



Stark State COLLEGE

2024-25 Student Handbook and Planner

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Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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STARK STATE COLLEGE CALENDAR

Fall semester 2024

Classes begin	Aug. 26
Labor Day*	Sept. 2
Fall Holiday*	Oct. 14
First 8-week session ends	Oct. 20
Second 8-week session starts	Oct. 21
Thanksgiving recess*	Nov. 28 - Dec. 1
Classes end	Dec. 10
Final exams	Dec. 11-17
Certificate ceremony	Dec. 17
Winter recess*	Dec. 24-25
New Year's Day observed*	Jan. 1
Commencement	Jan. 5

Spring semester 2025

Classes begin	Jan. 13
Martin Luther King, Jr Day*	Jan. 20
President's Day observed*	Feb. 18
First 8-week session ends	March 9
Spring break	March 10-16
Second 8-week session starts	March 17
Spring holiday*	April 18-20
Classes end	May 4
Final exams	May 5-11
Certificate ceremony	May 14
Commencement	May 18

Summer session 2025

Memorial Day*	May 26
Juneteenth*	June 19
Independence Day*	July 4
<u>8-week session</u>	
Classes begin	June 2
Classes end	July 27
<u>First 5-week session</u>	
Classes begin	June 2
Classes end	July 6
<u>Second 5-week session</u>	
Classes begin	July 7
Classes end	Aug. 10

**Buildings closed/no classes*

This tentative academic calendar is subject to change.

The most current academic calendars are available at www.starkstate.edu

All events subject to the most current guidelines issued by the Ohio Department of Health.

MISSION

Stark State College positively influences the life of each student and our communities by providing access to high-quality, relevant, and affordable education.

VISION

Stark State College aspires to be Ohio's leading community college in fostering student success and community prosperity through innovation, responsiveness, and partnerships.

STARK STATE COLLEGE STUDENT HANDBOOK*

**To view the College's complete policies and procedures, visit starkstate.edu/policies.
For the most up-to-date office locations, please visit starkstate.edu or call 330-494-6170.*

RESOURCES FOR ACADEMIC AND CAREER SUCCESS

We know success is the goal of each student attending Stark State College, and every faculty and staff member at the College is dedicated to helping you achieve it. Take advantage of these resources to help you achieve your goals and dreams.

ACADEMIC ADVISING

As you begin your SSC educational journey, you'll be supported by a Gateway advisor who will help you establish your career goal and select the right courses for you to accomplish it. Your Gateway advisor will stay with you through your initial 15 completed college credit hours, and then help you transition to your faculty advisor. Your faculty advisor will help ensure you're taking the right courses to complete your program of study and also will be your success champion as you progress to completion of your degree or certificate. Your advisors will work together to be your go-to team and help you navigate Stark State College to realize your goals.

You can find the name of your Gateway advisor and faculty advisor in your student portal on mySSC. Once in mySSC, scroll to the Academic Profile widget to view your advisor.

CAREER COMMUNITIES

Stark State's 10 career communities help you look at clusters of occupations that align with your interests, skills, goals and career plans. Whether you have your sights set on a specific career pathway or are exploring your options, it's a simpler way to find your career calling among the more than 200 degrees and certificates Stark State offers. You can select a certificate or associate degree in a career community or explore your passion by choosing an exploratory major within a career community.

If you aren't sure exactly what you want to study or what degree you want to pursue, selecting an exploratory major will help with structured exploration and help you avoid taking unnecessary credits. Your Gateway advisor and Career Services specialist are here to help you make career decisions and complete your program of study so you can begin your dream career and job!

NEW STUDENT ORIENTATION

Each semester, the College provides an orientation program to help new students understand and adjust to college policies, services, faculty and programs. Admitted students are notified of the date and time of orientation. Information also is posted at starkstate.edu/orientation.

GATEWAY STUDENT SERVICES

The College participates in a variety of federal and state aid programs to help meet your financial needs. These programs include grant assistance, work-study, scholarships and student loans. To apply for financial aid, go to starkstate.edu/finaid or contact Gateway Student Services for a Paying for College brochure. Additional guidelines about student financial aid are available on the Web or from Gateway Student Services. **Main M102; Akron A102**

STUDENT PHOTO ID

You may request a Stark State photo ID from the main campus Admissions Office or the Security Desk in Akron (A101).

STUDENT ASSESSMENT

Incoming students may be required to take an assessment test prior to registering to be placed properly 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. Through our mission, vision and core values, the College emphasizes a culture of quality instruction and student success. The core values serve to emphasize our commitment to our students, to learning, to shared responsibility and to the continuous improvement of the education we offer. Assessment of student learning provides the College with the tools to help you achieve your educational goals.

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 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 starkstate.edu/security or stop by the Security Office.

	Emergency:	Non-Emergency:
SSC Akron	330-312-2526	330-494-6170 ext. 5758
downtown Canton satellite	330-704-2522	330-494-6170 ext. 4976
main campus	330-704-2582	330-494-6170 ext. 4367

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. Parking details, along with a campus parking guide, can be found at starkstate.edu/parking or in the Campus Security Office.

CANCELLATION OF SCHOOL

If the College closes for weather or other reasons, Stark State College provides announcements on the College website at starkstate.edu, via a message on the College phone system at 330-494-6170, and through announcements on local radio and television stations and their websites, including Channel 3, Channel 5 and The Canton Repository website. You also will receive email notice via your starkstate.net address and optional text messaging. To sign up for alerts via text, voicemail and/or personal email, go to getrave.com or the Rave link on mySSC.

ACADEMIC OUTREACH AND SATELLITES/OFFSITE LOCATIONS

The College is committed to serving students of all ages where they live and work by providing access to transferable higher education at our satellite centers. The College has locations in Akron and Downtown Canton. Each location offers students the same convenience, affordability, quality faculty and individualized attention as our main campus.

PRACTICES FOR AFFIRMATIVE ACTION

Stark State College is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, sex, gender, national origin (ancestry), military status (past, present, or future), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, disability, age (40 years or older), genetic information, sexual orientation, gender identity, or gender expression.

The College will administer its financial aid program without regard to race, color, religion, sex, gender, national origin (ancestry), military status (past, present, or future), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, disability, age (40 years or older), genetic information, sexual orientation, gender identity, or gender expression.

Counseling and guidance will be offered to all students without regard to race, color, religion, sex, gender, national origin (ancestry), military status (past, present, or future), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, disability, age (40 years or older), genetic information, sexual orientation, gender identity, or gender expression.

Student social and recreational programs will be administered without regard to race, color, religion, sex, gender, national origin (ancestry), military status (past, present, or future), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, disability, age (40 years or older), genetic information, sexual orientation, gender identity, or gender expression.

CIVIL RIGHTS COMPLIANCE COORDINATOR

Stark State College is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, sex, gender, national origin (ancestry), military status (past, present, or future), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, disability, age (40 years or older), genetic information, sexual orientation, gender identity, or gender expression.

Any student who has a complaint of discrimination against Stark State College and/or any of the College's faculty, staff or administrators should follow the procedures for initiating a complaint based on discrimination. Students wishing to file a formal complaint regarding civil rights will present his or her formal complaint directly to the Coordinator of Civil Rights Compliance, which is the Dean of Learning and Engagement. The Dean of Learning and Engagement may be contacted at Stark State College (S100) 6200 Frank Avenue NW; North Canton, OH 44720; phone (330) 494-6170, ext. 4817. The student will request and complete the Stark State College Student Discrimination Complaint Form.

ACADEMIC SUPPORT

COMPUTER BASICS WORKSHOPS

These free and unlimited workshops, available to all students, offer help in using the computer. You can learn essential skills such as how to:

- navigate the computer, including mySSC and Blackboard
- send an email
- save files

330-494-6170 ext. 5277 // sfuline@starkstate.edu
main campus: C100t

LIBRARY SERVICES

Providing quality resources and professional library information services to help with your research and learning, Library Services can help you with:

- one-on-one assistance for online research
- live online reference help
- access to 24/7 resources at <http://libguides.starkstate.edu/library>

330-494-6170 ext. 4141 // 330-267-9272
main campus: G200b

Library Services partners with the Kent State University at Stark Library, commonly known as the Learning Resource Center. The Learning Resource Center is located east of the main student parking lot and serves both Stark State College and the Kent State University at Stark Campus. For current hours, visit <http://www.kent.edu/stark/library> or call 330-244-3330 for library information.

FIRST-YEAR EXPERIENCE PROGRAM

Your first-year experience provides new students with academic, career and social support, both inside and outside the classroom, resulting in successful completion of your academic and career goals. FYE components for student success include:

- new student orientation
- Jump Start
- first-year seminar course (SSC101)
- welcome and engagement
- student success workshops

eSTARKSTATE (Blackboard)

Online 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. eStarkState makes your learning even more accessible and interesting. For more details visit starkstate.edu/estarkstate.

3330-494-6170 ext. 4973 // Imorosko@starkstate.edu

Help with current online classes: helpdesk@starkstate.edu

STUDENT SUCCESS WORKSHOPS

Student success workshops are offered both fall and spring semesters and are designed to help students both inside and outside of the classroom.

Topics include:

- how to be an effective student
- managing stress and anxiety
- getting involved in student life
- how to select a research topic
- and more

THE TESTING CENTER

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

phone: 330-494-6170

main campus: ext. 4500 // C107 // testcenter@starkstate.edu

main campus for math: E200

SSC Akron: ext. 5747 // A012 // akrontestcenter@starkstate.edu

SSC Akron Emporium Testing Center (for math): A110

TUTORING/LEARNING CENTERS

The Tutoring Center helps you meet your academic goals by providing a collection of educational services in a comfortable setting. Tutoring is available each semester. An updated tutoring schedule may be found on the tutoring page on mySSC, as well as outside the Tutoring Center. Faculty and student tutors are available at scheduled times by subject. There is no charge to use the Tutoring Center. Here's where to find help

- Business, Engineering, and Information Technologies
 - main campus: B214
- Math Learning Center
 - main campus: E214
 - SSC Akron: A108

- Science Learning Center
 - main campus: H200
 - SSC Akron: A111
 - Online SLC:
blackboard.starkstate.edu/ultra/organizations/_28066_1/cl/outline
- Writing Center tutoring and English Language Learner's Lab
 - main campus: G200
 - SSC Akron: A010
stark.mywconline.com/
- Accounting & Finance tutoring
 - SSC Akron A204
 - main campus: B214
- General tutoring
 - Math, computer help, TEAS test preparation
 - SSC Akron A001

PERSONAL SUPPORT

DISABILITY SUPPORT SERVICES

Stark State College provides equal access to educational programs and services for all qualified students with disabilities. The Disability Support Services staff assists students by providing academic support services and accommodations, academic advising, admissions and financial aid assistance and career guidance. 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. Students are required to provide documentation of their disability, such as psychological, medical or school evaluations, to help the department provide appropriate academic accommodations and support services.

main campus: 330-494-6170 ext. 4935 // B104

SSC Akron: 330-494-6170 ext. 5722 // A102k

disabilityservices@starkstate.edu

INTERFAITH CAMPUS MINISTRY

This office serves the spiritual needs of students, promoting acceptance of diverse faiths, traditions and cultures so that people can explore and grow their beliefs.

phone: 330-494-6170 ext. 4264 // interfaith@starkstate.edu

main campus: B230k

INTERFAITH CAMPUS PRESCHOOL AND CHILD CARE CENTER

The Interfaith Campus Preschool and Child Center is operated by Interfaith Campus Ministry for students, faculty and staff of Stark State College and the community. The center is located at the John Knox Presbyterian Church, 5155 Eastlake NW, across the street from main campus.

Children may be enrolled by the semester. For childcare registration, hours of operation, rates and more information, call 330-499-0909.

MILITARY SERVICES

The Military Services department provides comprehensive enrollment and educational services to active-duty military members, veterans and their dependents. These services include admissions, financial aid, career and academic advising support, as well as assistance with applying for military-connected educational benefits.

main campus: 330-494-6170 ext. 4939 // B104

SSC Akron: 330-494-6170 ext. 5722 // A102k

militaryservices@starkstate.edu

STUDENT SUPPORT OFFICE

Offering counseling and intervention services, you'll get help defining and achieving your personal, social and educational goals. You'll find individual counseling, workshops, outreach services, support groups and referrals.

main campus: 330-494-6170 ext. 4219 // eschehl@starkstate.edu // B230g

SSC Akron: 330-494-6170 ext. 5387 // cgriffin@starkstate.edu // A113e

SOCIAL PROGRAMS

STUDENT LIFE, EQUITY AND LEADERSHIP

Student Life offers many social, educational, cultural and recreational opportunities. Join fellow students in pursuing an interest or talent or just having fun. Students of diverse backgrounds, cultures, identities, and experiences can find support, including supplemental advising, identity-based mentoring and academic support referrals. Student Life is committed to student advocacy and building a supportive community among our diverse populations. Getting involved on campus is one of the quickest ways to become part of the college community and create your own experience. Call 330-494-6170 ext. 4237 or ext.4034 or visit studentlife@starkstate.edu.

STUDENT ORGANIZATIONS

Stark State offers more than 40 student organizations where you can network with others who share your interests from academic to social! starkstate.edu/student-organizations

SIGMA SIGMA GAMMA OF BETA BETA BETA (TriBeta) BIOLOGICAL HONOR SOCIETY

TriBeta is a national honor society dedicated to improving the understanding and appreciation of biological study and extending the boundaries of human knowledge through scientific research. This chapter is not limited to biology, health or pre-medical professional majors. Rather it is open to anyone with an interest in the natural world and our relationship to it. To support the vision of the national organization, our chapter focuses on student-led experiences exploring research and biology-related occupations through activities such as student involvement in undergraduate research, mini-lectures from researchers and medical practitioners, community service, and field trips to various biology-related locations. For more information, call 330-494-6170 ext. 4430.

PHI THETA KAPPA HONOR SOCIETY

Phi Theta Kappa ($\Phi\Theta\text{K}$) is an international honor society for two-year colleges and is similar in structure and operation to Phi Beta Kappa at four-year institutions. $\Phi\Theta\text{K}$ provides its members with opportunities in the areas of scholarship, leadership, service and fellowship. The society has more than 3.5 million members and more than 1,300 chapters worldwide. The Beta Gamma Epsilon chapter of Phi Theta Kappa was established at Stark State College in 1996. To qualify for membership, you must have a cumulative GPA of 3.50 or higher in at least 12 hours of degree-related courses. To continue membership, you must maintain a cumulative GPA of 3.2. Students who qualify receive a letter of invitation during the fall, spring or summer semester. For more information, call the Office of Student Life, Equity and Leadership Programs at 330-494-6170 ext. 4237.

PSI BETA PSYCHOLOGY HONORS CHAPTER

Psi Beta Psychology Honor Society is a sister organization of Psi Chi and is designed to serve students at the community college level. The purpose of the Stark State College chapter of Psi Beta is to serve as a means of national recognition of the student's early interest in and dedication to the field of psychology and scholastic achievement, to provide opportunities to become acquainted with and involved with the larger field of psychology, to provide a forum for developing one's perspective about psychology, and to build a sense of community and identity with others in the field. Additional goals include enhancing leadership skills and encouraging research, providing greater opportunities for student/faculty interaction outside the classroom, and benefiting the campus and community through programs and services. Members have earned an overall cumulative grade point average of at least 3.25, including all transfer credits, have completed at least one introductory psychology course and 12 semester hours total college credit and have achieved a minimum 3.5 grade point average in core psychology courses. Finally, members must maintain high standards of personal behavior and integrity and receive a 3/4 affirmative vote of the membership attending a regular chapter meeting. For more information, call 330-494-6170 ext. 4623 and ext. 4665.

MU ALPHA THETA MATHEMATICS HONOR SOCIETY

Mu Alpha Theta is the national mathematics honor society for two-year colleges dedicated to inspiring keen interest and developing strong scholarship in mathematics. The society rewards outstanding extracurricular achievement and has more than 105,000 members nationwide. The chapter promotes leadership skills, research and the enjoyment of mathematics and hosts an annual award ceremony where outstanding achievements in and out of the classroom are recognized. The Stark State chapter also networks with other clubs and participates in regional, state and national competitions. To be eligible for membership, you must have had at least one mathematics course at or above the precalculus (college algebra and trigonometry) level and at least a 3.0 GPA overall in all college mathematics courses at or above the precalculus (college algebra and trigonometry) level. For more information, call 330-494-6170 ext. 4771 or ext. 4699.

TRI BETA NATIONAL BIOLOGICAL HONOR SOCIETY

TriBeta is a national honor society dedicated to improving the understanding and appreciation of biological study and extending the boundaries of human knowledge through scientific research and scholarship. Members must maintain a cumulative GPA of 3.0, pass three biology classes with a B or better and participate regularly in chapter activities.

LAMDA BETA SOCIETY

The Lambda Beta Society was formed to promote, recognize and honor scholarship, scholarly achievement, service, and character of students, graduates, and faculty members of the profession. The name of the society is based on the goals of the Respiratory Care profession: sustaining “life and breath” for all mankind. Lambda is the Greek letter “L”, and beta is the Greek letter “B”. To qualify, members must have completed 50% of their respiratory care courses, be of good character, and hold a GPA that ranks in the top 25% of the respiratory class.

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 support to fellow students. You are encouraged to attend the ICC open meetings and meet with your representatives. An ICC meeting is scheduled once a semester.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the governing body for and official voice of the Stark State College student body. With a role in institutional governance, SGA represents your views and opinions to the College administration and provides student representatives to institutional governance committees.

CAMPUS EVENTS AND PROGRAMS

Campus involvement often improves a student’s success while in college. Enjoy a full offering of campus events to meet your classmates and network with faculty, staff and members of the community. Join us in our annual traditions on campus such as Welcome Week, Student Involvement Fair, Student Leadership Academy, Spring Fling and more!

- Starkstate.edu/calendar
- Facebook.com/starkstate
- Instagram.com/starkstate
- X.com/thestarkstate
- [mySSC.starkstate.edu>student group>student life](https://mySSC.starkstate.edu>student%20group>student%20life)

STUDENT DIVERSITY AND EQUITY OUTREACH

Students of diverse backgrounds, cultures, identities, and experiences can find support, including supplemental advising, identity-based mentoring and academic support referrals. Stark State is committed to student advocacy and building a supportive community amongst our diverse populations.

CULTURAL AND IDENTITY-BASED RECOGNITIONS

Students are encouraged to expand their cultural experiences through engagement with the campus community. Contact us to get engaged and celebrate our various diverse populations throughout the academic year.

STUDENT GAME ROOM

The Game Room offers a friendly, relaxing atmosphere where students can unwind and socialize with friends and others who share similar interests. You can hang out, watch movies and play air hockey, ping pong, billiards, video games or foosball.

Hours of operation:

Mon. - Thurs.: 10 a.m. - 6 p.m.; Fri.: 10 a.m. - 4 p.m. (closed during breaks).

SPECIALIZED PROGRAMS

TRIO STUDENT SUPPORT SERVICES

TRiO 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.

main campus: 330-494-6170 ext. 4173 // trio@starkstate.edu // B230

UPWARD BOUND MATH SCIENCE

You'll get access to academic support, pre-college advising, test preparation, co-curricular activities, college tours and enrichment to prepare you for success in your education beyond high school. This federally funded program helps low-income, first-generation high school students prepare for and begin post-secondary education.

main campus: 330-494-6170 ext. 4208 // ubmsadmin@starkstate.edu

ADDITIONAL RESOURCES

CAREER SERVICES AND WORKFORCE DEVELOPMENT

The Career Services and Workforce Development Office enhances your success with comprehensive and innovative exploration of personal, academic and professional interests to help you secure a meaningful career. We connect with businesses and industries to maximize your career opportunities and make sure you're highly competitive in the job market. Visit us in the main campus Gateway Center - room M104, Akron campus Gateway Center - room A113L and on our website starkstate.edu/careerservices/.

Services Offered – Career exploration, resume, cover letter, elevator pitch, career fair preparation, mock interview, interview coaching, internship and apprenticeship search, job search, LinkedIn and Handshake development and networking.

Career Exploration – Do you need assistance discovering the next step in your career journey? We offer individualized career exploration appointments to help you find your purpose and fit, increasing your confidence when identifying your major/career choice.

Job search assistance – We provide the latest research-driven information on job searches, learn about the qualities and skills that employers are searching for, and how to choose an in-demand career. We can help you with all aspects of the job search, including resumes, cover letters, interviewing skills and more.

Online job, internship and event board (Handshake) – You can search for full-time, part-time, seasonal and/or internship opportunities, register for career-related workshops, events and career fairs, research companies, connect with students, alumni, employers, and more. Develop your profile so that employers can see your education, skills and experience 24 hours a day at joinhandshake.com.

Professional work experience – We help you connect with employers for full-/part-time jobs, internships, co-ops or apprenticeships.

Alumni assistance – We offer lifelong assistance to all who have attended SSC.

Schedule an appointment – Stop in M104, call 330-966-5459, or go online
main campus in-person appointment: gatewayadvising.as.me/CareerMain

SSC Akron in-person appointment: gatewayadvising.as.me/CareerAkron

remote/virtual appointment: gatewayadvising.as.me/CareerRemote

STARK STATE COLLEGE STORE

The College Store, located at both main campus and SSC Akron, is your connection for all your textbook and course material requirements. Supplies, imprinted clothing and electronics are available in the College Store. Open year-round, the College Store also sells unique gifts, greeting cards, postage stamps and laminating services. Additional printing allowances and color copies can also be purchased. The College Store may be accessed online at shop.starkstate.edu.
main campus S105/G105; Akron A103

THE SPARTAN CUPBOARD

Need a helping hand? Stark State's Spartan Cupboard may have just what you need. Open to all students. The Spartan Cupboard is filled with grab-and-go snacks, mental health and stress management information and more. Look for them around campus - main B, G, K, S buildings; SSC Akron Atrium, 3rd floor. Take what you need when you need it. Other resources are available by appointment. Looking to help by donating supplies, contact eschehl@starkstate.edu or visit B230 or A113E.

You can also contact local food pantries for grocery needs:

Stark County Hunger Task Force: 330-455-6667

Akron Canton Food Bank: 855-560-0850

LOCKERS

You can rent a locker through mySSC or the Cashier's Window. Locker assignments will be sent to your Stark State email address within three business days. Once a locker location is accepted, an email with your locker combination will be sent to your Stark State email account. Lockers are currently available at main campus.

COMPUTER LAB AREAS AND STUDENT LOUNGES

The College provides public lab areas for student use. The public labs contain computers and printers that you can use for individual work. Along with the public lab areas, student lounges are available in many areas on main campus for students with laptops.

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 website at starkstate.edu/policies and include but are not exclusive to

ACADEMIC HONESTY AND INTEGRITY	GRADUATION REQUIREMENTS
ACADEMIC HONORS	GRADE OF INCOMPLETE
ACADEMIC PROBATION AND DISMISSAL	MEDICAL WITHDRAWAL POLICY
ACADEMIC WITHDRAWAL	MIDTERM GRADES
AFFIRMATIVE ACTION	NONPAYMENT DROP
ANTI-HARASSMENT	PRESIDENT'S LIST
ANTI-HAZING	PROPERTY USE
CLASS ATTENDANCE	REGISTRATION DEADLINE
AUDIT OF CREDIT COURSES	SMOKE-FREE FACILITIES
CONCEALED WEAPONS	SEXUAL MISCONDUCT
COURSE SUBSTITUTION	STANDARDS OF ACADEMIC PROGRESS (SAP)
CREDIT BY PROFICIENCY EXAM	STUDENT CODE OF CONDUCT
CREDIT RESIDENCY REQUIREMENTS	STUDENT COMPLAINT(S)
DEAN'S LIST EARLY ALERT	STUDENT RECORDS
DRUG AND ALCOHOL ABUSE AND DRUG-FREE CAMPUS & WORKPLACE ACT COMPLIANCE	SUICIDE PREVENTION
FINAL GRADE APPEAL	TESTING YOUR FAITH
FREEDOM OF EXPRESSION AND RESPONSIBILITIES	TRANSCRIPTS
GRADING SYSTEM	TRANSFER AND ARTICULATION USE OF COLLEGE COMPUTING AND INFORMATION RESOURCES

The site is searchable at 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. You are responsible for being familiar with and adhering to College policies and procedures. Students without Internet access may use open labs to access starkstate.edu/policies. Requests for printed copies of policies and procedures, or questions regarding any policy or procedure, should be directed to the Provost's Office at 330-494-6170.

ANTI-HARASSMENT POLICY

Stark State College is committed to maintaining a workplace and academic environment free of discrimination and harassment. The College shall not tolerate discriminatory or harassing behavior by or against employees, faculty members, vendors, customers, students or other persons participating in a College program activity. Employees and students are expected to assist in the College's efforts to prevent discrimination or harassment from occurring.

Title IX Coordinator Contact: Greg Boudreaux, Chief of Security, 330-494-6170 ext. 4512

STUDENT RIGHTS AND RESPONSIBILITIES

REGULATIONS FOR STUDENT

The College attempts to provide all students with 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. You are expected to abide by local, state and federal laws, as well as all rules and regulations printed in this *Student Handbook*. You also are expected to abide by the College's *Policies and Procedures* as adopted by the Stark State College Board of Trustees and posted at starkstate.edu/policies.

STUDENT CODE OF CONDUCT POLICY

Stark State College provides an engaging, supportive, and empowering environment that creates the foundation for lifelong learning and individual professional development. The Student Code of Conduct is established to provide students a detailed list of prohibited behaviors for both on-campus and off-campus College-related activities, and with disciplinary action(s) that can result in violating the Student Code of Conduct. The conduct code shall also apply to student conduct involving violations of federal, state, or local laws. You also are expected to abide by the College's *Student Code of Conduct Policy and Procedure* as adopted by the Stark State College Board of Trustees and posted at starkstate.edu/policies.

OHIO SB40

According to Ohio SB40, students can engage in noncommercial expressive activity on campus as long as the individual's conduct is lawful and does not materially and substantially disrupt the functioning of the college.

MEDICAL PROBLEMS/ EMERGENCIES

Medical emergencies should be reported to the Security Office. The Jackson Township fire department provides 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 330-494-6170 ext. 4911.

DRUGS AND NARCOTICS

The use of illegal substances violates 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, help is available. Call 330-494-6170, ext. 4219 for more information.

DRUG-FREE CAMPUS COMPLIANCE

Stark State College considers the use of drugs as well as their abuse to be a very serious matter and one that cannot be tolerated on 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 will 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/tobacco-free facility. Smoking is permitted outside the buildings in designated areas 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.

In summary, the Stark State College concealed weapons policy states, (as of March 21, 2017)

- A) Except as provided in paragraph B below, the use, possession or carrying of a firearm or other weapon on property owned or leased by the College, by any person other than a College Security Officer or qualified law enforcement officer as defined in Section 2901.01(A)(11) of the Ohio Revised Code, is prohibited and in violation of State Law.
- B) Pursuant to Ohio Revised Code Section 2923.126 (B)(5), any person licensed to carry a concealed handgun may have a handgun on property owned or leased by the College ONLY if it is in a locked motor vehicle or the licensee is in the immediate process of placing the handgun in a locked motor vehicle.

To view the college's official concealed weapons policy in its entirety, visit starkstate.edu/policies and click the *Complete P & P* link.

CHILDREN ON CAMPUS

While Stark State College recognizes that arranging for childcare 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 to allow children in their classroom in exceptional situations, children are NOT permitted in the following areas:

- Automotive labs
- Computer labs
- Office administration labs
- Engineering labs
- Health labs
- Science labs
- Open labs
- Placement/admission assessment lab
- Testing Centers

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/OTHER MOBILE COMMUNICATION DEVICES

In the classroom, the use of personal electronic devices, including but not limited to audio/video recorders, computers, cell phones, and music players, can hinder instruction and learning, not only for the student using the device but also for other students. The College maintains the right of each faculty member to determine if and how personal electronic devices are allowed to be used in the 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 faculty member. 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 Use of College Computing and Information 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. Student users are reminded that computer-assisted plagiarism is still plagiarism. The policies can be viewed on the College's website 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 use of these resources includes 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 purposes or personal financial gain.
- Each user shall be responsible for proper usage as outlined in the College's *Policy on Use of College Computing and Information Resources*. Users should be familiar with the ethical and legal standards about 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 the property of the College. Users should save all work to removable media (e.g., USB drive, cloud or removable device).
- 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

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

- 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.
 - Abuse of computing privileges is subject to disciplinary action.

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 computer unattended (Stark State is not liable for loss of belongings or loss of computer 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 and USER NAME

All students have two unique identifiers assigned when accepted into the college: a Student ID and a username. The Student ID identifies your official student record. It is used in place of your social security number in the offices of the Gateway Center (Academic Records, Financial Aid, and Registration). Each student is also assigned a unique username that is used as part of the student's account credentials.

ACCOUNT CREDENTIALS

All students have several accounts created when accepted and enrolled in a credited course(s) at Stark State College.

- Your student email and mySSC accounts are created within 48 hours of being accepted to the College.
- Your Campus Network and Blackboard accounts are created within 48 hours of enrolling for a course.

All student accounts are created using the same format for the username and the initial default password. The username is used as part of your account credentials. A few accounts use only the username portion; however, most accounts use the email format for the username. View the account help for the specific username format.

Your username is the first initial of your first name, your last name, your two-digit birth month and two-digit birth day. *Important note:* If your username duplicates that of a previously enrolled student, the birth day portion of the number will be incremented until a unique user name is assigned to your account.

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

Your password is your first, middle, last initial, period, and the first six digits of your social security number. *Important Note:* If you did not provide a middle name or initial, use an “x” for your middle initial.

Multi-Factor Authentication

The first time you sign on to one of your accounts, you are prompted for more information. You’re required to change your password and setup multi-factor authentication (MFA).

Single Sign-On

Single Sign-On (SSO) allows a user to use a single user ID to sign on once and access their other SSC accounts during the same session without entering their account information again. Your SSC accounts use single sign-on.

For an overview of your different student accounts, what they are used for, and other IT resources, please reference the *Getting Started: Student Network Accounts & IT Information* brochure provided with your acceptance letter. For the most up-to-date help, please reference *Student Help>Student Accounts* at the Help Desk Services website at helpdesk.starkstate.edu.

HELP DESK SERVICES

Help Desk Services offers a wide range of computing, technical and informational services to the campus community. They offer level one support and route all level two problems to the correct area. Help to access all your SSC student accounts is available by phone, at the Help Desk counter, and on our website.

Help videos and aids are always available at the Help Desk website. Look in the *Student Help* section (listed by category) and the FAQ section under *Recent Activity* for answers to most student questions and directions to the correct resource.

To contact Help Desk Services:

- call 330-494-6170 ext. 4357 (HELP)
- submit a ticket or view videos, aids and guides online: helpdesk.starkstate.edu
- view detailed help and videos on our website under *Student Help*
- main campus walk-in counter: B219, on the second floor of the B building
- email: helpdesk@starkstate.edu your email is submitted as a ticket

Access the Help Desk Services website at helpdesk.starkstate.edu. The username uses the email format (username@starkstate.net) and your current password.

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. For information and access to the student email site, go to starkstate.edu/email/.

COMPUTER LABS AND IT RESOURCES

All students *admitted* to the College have a *Single-Sign-On* account created within 24 to 48 hours. This account is used for access to applications and IT resources. The first time you sign in, you are required to set up multi-factor authentication (MFA) and change your password. A device, such as a mobile phone, is required to set up MFA.

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

IMPORTANT: What RESOURCES and APPLICATIONS you have access to is based on your student status.

- **ADMITTED STUDENTS:** Within 24-48 hours of being admitted to the College, you have access to email and the mySSC portal.
- **ENROLLED STUDENTS:** Within 24-48 hours of enrolling for a credit course, you have access to Blackboard and the Campus Network to access IT resources such as computer labs, printing and access to classroom software.
- **ALUMNI STUDENTS:** Current students who do not re-enroll in the fall are considered alumni. Alumni students have access to the email and the mySSC portal. Inactive alumni accounts are deleted after three years.

Users must only use the computing resources and user accounts that have been authorized for their use by the College. Each user is responsible for all activities that take place associated with the use of their assigned account. Resources may be used only for their authorized purpose and in a manner consistent with the policies of the college.

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 also are responsible for any damage to lab equipment.

STUDENT PRINTING IN COLLEGE LABS

Each student is provided a free amount of printing for use in campus computer labs each semester. The account is debited based on the pages printed. If you use all of the initial credit, you may purchase additional printing credits by buying a Top-Up card at the College Store. To apply the purchased Top-Up print credit, visit the website printed at the top of the Top-Up card and enter the code on the card.

You can view your printing account balance at any time by clicking a small icon in the taskbar. You are informed of your print account balance each time you print.

At the beginning of each semester, your printer account balance is reset to the initial credit at no charge. 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. You are responsible for routinely reading and taking action on official information from the College sent to your SSC email account, the emergency announcements, campus announcements and personal announcements in the *Announcements* section of the mySSC portal. To access student email, go to any Gmail sign-in page or go to starkstate.edu/helpdesk/email and [click on the *Access your email \(Gmail\)* link](#). Sign in using your username@starkstate.net and your current password. Note: When you set up your multi-factor authentication and change the password, it is in sync with your email account and it will change your email account password to the same. You also may be required to utilize eStarkState (Blackboard) 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.

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

- The College provides each student with an SSC email account hosted by Google (Gmail application) as part of their single-sign-on account
- Along with your email account, you have Google's G Suite of secure integrated applications. This includes Gmail, Docs, Drive, Calendar, plus additional Google applications.
- The Google G Suite includes the Drive application and it is utilized for your home folder.
- Use your SSC email account to sign in at any Gmail sign-in page and access the Google Suite applications.
- All rules and regulations for the SSC email (Gmail) account as well as Stark State College policies and guidelines must be observed.
- You should identify yourself 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" 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.

mySSC (mySSC.starkstate.edu) PORTAL

The mySSC portal is a service-oriented Web portal environment that is the single focal point for College electronic communication, information and services. The portal provides you with Web access to the College's student system, including a full suite of Web-based, self-service capabilities, including the ability to:

- | | |
|--|---|
| • review enrollment information | • pay tuition with a credit card |
| • search for and register for classes | • change personal information |
| • view midterm and final grades | • request a Stark State College transcript or enrollment verification |
| • view degree audit evaluation | • track the status of documents submitted for financial aid |
| • check registration and financial account holds | • view advisor and program information |
| • check financial aid status and award amount | • apply for graduation |

The portal provides a single access point for many services available at Stark State College.

Former students have access to mySSC portal for three years after their last date of attendance. starkstate.edu/current-students/helpdesk

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

FEES AND REFUNDS

FEES

Stark State College reserves the right to change the schedule of fees at any time and without prior notice. For the most current fee schedule, visit starkstate.edu/tuition or contact the Business Office.

STUDENT PAYMENT PLAN

This program is an alternative to the single payment of fees due at the beginning of each academic semester. A one-time \$25 non-refundable (convenience) fee is assessed at the time of the first partial payment.

A \$75 minimum payment, which includes the \$25 payment plan fee as noted above, must be made by first initial payment deadline date. After the first initial payment deadline, there are three payment dates. Payment schedule: the second payment date is three weeks after the initial payment, the third payment date is four weeks after the second scheduled payment date, the fourth payment date is four weeks after the third scheduled payment date. **ALL students** who do not pay in full by the first payment date must be enrolled in the payment plan. The payment plan is located in the mBill+payment portal located at mySSC.

SELECTIVE SERVICE REGISTRATION

Selective Service Registration in accordance with Section 3345.32 of the Ohio Revised Code, if you are a male resident of Ohio, are less than 26 years of age, and are enrolling for courses at Stark State College, you must provide the College with current information concerning your status with the Federal Selective Service System. Even if you are an Ohio resident for fee purposes, if you fail to provide the college with this information, you will be charged a tuition surcharge equal to that of a non-resident student. Information about Selective Service is available at sss.gov.

MEDICAL REFUNDS

In the event of a severe or life-threatening medical condition for you or an immediate family member, you may appeal for consideration above and beyond the normal refund policy. Appeals must be made in writing no later than 15 calendar 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 and a completed Medical Appeals form, located on mySSC under student resources and forms. Verbal or incomplete requests will be refunded according to the normal refund policy. All appeals will be reviewed within 30 days of receipt, and you will be notified of the determination in writing. Documentation should be provided to the Bursar's Office.

NONCREDENTIAL-SEEKING CITIZENS 60 AND OLDER

All instructional and general fees are waived for Ohio residents 60 years of age or older who take credit classes as a non-credential-seeking student. They are free to enroll in any section or course with less than the maximum number of regular students in a class and will register as auditing the course with no credit received. Applicable fees must be paid at registration, and the student is responsible for the cost of textbooks, fees and supplies.

NONPAYMENT DROP POLICY

All students are required to pay their tuition and fees by the College's scheduled payment deadline date each semester. If a student is dropped for nonpayment, the student must seek the approval of the instructor prior to readmission into the course. (See Policy No. 3357:15-18-12)

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

REFUND SCHEDULE

Students who wish to drop/withdraw from classes 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 (see Policy No. 3357:15-13-16). The following regulations apply to refunds:

- Full refunds are given to students who enroll in classes that are canceled by the College. In this case, refunding of fees will be automatic, students are not required to complete academic withdrawal procedures.
- Full refunds are given to students the College does not permit to enroll or continue in course work.
- Refunding of fees is automatic, and students are not required to complete academic withdrawal procedures
- The processing fee and all miscellaneous fees are not subject to refund.
- Instructional fees and general 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, 10-week, 8-week course:

- Before the seventh calendar day (excluding holidays and emergency closings) of the semester – 100% refund
- On the eighth through the fourteenth calendar day (excluding holidays and emergency closings) of the semester – 50% refund
- On the fifteenth calendar day (excluding holidays and emergency closings) of the semester and beyond - no refund

5-week course

- Before the seventh calendar day (excluding holidays and emergency closings) of the semester – 100% refund
- On the eighth calendar day (excluding holidays and emergency closings) of the semester and beyond - no refund

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.

The first day of the semester is defined as the official starting date of the semester or portion of the semester.

STUDENT FEE CREDIT

Stark State College recognizes that students may sometimes require credit arrangements for payment of their fees. Credit may be extended for the following reasons:

- Federal Student Financial Aid
- State Aid
- Foundations – student scholarships

Any student who has not secured funding and desires credit can elect to use the Student Plan.

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

INVOICES AND PAYMENTS

myBill+Payment

- Invoices are located in the myBill+Payment portal in mySSC. Students are able to view and print invoices in real-time 24/7. Invoices will not be mailed.
- set up and save payment methods
- set up refund preference
- make a payment
- sign up for a payment plan
- view and print 1098-T form

NOTE: If you choose to use a credit or debit card for payment, a card processing fee of up to 3% will be added to your total payment. This fee has been instituted by the card companies; it is not a Stark State College fee.

VETERANS BENEFITS AND TRANSITIONS ACT OF 2018

To prevent institutions from charging late fees or preventing facility access to student veterans due to delay in payment for Chapter 33 Post 9/11 and Chapter 31 Vocational Rehab by the Department of Veterans Affairs (VA), the following policy has been adopted. In accordance with Section 103 of the Veteran's Benefits Act of 2018, Stark State College will not impose any penalty including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the other requirement that recipients of Chapter 31 or Chapter 33 of the GI Bill borrow additional funds to cover the individual's inability to meet his/her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs.

For questions please contact Military Services department 330-494-6170 ext. 4939, militaryservices@starkstate.edu, main campus: B104, SSC Akron: A102

COLLEGE COMMITMENT TO SCHOLASTIC HONESTY, STUDENT INTEGRITY ACADEMIC HONESTY AND INTEGRITY

ACADEMIC HONESTY AND INTEGRITY

Stark State College is committed to the development of each student to become a productive and responsible citizen who embraces the values of integrity, honesty, fairness, respect, and responsibility. The Stark State College community strives to instill values and practices that uphold academic integrity and promote ethical conduct in all academic work. Students enrolled in any College courses are subject to this policy. Conducts prohibited by this policy consist of all forms of academic dishonesty including, but not limited to, plagiarism, cheating, unauthorized assistance or collaboration, facilitating academic dishonesty, and fabrication and falsification. Any student who violates or assists another to violate the Academic Honesty and Integrity Policy, either deliberately or inadvertently, will be subject to disciplinary action.

- Plagiarism is defined as either intentionally or unintentionally passing off another's work, words, or ideas as one's own; using another's work or idea without attribution; or presenting a previously produced work or idea as new and original.
- 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.

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

- 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 advance access to questions or advance copies of a test, exam or quiz without the instructor's permission.

Procedures regarding violations of the Academic Honesty and Integrity Policy are contained in the *Policies and Procedures Manual*. (See Policy No. 3357:15-13-26)

STUDENT RECORDS

DISSEMINATION OF STUDENT RECORDS POLICY and PROCEDURES

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

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 data 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 specifically includes, but is not necessarily limited to, identifying data, academic work completed, level of achievement (i.e., grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and 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 Gateway Student Services, Room M102.

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.

You may request, in writing, the opportunity to inspect and review your records. The request should be made to the Academic Records/Registrar's Office and must specify the records to be inspected and reviewed. Requests to inspect and review your 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 in the presence of office staff. Records may not be changed or deleted during the process of inspection and review. You will be advised of your right to challenge and the procedure to challenge any portion(s) of your College record. Upon written request, you will be provided with a copy of that portion(s) of the College record subject to challenge.

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

STUDENT DIRECTORY INFORMATION

In accordance with the provisions of the *Family Education Rights and Privacy Act of 1974 (FERPA)*, a student's directory information, including the following information, may be released without the student's consent: name, home address, college email address, phone number, major, status (including dates of attendance, full-time/part-time, withdrawals, hours enrolled, degrees awarded and honors received, including Phi Theta Kappa, Dean's List, distinction, high distinction, etc.)

Please note that students have the right to withhold the release of directory information. To do so, a student must complete a Request for Non-Disclosure of Directory Information form available on mySSC under student resources and forms or from Gateway Student Services.

Before placing a "no release" designation on records, students should note

- The College receives many inquiries for directory information from a variety of sources outside the institution including prospective employers, news media, honor societies, and insurance companies. Placing a "no release" designation on your record will preclude the release of such information.
- A "no release" designation can apply to all elements or individual elements the student chooses to withhold.

Parents do not have an automatic right to information on the student attending Stark State College, even if the student is legally a minor under the age of 18. Parents do have the right to this information if the student is financially dependent on the parent and the parent can show proof of this by his or her most recent federal income tax return.

TRANSCRIPTS

Stark State College is working with Parchment, a leader in credential management systems, to provide both electronic transcripts and traditional paper transcripts.

This process brings a few important changes:

- You can request transcripts online 24 hours a day/seven days a week via a secure website.
- You are sent automatic notifications when transcripts are requested and when they are processed.
- You also can track the process via an online portal.
- You will be assessed a minimal transcript processing fee of \$3.50 plus any applicable shipping.

When you create an account via a secure portal to request an official transcript, you can choose among several methods for processing and delivery:

- eTranscript: a certified .pdf sent via email - the most secure and quickest method of delivery
- paper transcript, mailed - sent via the U.S. postal service within a few business days
- paper transcript, mailed with any document(s) you have uploaded - sent within two-three business days
- paper transcript, pick up - please allow two business days for processing

Transcripts may be requested online at starkstate.edu/transcript.

NATIONAL CLEARINGHOUSE ENROLLMENT INFORMATION

Currently enrolled students can view their enrollment information at the national clearinghouse via mySSC.starkstate.edu. The clearinghouse information is available to prospective employers and student loan agencies nationwide.

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

TRANSFEROLOGY

Transferology is an online tool that helps students view program requirements and course equivalencies. Student can also see how courses transfer to another college or university. To get access to all that Transferology has to offer, visit transferology.com/welcome.htm.

Stark State College is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, sex, gender, national origin (ancestry), military status (past, present, or future), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, disability, age (40 years or older), genetic information, sexual orientation, gender identity, or gender expression.

GENERAL LEARNING OUTCOMES

PURPOSE STATEMENT

General education provides students with a breadth of knowledge and capacity for lifelong learning. It stretches students' minds, broadens their experiences, and develops skills to adapt to changing environments. General education prepares students with the skills to communicate effectively, problem solve, evaluate, locate, synthesize and gather information as well as think critically and logically. It teaches students to explore diversity and its interrelationships as well as community engagement and informed citizenship. Students are taught ethical responsibility, social responsibility, teamwork, and the interpersonal skills needed to succeed in a professional environment.

Our general education philosophy is embedded in our mission and vision and is supported by our core values. These core values serve to emphasize our commitment to serving and educating students, to academic excellence, and to continuous improvement of the education we offer. We work collaboratively to create a campus culture that is academically challenging with holistic support.

EFFECTIVE COMMUNICATION (WRITTEN, ORAL, READING AND LISTENING)

- Organize and develop ideas effectively with a clear message.
- Present ideas in an appropriate, mechanically and grammatically correct, professional style.
- Follow a standardized documentation format using credible evidence.

QUANTITATIVE LITERACY (INCLUDES COMPUTATIONAL SKILLS)

- Explain and convert relevant information into various mathematical forms (e.g., equations, graphs, diagrams, tables, words).
- Draw appropriate conclusions based on quantitative or qualitative analysis of data and evaluations of assumptions and parameters in problem solving, estimation, modeling, and statistical analysis using appropriate strategies, tools, and technology.
- Organize and synthesize quantitative or qualitative evidence in support of the argument or purpose of the work using appropriate formatting and context.

INFORMATION LITERACY SKILLS

- Effectively define the scope, and determine key concepts of, the needed information to achieve specific purpose.
- Locate, evaluate, synthesize, and communicate effectively the information obtained using appropriate strategies

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

- Recognize ethical and legal restrictions on the use of information including copyright rules and the ethics of extracting, sharing, and citing source information.

CRITICAL THINKING SKILLS

- Analyze and synthesize information or data to make decisions and problem solve.
- Reflect and analyze one's own and others' assumptions and draw informed and logical conclusions.
- Test conclusions against relevant criteria and standards while considering practical and ethical implications.

GLOBAL AND DIVERSITY AWARENESS

- Demonstrate an awareness of factors that impact diversity, equity, and inclusion: culture, history, sexual identity, psychological functioning, education, economics, environment, geography, language, politics, age, gender, ethnic background, physical challenges, social class, social skills, and religion.
- Articulate and identify differences between individuals and groups to work effectively cross-culturally through collaboration and communication.
- Evaluate and apply diverse perspectives to complex subjects within natural and human systems in the face of multiple and even conflicting positions while understanding one's identity in the global context.

CIVIC, PROFESSIONAL, AND ETHICAL RESPONSIBILITY

- Demonstrate personal integrity and social responsibility consistent with ethics, individual rights, principles of sustainability, and civility in a democratic society.
- Communicate respectfully and professionally and promote community services and engagement with diverse populations in a manner that is expected of ethical professionals and the community as a whole.
- Engage as a contributing member of a team in a productive, cohesive manner.

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

FINANCIAL AID TIPS

APPLY EARLY! All students requesting financial aid are required to fill out the Free Application for Federal Student Aid (FAFSA) every year. You can start applying as early as October 1 at studentaid.gov.

Don't miss these important priority deadlines to ensure you are receiving all aid for which you are eligible. Some sources of aid are limited in the amounts available.

REQUIRED FORMS	PRIORITY DATE
Free Application for Federal Student Aid (FAFSA)	March 1, if attending summer session May 1, if attending fall semester Oct. 1, if attending spring semester

Once you receive the results of your FAFSA, be sure to check it for accuracy and submit the changes or corrections as soon as possible to ensure speedy processing.

Request FSA ID

The FSA ID is required for all parents and borrowers accessing any system tied to Federal Student Aid. Students and parents will not be able to correct or sign the FAFSA without the FSA ID. Please visit studentaid.gov to create your FSA ID and complete your FAFSA. Respond to all requests for additional information promptly. At times, Gateway Student Services will ask for additional information and it is in your best interest to submit this information as soon as possible.

Review all sources of aid

Not only can you apply for federal and state money, but there are also many outside sources of aid available. You will need to research to find this money. Gateway Student Services will assist in this effort by providing you with websites as we receive them. Please visit our scholarship webpage at starkstate.edu/finaid as often as possible to obtain the most recent scholarships available.

Plan your schedule carefully

A common myth is that a student must be full-time to receive financial aid. This is ***not*** true. If you have questions regarding your financial aid eligibility and the number of hours enrolled, please see Gateway Student Services. ***Keep in mind you need to maintain Standards of Academic Progress to maintain eligibility for federal student aid.*** Requirements include completion of credit hours, grade point average and completion of your program within the allotted time. For current Standards of Academic Progress, go to starkstate.edu/sap.

Borrow conservatively

Most students are eligible for student loans. Do not borrow more than you need; it is a loan that must be repaid.

Ask the experts in Gateway Student Services

Don't assume you or other students know the answers to your questions.

Gateway Student Services (main campus)

M102 // 330-494-6170 ext. 4301 // studentservices@starkstate.edu

Gateway Student Services (SSC Akron)

A102 // 330-494-6170 ext. 4670 // akron@starkstate.edu

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

SUCCESS SKILLS - *How to study for tests*

STEP ONE - Organize

- ✓ Inventory your class materials to ensure you have everything needed for studying.
 - class notes
 - handouts
 - quizzes
 - previous tests
 - textbooks
 - homework
- ✓ Contact your instructor or ask a classmate for information regarding anything you are missing.
- ✓ Meet with an instructor or tutor to discuss any information that you do not understand.

STEP TWO - Review

- ✓ Read over class notes to help you recall what was covered.
- ✓ Read over highlights or notes in textbooks.
- ✓ Review all handouts and homework.
- ✓ Identify what the instructor deemed most important.

STEP THREE - Transform

- ✓ Transform the information you identified as important using a memory technique.
 - Flash cards - make flash cards out of index cards. Divide them into small, logical categories, and study one or two categories at a time. Creatively review your flashcards (Hang them on the walls of your home; have a friend or family member show them to you; keep small stacks in your backpack, purse, or pocket for on-the-go study.)
 - Tape recorders - tape yourself as you study or read out loud. Listen to those tapes while driving, cleaning the house or exercising.
 - Mnemonic devices - use acronyms (ROY G. BIV, LASER, or HOMES), acrostics (Please Excuse My Dear Aunt Sally), rhymes and songs to help you remember lists or items in order.

STEP FOUR - Test Yourself

- ✓ Give yourself a practice test. Use flashcards, questions from your textbook, quizzes, and homework assignments to help you construct your test.
- ✓ Review any questions you missed.

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

STARK STATE CONTACT INFORMATION

Stark State College Akron

330-494-6170 ext. 4670
akron@starkstate.edu

Administrative Services, Legal Assisting and Court Reporting Career Community

330-494-6170 ext. 4340/4473/4769
main campus: C100

Admissions

330-494-6170 ext. 4301
1-800-797-8275
admissions@starkstate.edu
main campus: M110
SSC Akron: A102

Business and Accounting Career Community

330-494-6170 ext. 4340/4473/4769
main campus: M300

Career Services and Workforce Development

330-966-5459
careerservices@starkstate.edu
main campus: M104
SSC Akron: A113L

Cashier's Window

330-494-6170 ext. 4060/4404
main campus: S300
SSC Akron: (College Store) A103

College Credit Plus

330-494-6170 ext. 4198
main campus: M110

College Store

SSC Akron
330-494-6170 ext. 4612 // A103
main campus
330-966-5452 // S105 & G105

Computer Science, Information Technology, Security and Digital Media Career Community

330-494-6170 ext. 4340/4473/4769
main campus: C100

Culinary Career Community

330-494-6170 ext.4340/4473/4769
main campus: M300

Dean of Learning and Engagement

330-494-6170 ext. 4817
main campus: S100

Library Services

330-494-6170 ext. 4141
main campus: G200b

Disability Support Services

330-494-6170 ext. 4935
main campus: B104
SSC Akron: A102

Downtown Satellite

330-494-6170 ext. 4138/4613

Education Career Community

330-494-6170 ext. 4694
main campus: E216

Engineering Technologies, Industrial, Automated Manufacturing and Automotive Technologies Career Community

330-494-6170 ext. 4997/4249
main campus: B215

Akron Gateway Student Services (Academic Records & Financial Aid)

330-494-6170 ext. 4670
330-966-5454 (fax)
akron@starkstate.edu SSC Akron: A102

Main Campus Gateway Student Services (Academic Records & Financial Aid)

330-494-6170 ext. 4301
330-966-6598 (fax)
studentservices@starkstate.edu
main campus: M102

Health Career Community

330-494-6170 ext. 4214/4693/5469
main campus: H209 & J300

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

Help Desk Services
330-494-6170 ext. 4357
helpdesk@starkstate.edu
helpdesk.starkstate.edu
main campus: B219

**Human Services, Social Services and
Public Safety Career Community**
330-494-6170 ext. 4214/4693/5469
main campus: M300

Interfaith Campus Ministries
330-494-6170 ext. 4264
interfaith@starkstate.edu
main campus: B230k

Learning Resource Center/Library
Shared with KSU-Stark
330-244-3330

Liberal Arts Career Community
330-494-6170 ext. 4111/4694/4642
main campus: E216

Mathematics and Sciences Career Community
330-494-6170 ext. 4111/4694/4642
main campus: E216

Math Learning Center
330-494-6170 ext. 4041
mathcenter@starkstate.edu
main campus: E214
SSC Akron: A108

Military Services
330-494-6170 ext. 4939
militaryservices@starkstate.edu
main campus: B104
SSC Akron: A102

Provost's Office
330-494-6170 ext. 5555
Main campus: C101

Science Learning Center
330-494-6170 ext. 5278
main campus: H200
SSC Akron: A111

SSC Akron Security A101
330-494-6170 ext. 5758
Emergency Only (direct dial)
330-312-2564

Main Campus Security
330-494-6170 ext. 4367
Emergency Only (direct dial)
330-704-2582

Student Life, Equity and Leadership Programs
330-494-6170 ext. 4237/4034
main campus: S100 / ext. 4237/4034
SSC Akron: A113c / ext. 416
studentlife@starkstate.edu

Student Support
330-494-6170
main campus: B230g / ext. 4219/4847
eschehl@starkstate.edu
SSC Akron: A113e / ext. 5387
cgriffin@starkstate.edu

Testing Center
330-494-6170
testcenter@starkstate.edu
main campus: C107 / ext. 4500
SSC Akron: A113 / ext. 5747

Upward Bound Math-Science Academy
330-494-6170 ext. 4582
ubmsadmin@starkstate.edu

Veterans Educational Benefits
330-494-6170 ext. 4081

**Writing Center and
English Language Learner's Lab**
330-494-6170
writingcenter@starkstate.edu
main campus: G200 / ext. 4600
SSC Akron: A010 / ext. 4624

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