attending classes.

While it is up to the individual faculty member's discretion as to whether or not they allow children in their classroom in exceptional situations, children are not permitted in the following areas:

- Automotive Labs
- Center for Accelerated Learning Lab
- Computer Labs
- Office Administration Labs
- Engineering Labs
- Health Labs
- Science Labs
- Open Lab
- Placement/Admission Assessment Lab

A list of local childcare facilities is available in the Student Services Office. *Room S305*

TAPE RECORDING

The College has long recognized that the recording of instructional activities has the potential to be helpful in the learning process. The instructor must approve the use of recording devices in the classroom.

CELLULAR PHONES/PAGERS

The College does not permit cellular phones to be used in classrooms. Beepers and cell phones must have the sound turned off when in classroom.

ATTIRE

In today's society a standard for dress is difficult to interpret and enforce. It is not the intent of the College to take away an individual's uniqueness or creative expression through dress. The College does recognize that a person's appearance reflects something of the individual. It is expected that students

develop some degree of maturity that prompts pride in their dress and grooming. When dress goes beyond the boundaries of good taste, the College must accept the responsibility of informing the student.

LABORATORY EQUIPMENT

All laboratory equipment is to remain in the laboratory unless written permission is given by a member of the faculty. All equipment used during the class laboratory period is expected to be returned in good shape. Any breakage, loss or malfunction should be reported to the class instructor.

COMPUTING AT STARK STATE

INTRODUCTION

The use of computing facilities at Stark State College is a privilege and users are subject to compliance with certain principles designed to assure that all users have reasonable access to facilities and that the action of any one user will not adversely affect any aspect of the work or computer usage of another. The College's *Policy on Responsible Use of College Computing Resources*, these guidelines, as well as local, state and federal laws govern student computing. The use of College computing facilities for purposes that are illegal, unethical or in violation of the College's policies may result in temporary or permanent loss of privileges, criminal penalties and/or other disciplinary action. The policies can be viewed on the College's Web site or in the Student Services or Academic Computing offices.

CONDITIONS OF USE

- The computing resources of Stark State College are available for use by students currently enrolled at the College and other individuals granted special access by College officials. Persons who are not affiliated with the College are not permitted to use these resources.
- Computing resources at Stark State College are to be used for educational purposes only. Appropriate uses of these resources include, course related activity, independent study, authorized and independent research, and the official work of recognized College student and campus organizations. Users may not exploit these resources for commercial purpose or personal financial gain.
- Each user shall be responsible for proper usage as outlined in the College's *Policy on Responsible Use of College Computing Resources*. Users should be familiar with the ethical and legal standards pertaining to computer and network usage and are subject to both state and federal laws pertaining to such activity.
- User files left on hard drives or network drives are considered public and become property of the College. Users should save all work to removable media (e.g. CD-RW or USB drive).
- Stark State College makes no representations concerning the availability of service of its computing resources and the integrity or ability to retrieve material placed on such resources. Stark State College is not responsible for any damages resulting from the receipt and/or transmission of any electronic information. The College reserves the right to collect, process, and retain appropriate information pertaining to users and use of its computing resources.
- In no event will the College be liable for any damages, including lost files, emails, or other incidental or consequential damages arising out of the use or inability to use computing resources even if the College has been advised of the possibility of such damages, or for any claim by any other party.
- Stark State College reserves the right to change or amend these guidelines at any time.
- If these conditions are unacceptable to the user, then the user is advised to not take advantage of the College's computing resources.

ETHICS AND COMPUTER ACADEMIC HONESTY

Student users are reminded that computer-assisted plagiarism is still plagiarism. Please refer to the *College Catalog* for detailed information on this subject.

COMPUTER USE POLICIES

The following rules apply to all users and compliance with them may be monitored. Users shall never:

- bring food or drink into the labs.
- violate any software license agreement or copyright, including copying or redistributing copyrighted computer software or data.
- save work to local computer hard drives unless directed otherwise by the instructor or lab attendant.
- delete or copy files from computer hard drives unless directed by the instructor or lab attendant.
- load or run personal software programs or games on lab computers.
- deliberately crash or attempt to crash a system which is defined as the stoppage of a computer system due to a hardware or software failure in a component or system during operations, which renders it unavailable for use.
- install a virus or any type of malicious software.
- transmit or print language or images, which in the opinion of Stark State College officials, is obscene, vulgar, or abusive.
- leave a logged-on PC unattended (Stark State is not liable for loss of belongings or loss of PC work).
- use the College's computing resources to harass or annoy others, or to prevent them from legitimately using the facilities. Specifically, to use electronic mail to send unsolicited messages having obscene, demeaning, and/or menacing content.

STUDENT ID

Each student is assigned a permanent and unique User ID when they are accepted into the College. The ID consists of the student's first initial, last name, two digit birth month and two digit birthday. If more than one student has the same name and birth date then the birth day number will be increased by one digit until a unique user name is reached.

COMPUTER LAB ACCOUNTS AND HOME DIRECTORIES

The following rules apply to all users, and compliance with them may be monitored:

- Each student has a user lab account and home directory to use while they are an active student at the College (registered for at least one credit course). This account provides access to computer labs, the open lab and student VPN.
- User lab accounts are created at the start of each term for students registered for at least one credit class in that term. The student retains their permanent login name each time their account is created. A student's account may be terminated after withdrawal of the student from all classes in a term. All accounts are terminated at the end of the summer term and new accounts created at the beginning of the subsequent fall term. When an account is terminated, all information, files and any other data the student has stored in their user account is deleted and cannot be recovered.
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- Users must only use the computing resources and computer accounts, which have been authorized for their use by the College. Each user is responsible for all activities that take place associated with the use of his or her accounts. Resources may be used only for their authorized purpose and in a manner consistent with the policies of the College.
- Users must not, under any circumstances, attempt to use a computer account or computer resource for which they have not been granted access. The use of or attempt to access unauthorized computing resources is prohibited.
- Users may not authorize others to use their accounts or resources for any reason. It is expected that authorized users will take all necessary precautions (e.g. regular password maintenance, and disconnection from accounts or resources when not in use) to prevent unauthorized access.
- Users must report unauthorized use of their accounts to their instructor, the Helpdesk, or other appropriate College authority.
- The institution reserves the right to terminate accounts at any time for violations of College policies and procedures. Due process is described in this *Student Handbook* under *Student Rights and Responsibilities*.

VIOLATIONS

- Abuse of computing privileges is subject to disciplinary action. Disciplinary action is governed by the College's discipline policy outlined in the *Student Handbook* and may include loss of computing privileges and other disciplinary sanctions up to and including dismissal from the College. An abuser of the College's computing resources may also be liable for civil or criminal prosecution.
- It should be understood that nothing in these guidelines precludes enforcement under the laws and regulations of the State of Ohio. For example, if a user is found guilty of committing a crime as outlined in the Ohio statutes relating to criminal mischief, he or she could be subject to criminal penalties.
- If a user violates the College's computer policies, a written record of the violation(s) shall be maintained by the dean of student services and the following consequences can result:
 - Warning: Alerting a student to a regulation with the understanding that any recurrence of the behavior will result in disciplinary action.
 - Loss of Computer Privileges: Limitation or removal of computer privileges and accounts, including restriction from the use of computer facilities for a period specified by Stark State College officials.
 - Restitution for Damages: Reimbursement for repairs to computer-related material, equipment, hardware, software, facilities, and any other cost associated with the violation.
 - Other Consequences: Other disciplinary action may be taken.

LAB GUIDELINES

Access to the facilities of the College's labs is a privilege and users are subject to certain rules governing the use of the lab. Students are also responsible for any damage to lab equipment.

STUDENT PRINTING IN COLLEGE LABS

All students are assigned a printing account. At the beginning of each semester each student's account is given a credit for approximately 357 black and white print pages. There is no charge to the student for this initial credit. As students print, the account is debited based on the pages printed.

If a student uses all of the initial credit, they may purchase additional printing credits by buying a "Top-Up" card at the College Bookstore at the then current rate. Printed on the top of the card is the address of a College Web site. The student visits the Web site and enters the code on the "Top-Up" card. Their printing account is credited the amount of the card.

The student can view their printing account balance at any time by clicking a small icon on the desktop tray. Students are informed of their print account balance each time they print.

At the beginning of each semester, each student's printer account balance is reset to the initial credit at no charge to the student. There is no balance carryover from one semester to the next and there are no refunds to students who do not use all of their printing credits. Top-Up cards must be used in the semester in which they are purchased.

EMAIL AND ELECTRONIC COMMUNICATIONS GUIDELINES

Electronic communication resources are an official channel of communication within the College. Students are responsible for routinely reading and taking action on official information from the College sent to their SSCT email or the Emergency Announcements, Campus Announcements and Personal Announcements channels of the *mystarkstate* portal. Students may also be required to utilize ANGEL's communication tools. Failure to do so is not an acceptable excuse for non-compliance with official information sent via these communication channels. Refer to the Policy on Electronic Communications in the *College's Policies and Procedures* for additional information.

- The College provides each student with a Gmail email account hosted by Google. This account is created once the student is accepted into the College and at this time it is a permanent account. The format of the email address is: *student's User Account Name@starkstate.net*.
- All rules and regulations for the Gmail account as well as Stark State College policies and guidelines must be observed.
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- Students should identify themselves as the originator of email messages, and refrain from using email for any purpose that is not consistent with the policies regarding the conduct of students at the College.
- Use restraint and observe the rules of “netiquette” (listed below) in all email communications.
- Don’t send messages or postings that may be construed as abusive or offensive.
- Don’t send messages or postings for commercial or personal gain.
- Don’t propagate chain letters or send the same message to multiple inappropriate newsgroups.
- Respect the laws governing the use of copyrighted, intellectual property, which includes computer software.

STARK STATE EMAIL “NETIQUETTE”

Students are required to observe rules of etiquette when using the Internet and email systems:

- Emails should always be respectful.
- Disruption in the form of disrespectful and/or offensive language including profanity, sarcasm, language that threatens or teases in any way, or language that is racist, sexist, hateful or otherwise offensive will not be tolerated.
- Intimidation or harassment that interferes with the performance of another student or an instructor, or that creates a hostile environment for others, will not be tolerated.
- Disorderly, lewd, indecent, or obscene expression, including the posting of messages with inappropriate and /or offensive subjects, will not be tolerated.
- Violators will be subjected to Stark State’s disciplinary procedures as noted under “Types of Disciplinary Action.”

***mystarkstate* PORTAL AND BANNER SELF SERVICE**

The *mystarkstate* Web portal provides students with Web access to the College’s Student System including a full suite of Web-based Self Service capabilities including:

- review enrollment information
- search for and register for classes
- add and drop classes
- check on reason and status of holds
- check financial aid status and award amount
- pay tuition online with credit card or check
- change personal information
- request a transcript
- track status of documents submitted
- advisor and instructor information

The *mystarkstate* is a service-oriented online Web portal environment that is the single focus point for College electronic communication, information and services. Using the portal, students can customize the layout and selection of content on the portal by subscribing to information channels and making use of a number of communication tools. The portal provides a single access point and single sign-on for many services available at Stark State College including a full suite of Web-based Banner Self Service capabilities, ANGEL and email.

NATIONAL CLEARINGHOUSE ENROLLMENT INFORMATION

Currently enrolled students can view their enrollment information at the national clearinghouse. The clearinghouse information is available to perspective employers and student loan agencies nationwide.

COURSE APPLICATION SYSTEM (CAS)

Students, who are contemplating a transfer to another college or university, may submit their coursework to other Ohio institutions for evaluation against that institution's academic programs. CAS provides information on courses, course equivalencies, and program requirements at provided institutions.

COMPUTER ASSISTANCE

Help can be obtained in the following ways:

- Help with a computer application program can be obtained by using the help function within the program. Programs such as Microsoft Word include such features as Intelligent Help or the Office Assistant. Look on the menu bar for help.
- For computer or network problems, please see the instructor or lab attendant or examine the online Helpdesk assistance pages or contact the Helpdesk at Ext. 4357. If the problem persists, please file a problem report using the online Helpdesk system.

E-LEARNING

E-learning at Stark State is an exciting addition to the world of education providing anywhere, anytime access to course materials. Most of Stark State's classes have some type of Web enhancement or Web delivery and several full majors are available online. E-learning makes learning even more accessible and interesting for students. For more details: <http://www.starkstate.edu/elearning>

HELPDESK

The Helpdesk provides the first line of technical support for the Stark State campus computing community. The Help tab on *mystarkstate* should be the first place students look for technical assistance. The site has a wealth of information, including videos and an extensive FAQ section. Students may stop at the Helpdesk in **Room B219** to enter a problem report or request information, call Ext. 4357 (HELP) for assistance, email helpdesk@starkstate.net or enter a Helpdesk problem report from a College network computer.

Stark State College is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, national origin, gender identity or expression, sexual orientation, age, disability or veterans' status.

For the most current policies and procedures, visit www.starkstate.edu/policies