



# Stark State COLLEGE

2017-2018

Student Handbook and Planner

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*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, military status, pregnancy, disability, age, genetic information or sexual orientation.*

*For the most current policies and procedures, visit [www.starkstate.edu/policies](http://www.starkstate.edu/policies)*

***This planner belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_



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## STARK STATE COLLEGE STUDENT HANDBOOK

To view the College's complete policies and procedures, visit [www.starkstate.edu/policies](http://www.starkstate.edu/policies). For the most up-to-date office locations, please visit [www.starkstate.edu](http://www.starkstate.edu) or call 330-494-6170.

### RESOURCES FOR ACADEMIC/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

The academic advising process at Stark State College is a significant aspect of student development. More than helping you schedule courses, this process helps you fulfill your potential. To achieve this objective, faculty and counseling personnel are available to advise you 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. Academic advising is required for all new students at SSC and for students on academic probation. Students enrolling for 21 or more credit hours must have an academic advisor's signature.

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.

#### ADVISING SERVICES

You are encouraged to take advantage of advising services. You'll find the name of your faculty advisor printed on your enrollment confirmation form; it's also available on *mystarkstate* under the "My Stuff" tab.

#### TUTORING

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 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 *mystarkstate* under the "Academic Support" tab, as well as outside the Tutoring Center. Faculty and student tutors are available at scheduled times by subject. Appointments are needed for Friday tutoring sessions only. There is no charge to use the Tutoring Center. **Room C106 and C107**

#### THE MATH LEARNING CENTER

The Math Learning Center (MLC) offers tutoring at all levels of mathematics and statistics. The MLC also provides an alternative place to work on homework and get help as needed, free of charge. **Room E207**

### **THE SCIENCE LEARNING CENTER**

The Science Learning Center (SLC) offers free tutoring in all levels of natural and physical sciences, including chemistry, biology and physics courses. The SLC is also a great place to study, work on homework and get help as needed. Computers and additional materials – models, kits and books – are also available to assist in hands-on learning. **Room H200**

### **THE WRITING CENTER**

The Writing Center offers both walk-in consultations and help by appointment. Tutors are available to provide free tutoring to facilitate your learning and to support the success of your writing assignments. **Room G200** on main campus and room **W200c** at the Downtown Canton Satellite.

### **THE TESTING CENTER**

The Testing Center in M202 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. **Room M202**

### **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. **Room B230**

### **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 [www.starkstate.edu/financial](http://www.starkstate.edu/financial) or contact Gateway Student Services for a Financial Aid Guide. Additional guidelines about student financial aid are available on the Web or from Gateway Student Services. **Room M102**

### **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.

### **DIGITAL LIBRARY AND LEARNING RESOURCE CENTER**

The Stark State Digital Library, available from any Internet-enabled computer and physically located adjacent to the College Atrium, is a collection of digital

resources and library services available to students. Librarians provide research and reference assistance face-to-face, through online chat (<http://libguides.starkstate.edu/chatus>), and even via text message (330-267-9272). You can also call the Digital Library at 330-494-6170, Ext. 4141. Refer to <http://libguides.starkstate.edu> for Digital Library hours and more information.

For students looking for a more traditional library experience, the Digital Library 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.

### **LOCKERS**

You can rent a locker through *mystarkstate* 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.

### **BUS SERVICE**

Current Stark State students and employees may ride any of SARTA's fixed routes for free with a valid Stark State photo ID (see **Photo ID** information on page 14). SARTA now offers direct bus service (Route 88) from Akron METRO's Downtown Transit Center to Stark State's main campus in North Canton. From campus, the buses provide services to SARTA's Belden Village Transit Center before returning to Akron. Route 88 will operate Monday through Thursday, five times each day, during the spring and fall semesters. For the Route 88 schedule, visit SARTA's schedules webpage: [sartaonline.com/88-akron-belden-village-express](http://sartaonline.com/88-akron-belden-village-express).

### **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 [www.starkstate.edu/parking](http://www.starkstate.edu/parking) or in the Campus Security Office. *Student Center main entrance*

### **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 [www.starkstate.edu/security](http://www.starkstate.edu/security) or stop by the Security Office. *Student Center main entrance*

### **STARK STATE COLLEGE STORE**

Textbooks, course materials, supplies and imprinted clothing are available in the College Store. Open year-round, the College Store also sells gifts, greeting cards and postage stamps, along with faxing and laminating services. Additional printing allowances and color copies can also be purchased. The College Store may be accessed online at [shop.starkstate.edu](http://shop.starkstate.edu). *Room S105/G105*

### 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 <http://email.starkstate.net>.

### 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. For a complete list of the public lab areas and student lounges, see the list on the Help Desk tab in *mystarkstate*.

### CANCELLATION OF SCHOOL

If the College closes for weather or other reasons, Stark State College provides announcements on the College website at [www.starkstate.edu](http://www.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 at [www.cantonrep.com](http://www.cantonrep.com). 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 [www.getrave.com](http://www.getrave.com) or the Rave link on *mystarkstate*.

### INTERFAITH CAMPUS MINISTRY

Interfaith Campus Ministry was formed in 1967 and serves all Stark State students, faculty and staff through personal counseling (faith issues, crisis, family, stress, loneliness, communication), support groups and study groups. Interfaith is a link between the campus, religious communities and area resources. Interfaith promotes respect for the dignity of each person and understanding and acceptance of persons of diverse faith, traditions and cultures. Interfaith responds to personal concerns in a confidential atmosphere. Interfaith sponsors the Interfaith Campus Preschool and Child Care Center, located across the street from campus. **Room B230**

### PRACTICES FOR AFFIRMATIVE ACTION

The College will recruit all students without regard to race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information or sexual orientation.

The College will administer its financial aid program without regard to race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information or sexual orientation.

Counseling and guidance will be offered to all students without regard to race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information or sexual orientation.

Student social and recreational programs will be administered without regard to race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information or sexual orientation.

### **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, military status, pregnancy, disability, age, genetic information or sexual orientation. 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. The Dean of Student Success acts as the Coordinator of Civil Rights Compliance. All inquiries should be directed to Fedearia Nicholson-Sweval at 330-494-6170, Ext. 4677. **Room C100g**

### **ANTI-HARRASSMENT POLICY**

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, military status, pregnancy, disability, age, genetic information or sexual orientation. The Coordinator of Emergency Planning and Security acts as the Title IX coordinator for Stark State College. The Dean of Student Success acts as the Title VI coordinator and as the Section 504 coordinator. These individuals handle all student grievances in accordance with Title IX, Title VI and Section 504 regulations, which incorporate appropriate due process standards and provide for the "prompt and equitable resolution of complaints." Contact Diana Tsenekos at 330-494-6170, Ext. 4424 with inquiries related to Title IX. Contact Fedearia Nicholson-Sweval at 330-494-6170, Ext 4677 with inquiries related to Title VI or Section 504.

### **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. Call 330-494-6170, Ext. 4935 for information or to schedule an appointment. **Room B104**

### **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 VA educational benefits. For more information, stop by the Military Services office, call 330-494-6170, Ext. 4939 or visit [www.starkstate.edu/militaryservices](http://www.starkstate.edu/militaryservices). **Room B104**

### **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 [www.starkstate.edu/orientation](http://www.starkstate.edu/orientation).

### **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 child care registration, hours of operation, rates and more information, call 330-499-0909 or visit [www.mycampuspreschool.com](http://www.mycampuspreschool.com).

### **HOUSING**

Stark State College does not provide campus housing. If you need assistance in finding off-campus housing, you can refer to local newspapers or local realtors for local housing information.

### **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. For more information, contact the Office of Student Life at 330-494-6170, Ext. 4237.

*Room S200f*

### **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. You are encouraged to attend the ICC open meetings and meet with your representatives. An ICC meeting is scheduled once a semester. Contact the Office of Student Life at 330-494-6170, Ext. 4237. *Room S200f*

### **CLUB ACTIVITIES**

Stark State College has a variety of social clubs and exciting activities to provide you opportunities to pursue an interest or talent in an organized environment with other students. You're encouraged to take an active role and get involved in SSC student activities. Contact the Office of Student Life at 330-494-6170, Ext. 4237.

*Room S200f*

### **STUDENT ORGANIZATIONS/CLUBS**

- Amateur Radio Society
- American Sign Language (ASL) Club
- American Society of Mechanical Engineers (ASME)
- Association for Medical Laboratory Technicians (AMLT)
- Beta Beta Beta (Tri Beta) Biological Honor Society
- CPi (For students interested in graphics, animation and video gaming)
- Criminal Justice Student Association
- Culinary Club (Epicurean Society)
- Cultural Diversity Coalition
- Energy and Environment Club
- Food and Nutrition Club (FaN)
- Heads Up (Success support for male minorities)
- High Technology Crime Investigation Association (HTCIA)
- Human and Social Services Student Association
- Institute of Electrical and Electronic Engineers (IEEE)

- Institute of Management Accountants (IMA)
- International Association for Hydrogen Energy
- International Club
- LGBTS Global
- Massage Therapy Club
- Mu Alpha Theta Mathematics Honor Society
- Multimedia Group
- National Electric Contractors Association
- Native American Indian Organization
- Phi Theta Kappa Honor Society
- Physics and Astronomy Club
- Pre-Medical Professionals Club
- Psi Beta Psychology Honors Society
- Respiratory Therapy Club
- Rotaract (Alliance Satellite Center)
- Ski and Snowboarding Club
- Society of Manufacturing Engineers (SME)
- Society of Women Engineers (SWE)
- Sociology Association
- Software Development Guild
- Stark Raving Writers
- Stark Voices – Student Publication
- Stark State College Association of Medical Assistants
- Stark State Student Chapter of the American Chemical Society
- Student Ambassador Program
- Student American Dental Hygienist Association (SADHA)
- Student Connection Club
- Student Government Association/InterClub Council
- Student Health Information Management Association (SHIMA)
- Student Nurse Association (SNA)
- Student Occupational Therapy Assistant Club (SOTA)
- Student Physical Therapist Assistant Club (SPTA)
- The Edge (Student-led Christian group)
- The Stark State Readers (a book club)
- Veterans Club at Stark State College
- Women of Color

For more information, visit the Office of Student Life. **Room S200f**

### **PHI THETA KAPPA HONOR SOCIETY**

Phi Theta Kappa ( $\Phi\Theta\K$ ) is an international honor society for two-year colleges and is similar in structure and operation to Phi Beta Kappa at four-year institutions.  $\Phi\Theta\K$  provides its members with opportunities in the areas of scholarship, leadership, service and fellowship. The society has more than three million members and more than 1,285 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 3.75 or higher in at least 16 hours of degree-related courses. To continue membership, you must maintain a cumulative GPA of 3.4. Students who qualify receive a letter of invitation during the fall, spring or summer semester. For more information, call 330-494-6170, Ext. 4237. **Room S200f**



### **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 to 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 opportunity 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. 4033. **Room E246**

### **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. Stark State's Mu Alpha Theta chapter was established in 1986 and was reactivated in 2015. 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. **Room E229**

### **CAREER DEVELOPMENT SERVICES**

The Career Development Office at Stark State College is dedicated to impacting employment outcomes by empowering students and alumni to make an informed career choice and develop career planning and job search skills. It also helps facilitate mutually beneficial relationships between employers, students, alumni and the community. **Room M104**

The Career Development Office provides

#### **Information**

- current information on job search materials and techniques
- information on employers for job search preparation
- information on various careers and online career resources

#### **Job Search Assistance**

The Career Development Office offers one-to-one assistance on all aspects of the job search. This assistance includes help with resumes, cover letters, interviewing skills and other related topics.

### **Seasonal and Part-time Job Listings**

Seasonal and part-time job listings are posted on the job board outside the Career Development Office. **Room M104**

### **Online Job Board (College Central Network)**

Approved students and alumni are eligible to use the Stark State College online job board. Once registered, students/graduates are able to search full-time and part-time jobs and internships and may email a resume to employers 24 hours a day, seven days a week. Employers also will be able to search resumes and contact you directly. You're encouraged to meet with a career development specialist to learn more about College Central Network.

### **Professional Work Experience/Internships**

The Career Development Office works with students to help them connect with employers for professional work experience opportunities, such as internships. Internships are designed to help students obtain experience in their field while pursuing an education. Employer needs and requirements may vary. Contact the Career Development Office for more information.

### **Career Guidance Program (MyPlan)**

This 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 a career transition.

The program measures skills, interests, personality and values and may be summarized in a career counseling session. Visit the Stark State College MyPlan website at [www.starkstate.myplan.com](http://www.starkstate.myplan.com) to access this career guidance tool. For additional assistance, contact the Career Development Office.

### **Alumni Assistance**

The Career Development Office offers services for graduates as well. Graduates may contact the Career Development Office at 330-966-5459 for assistance.

### **OFFICE OF STUDENT DIVERSITY**

Stark State College acknowledges, respects and values differences among its students and provides academic support services to students representing various dimensions of diversity while providing cultural programming to enhance each student's campus experience. The Office of Student Diversity works with students from their first year through graduation and provides the following services:

- academic, personal and group advising
- referrals for scholarships, financial aid assistance, career counseling, tutoring, mentoring and internship programs
- coordination of various services with academic and non-academic Stark State offices.

Other support activities include

- coordinating communications between the student services office and the multicultural student community
- liaison between Stark State and various community agencies
- promotion of cultural diversity programs

To schedule an appointment, call the Office of Student Diversity at 330-494-6170, Ext. 4274. **Room B230k**

## ACADEMIC OUTREACH & SATELLITES/OFFSITE LOCATIONS

The College is committed to serve 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, Alliance, Barberton and Downtown Canton. Each location offers students the same convenience, affordability, quality faculty and individualized attention as our main campus. Satellites also offer personalized service in the admissions process and the convenient location and parking can save you money on gas.

Financial aid and scholarship opportunities are available. Please call 330-494-6170 or visit [www.starkstate.edu/satellites](http://www.starkstate.edu/satellites) to find out how we can help you meet your education and career goals.

## 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 [www.starkstate.edu/policies](http://www.starkstate.edu/policies) and *include but are not exclusive to*

ACADEMIC FORGIVENESS	GRADE APPEALS
ACADEMIC HONORS	GRADING SYSTEM
ACADEMIC PROBATION AND DISMISSAL	GRADUATION REQUIREMENTS
AFFIRMATIVE ACTION POLICY	HONESTY IN LEARNING
APPEALS	INAPPROPRIATE BEHAVIOR
ANTI-HARASSMENT	INCOMPLETE
ATTENDANCE	MIDTERM GRADES
AUDIT OF CREDIT COURSES	NON-PAYMENT DROP POLICY
COLLEGE COMPUTING RESOURCES	PRESIDENT'S LIST
CONCEALED WEAPONS	PROBATION
COMPLAINT PROCEDURE	PROPERTY USE
COURSE SUBSTITUTION	REGISTRATION DEADLINE
CREDIT BY PROFICIENCY EXAM	SMOKING/SMOKELESS TOBACCO USE
CREDIT RESIDENCY REQUIREMENTS	SEXUAL ASSAULT
CROSS REGISTRATION	STANDARDS OF ACADEMIC PROGRESS (SAP)
DEAN'S LIST	STUDENT RECORDS
EARLY ALERT	TRANSCRIPTS
GRIEVANCE PROCEDURES	TRANSFER CREDIT
	WITHDRAWAL

The site is searchable at [www.starkstate.edu/policies](http://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. You 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](http://www.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. **Room C101**

## **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](http://www.starkstate.edu/policies). Any student who violates or assists another in violating the Honesty in Learning Policy will be penalized.*

### **HONESTY IN LEARNING**

Stark State College 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. You are responsible for being familiar with the policy. 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 advance 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 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 is specifically including, but 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 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.

## 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/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 [mystarkstate](#) under "personal information" 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 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.

### **STUDENT ID CARDS**

A student identification card will be mailed to you when you're accepted as a student at the College. This card also serves as your library card. You are expected to carry your ID card at all times. Loss or theft of an ID card should be reported to Gateway Student Services. **Room M102**

### **STUDENT PHOTO ID**

You may request a Stark State photo ID from the Security Office, located in the Student Center. To schedule an appointment for a photo ID, call 330-494-6170, ext. 4424. **Room S103**

### **TRANSCRIPTS**

Stark State College is working with Parchment, a leader in credential management systems, to provide both electronic transcripts and traditional paper transcripts. **Room M102**

This new 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 \$3.10 plus any applicable shipping.

Note: All financial obligations must be reconciled prior to your request being processed.

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 [www.starkstate.edu/transcript](http://www.starkstate.edu/transcript)

## **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 [www.starkstate.edu/tuition](http://www.starkstate.edu/tuition) or contact the Business Office. **Room S301**

### **NON-PAYMENT DROP POLICY**

All students are required to pay their tuition and fees by the College's scheduled payment date each semester. If a student is dropped for non-payment, the student must seek the approval of the instructor prior to readmission into the course.

### **STUDENT INSTALLMENT PAYMENT PROGRAM (SIPP)**

This program is an alternative to the single payment of fees due at the beginning of each academic semester. For a \$25 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 website. The remaining balance is divided into installments and is payable in two 30-day increments. There are many guidelines you need to know before you elect to participate in this payment alternative; visit [www.starkstate.edu/sipp](http://www.starkstate.edu/sipp) or the Business Office. **Room S301**

### **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 completed Medical Appeals form. 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. **Room S301**

### **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 noncredential-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.

### **REFUND SCHEDULE**

If you want to withdraw from courses in which you're enrolled and which are being conducted in accordance with the class schedule, you 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 you 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 course

- before the seventh day of the semester - 100% refund
- on the seventh through the ninth day of the semester - 80% refund
- on the 10th through the 16th day of the semester - 60% refund
- on the 17th through the 20th day of the semester - 40% refund
- on the 21st 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 11th day of the semester - 60% refund
- on the 12th through the 13th day of the semester - 40% refund
- on the 14th 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 10th day of the semester - 40% refund
- On the 11th 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

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.

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 30 days of withdrawal or schedule change for active term.

## **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. 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 [www.starkstate.edu/policies](http://www.starkstate.edu/policies). You may request copies of policies from the Provost's Office. *Room C101*

### **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 principle 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, College personnel 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., phones, tablets, MP3 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
- 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 or the attempt to sell or purchase 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 or 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's 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) oral reprimand, (b) formal written reprimand, (c) administrative probation, (d) a definite period of suspension, (e) expulsion, (f) educational workshop, (g) counseling referral and (h) community service. 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.

### **MEDICAL PROBLEMS/ EMERGENCIES**

Medical emergencies should be reported to the reception desk or the Security Office. Emergency telephones are 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 substances 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, help is available. Call 330-494-6170, Ext. 4219 for more information.

## **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 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 [www.starkstate.edu/policies](http://www.starkstate.edu/policies) and click the **Complete P & P** link.

## **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 to allow children in their classroom in exceptional situations, children are not permitted in the following areas:

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

## **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.

## **CELL PHONES/OTHER MOBILE COMMUNICATION DEVICES**

The College does not permit cellular phones or similar communication devices to be used in classrooms. Cell phones and other mobile communication devices must have the sound turned off when 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 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**

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

### **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 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 LOGIN**

Each student is assigned a permanent and unique user ID when he/she is 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 birthday 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 are 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.
- Users must only use the computing resources and computer 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 his or her account. 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 Help Desk or other appropriate College authority.
- The institution reserves the right to terminate accounts at any time for violations of College policies and procedures. Abuse of computing privileges is subject to disciplinary action.

### **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 at the then-current rate. You then visit the website printed at the top of the card and enter the code on the Top-Up card. Your printing account is credited for the amount of the card.

You can view your printing account balance at any time by clicking a small icon on the desktop tray. 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 or the emergency announcements, campus announcements and personal announcements channels of the *mystarkstate* portal. You also may be required to utilize eStarkState'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 you are accepted into the College, and, at this time, it is a permanent account. The format of the email address is Student's User Account @starkstate.net.
- All rules and regulations for the 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" (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.

### **MYSTARKSTATE PORTAL**

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

The portal provides a single access point and single sign-on for many services available at Stark State College, including eStarkState and email.

### **NATIONAL CLEARINGHOUSE ENROLLMENT INFORMATION**

Currently enrolled students can view their enrollment information at the national clearinghouse via <https://my.starkstate.edu>. The clearinghouse information is available to prospective employers and student loan agencies nationwide.

### **TRANSFEROLOGY**

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

### **COMPUTER ASSISTANCE**

You can find help in two ways:

- Help with a computer application program – use 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, examine the online Help Desk assistance pages or contact the Help Desk at Ext. 4357. If the problem persists, please file a problem report using the online Help Desk system.

### **eSTARKSTATE**

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 [www.starkstate.edu/estarkstate](http://www.starkstate.edu/estarkstate).

### **HELP DESK SERVICES**

Help Desk Services offers a wide range of computing, technical and information services to the campus community, providing the first line of technical support for Stark State. Help is available at the staffed Help Desk counter in B219, by phone at 330-494-6170, Ext. 4357 (HELP), by email at [helpdesk@starkstate.net](mailto:helpdesk@starkstate.net) or via Online Self Help, which is always available in the *mystarkstate* portal on the Help Desk tab. You also may submit your own help ticket by logging on at <https://starkstate.zendesk.com>.

**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, military status, pregnancy, disability, age, genetic information or sexual orientation.**

*For the most current policies and procedures, visit [www.starkstate.edu/policies](http://www.starkstate.edu/policies)*



## **GENERAL LEARNING OUTCOMES**

### **EFFECTIVE COMMUNICATION (WRITTEN, ORAL, READING & LISTENING)**

- ▶ Organize and develop ideas effectively.
- ▶ Present ideas in an appropriate, mechanically and grammatically correct, professional style.
- ▶ Follow a standardized documentation format.

### **QUANTITATIVE LITERACY (INCLUDES COMPUTATIONAL SKILLS)**

- ▶ Determine a solution strategy and set up the problem with the pertinent information.
- ▶ Solve the problem using the appropriate data, the mathematical operations (symbols and formulas), and the appropriate technology (such as calculators and computers) as needed.
- ▶ Analyze and interpret the results for accuracy and reasonableness and explain the results using such tools as graphs, charts, and tables as needed.

### **INFORMATION LITERACY SKILLS**

- ▶ Locate, evaluate, and use effectively the needed information.
- ▶ Manipulate current software and hardware to access and communicate information appropriately.
- ▶ Understand copyright rules and the ethics of extracting, sharing and citing source information.

### **CRITICAL THINKING SKILLS**

- ▶ Understand and interpret data by analyzing and synthesizing information.
- ▶ Challenge 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 appreciation and respect for individuals and groups and use effective interpersonal and collaboration skills.
- ▶ Demonstrate awareness of the interdependence of factors of diversity: culture, history, sexual orientation, psychological functioning, education, economics, environment, geography, language, politics, age, gender, ethnic heritage, physical challenges, social class, social skills and religion.

### **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.
- ▶ Accept responsibility for and act in a manner that reflects the values of the communities and organizations.
- ▶ Relate to others in a respectful, courteous, and professional manner.

## 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 [www.fafsa.gov](http://www.fafsa.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 amounts available.

### REQUIRED FORMS

- Free Application for Federal Student Aid (FAFSA)

### PRIORITY DATE

- 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.

### IMPORTANT: FEDERAL STUDENT AID ID

The FSA ID, consisting of a username and password, has replaced the PIN for all students, parents and borrowers accessing any system tied to Federal Student Aid. This will require you to enter less information, provide you with more secure access and serve as the new version of your final signature on the FAFSA. If you had never previously requested a PIN number, you will proceed with a new user request. If you had a prior PIN number, you will be asked for your PIN number and your account will be linked to your new FSA ID as long as your PIN information matches your other information. Students and parents will not be able to correct or sign the FAFSA without the FSA ID effective May 10, 2015.

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 do the 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 [www.starkstate.edu/finaid](http://www.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 allotted time. For current Standards of Academic Progress, go to [www.starkstate.edu/sap](http://www.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. Contact the Gateway Student Services experts in M102 by calling 330-494-6170, Ext. 4301 or email [studentservices@starkstate.edu](mailto:studentservices@starkstate.edu).

## **SUCCESS SKILLS - HOW TO STUDY FOR TESTS**

### **STEP ONE - ORGANIZE**

- ✓ Inventory your class materials to ensure you have everything needed for studying.
  - Class notes
  - Quizzes
  - Textbooks
  - Handouts
  - Previous tests
  - 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.
  - Other methods – it is important to try many different methods to see what works best for you. Contact Learning Support Services for more transformation techniques.

### **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.

## REFERENCES FOR QUESTIONS

<u>QUESTION ABOUT</u>	<u>CONTACT</u>	<u>ROOM</u>
Academic Advising (no major)	Student Success	B230
Academic Advising,	Faculty Academic Advisor	
Academic Dismissal	Department Chair	
Academic Records	Gateway Student Services	M102
Add/drop courses	Gateway Student Services	M102
Admissions	Admissions	M110
Admissions Placement Testing	Admissions	M110
Arts and Sciences Programs	Arts and Sciences Division	E216
Auditing a Course	Gateway Student Services	M102
Background Checks	Security	Student Center Main Entrance
Bookstore	Stark State College Store	S105/G105
Business Programs	Business and Information Technology Div.	M300
Business Office	Business and Finance	S301
Campus Ministry	Interfaith Campus Ministry	B230
Career Development	Career Development Office	M104
Cashier	Cashier's Window	S300
Change of Major/Name/Address	Gateway Student Services	M102
Class Schedule	Gateway Student Services	M102
College Credit Plus	Admissions	M110
Computer Problems	Help Desk Services	B219
Counseling	Student Success	B104h
Course Grade	Instructor	
Course Refund	Cashier's Window	S300
Course Withdrawal	Gateway Student Services	M102
Crime Reporting/Statistics	Security	Student Center Main Entrance
Difficulty with a Course	Instructor	
Digital Library	Librarian	B123
Disability Support Services	Disability Support Services	B104
Education Programs	Arts and Sciences Division	T112
Educational Counseling	Student Success	B230f
Engineering Tech. Programs	Engineering Technologies Division	B215
eStarkState	Online Learning	M300
Financial Aid	Gateway Student Services	M102
Graduation Requirements	Department Chair	
Health/Public Services Programs	Health & Public Services Div.	H209/J300
Human Services Programs	Health and Public Services Division	T112
Help Desk (computer/ID help)	Help Desk Services	B219
Information Technology Programs	Business and Information Technology Div.	C100
Job Search	Career Development Office	M104
Justice Studies Programs	Health and Public Services Division	T112
Liberal Arts Programs	Arts and Sciences Division	E216

## REFERENCES FOR QUESTIONS

(continued)

<u>QUESTION ABOUT</u>	<u>CONTACT</u>	<u>ROOM</u>
Library Services	Kent Stark Learning Resource Center	KSU-Stark
Lost and Found	Security	Student Center Main Entrance
Math Help	Math Learning Center	E207
Math Programs	Arts and Sciences Division	E216
Medical Problems	Security	Student Center Main Entrance
Military Services	Military Services	B104
Network Login	Help Desk Services	B219
Office of Student Diversity	Student Services	B230
Orientation	Admissions	M110
Outside Emergency Phone Call	Security	Student Center Main Entrance
Parking	Security	Student Center Main Entrance
Placement Assessment	Admissions	M110
Policies and Procedures	Provost's Office	C101
Proficiency Test	Department Chair	
Refunds	Cashier's Window	S300
Registration	Gateway Student Services	M102
Resume Assistance	Career Development Office	M104
Returning to Learning	Student Success	B230f
Satellite Centers	Appropriate Satellite Coordinator	
Science Help	Science Learning Center	H200
Science Programs	Arts and Sciences Division	E216
Security	Security	Student Center Main Entrance
Spiritual Assistance	Interfaith Campus Ministry	B230
Student Activities/Student Life	Student Life	S200f
Student ID Cards	Gateway Student Services	M102
Student Liability Insurance	Cashier's Office	S300
Student Photo IDs	Security	S103
Testing Center	Testing Center	M202
Transcripts (SSC)	Gateway Student Services	M102
Transfer Credits	Admissions	M110
Transfer Module/Articulation	Admissions	M110
TRIO-Student Support Services	Student Success	B230
Vehicle Registration	Security	Student Center Main Entrance
Veterans Benefits/Cert. Official	Gateway Student Services	M102
Writing Assistance	Writing Center	G200

*\*Office hours vary in the summer. For the most up-to-date contact information, please visit [www.starkstate.edu](http://www.starkstate.edu) or call 330-494-6170*

## STARK STATE CONTACT INFORMATION

*Office hours vary in the summer. For the most up-to-date contact information, please visit [www.starkstate.edu](http://www.starkstate.edu) or call 330-494-6170*

### Stark State College Akron

330-494-6170, Ext. 4670  
 8 a.m. – 6:30 p.m. M - W  
 8 a.m. – 4:30 p.m. Th - F  
[akron@starkstate.edu](mailto:akron@starkstate.edu)  
[www.starkstate.edu/akron](http://www.starkstate.edu/akron)  
 2017-2018 location - 755 White Pond Drive

### Admissions

330-494-6170, Ext. 4228  
 1-800-797-8275  
 8 a.m. – 6:30 p.m. M - W  
 8 a.m. – 4:30 p.m. Th - F  
[admissions@starkstate.edu](mailto:admissions@starkstate.edu)  
[www.starkstate.edu/admissions](http://www.starkstate.edu/admissions)  
 Located in M110

### Arts and Sciences

330-494-6170, Ext. 4414 (Education)  
 330-966-5457 (Liberal Arts/Math/Sciences)  
 8 a.m. – 4:30 p.m. M - F  
 Education located at the ATC, room T112  
 Liberal Arts/Math/Science located in E216

### Business and Information Technology

330-966-5453 (Business)  
 330-494-6170, Ext. 4769 (IT)  
 8 a.m. – 4:30 p.m. M - F  
 Business located in M300  
 IT located in C100

### Career Development

330-966-5459  
 8 a.m. – 6:30 p.m. M - Th  
 8 a.m. – 4:30 p.m. F  
[careerdev@starkstate.edu](mailto:careerdev@starkstate.edu)  
[www.starkstate.edu/careerdevelopment](http://www.starkstate.edu/careerdevelopment)  
 Located in M104

### Cashier's Window

330-494-6170, Ext. 4060/4404  
 8 a.m. – 6 p.m. M - Th  
 8 a.m. – 4 p.m. F  
 Located in S300

### College Credit Plus

330-494-6170, Ext. 4198  
 8 a.m. – 4:30 p.m. M - F  
[ccp@starkstate.edu](mailto:ccp@starkstate.edu)  
[www.starkstate.edu/collegecreditplus](http://www.starkstate.edu/collegecreditplus)  
 Located in M110

### College Store

330-966-5452  
 8 a.m. – 7 p.m. M - Th  
 8 a.m. – 3:30 p.m. F  
[shop.starkstate.edu](http://shop.starkstate.edu)  
 Located in S105/G105

### Dean of Student Success

330-494-6170, Ext. 4817  
 8 a.m. – 4:30 p.m. M - F  
*Evenings by appointment*  
 Located in C101

### Digital Library

330-494-6170, Ext. 4141  
 9 a.m. – 6 p.m. M - Th  
 9 a.m. – 1 p.m. F  
*And by appointment*  
<http://libguides.starkstate.edu>  
 Located in the Atrium (B123)

### Disability Support Services

330-494-6170, Ext. 4935  
 8 a.m. – 6:30 p.m. M - W  
 8 a.m. – 4:30 p.m. Th - F  
*Evenings by appointment*  
[www.starkstate.edu/disability-support-services](http://www.starkstate.edu/disability-support-services)  
 Located in B104

### Engineering Technologies

330-494-6170, Ext. 5461/4249  
 8 a.m. – 4:30 p.m. M - F  
 Located in B215

### FAME - Focus on African American Males in Education

330-494-6170, Ext. 4854  
 8 a.m. – 4:30 p.m. M - F

### Gateway Student Services

*(Academic Records & Financial Aid)*  
 330-494-6170, Ext. 4301  
 330-966-6598 (fax)  
 8 a.m. – 6:30 p.m. M - W  
 8 a.m. – 4:30 p.m. Th - F  
[studentservices@starkstate.edu](mailto:studentservices@starkstate.edu)  
[www.starkstate.edu/registration](http://www.starkstate.edu/registration)  
[www.starkstate.edu/financialaid](http://www.starkstate.edu/financialaid)  
 Located in M102

## STARK STATE CONTACT INFORMATION

(continued)

### Health and Public Services

330-966-5458 (Health)  
330-494-6170, Ext. 4414 (HS/Justice Studies)  
8 a.m. – 4:30 p.m. M - F  
*Health technologies located in H209/J300*  
*Public services located in J300 or T112*

### Help Desk Services

330-494-6170, Ext. 4357  
7:30 a.m. – 9 p.m. M - Th  
7:30 a.m. – 4 p.m. F  
8 a.m. – 1 p.m. Sat  
*helpdesk@starkstate.edu*  
*www.starkstate.edu/helpdesk*  
*Located in B219*

### Interfaith Campus Ministries

330-494-6170, Ext. 4264  
Fall and spring semesters only  
8 a.m. – 1 p.m. M  
11 a.m. – 4 p.m. Th  
*www.starkstate.edu/campusministry*  
*Located in B230*

### Learning Resource Center/Library

*Shared with KSU-Stark*  
330-244-3330 | Call for hours  
*www.starkstate.edu/library*

### Math Learning Center

330-494-6170, Ext. 4493 or 4642  
*mathcenter@starkstate.edu*  
*Tutoring: E207*  
*Testing Center: E200*  
*Modular/Emporium Labs: E205 & E213*

### Military Services

330-494-6170, Ext. 4939  
8 a.m. – 6:30 p.m. M - W  
8 a.m. – 4:30 p.m. Th - F  
*www.starkstate.edu/militaryservices*  
*Located in B104*

### Provost's Office

330-494-6170, Ext. 5555 or 4232  
8 a.m. – 4:30 p.m. M - F  
*Evenings by appointment*  
*Located in C101*

### Satellite Centers

Alliance— 330-494-6170, Ext. 4672  
Barberton— 330-494-6170, Ext. 4741  
Downtown Canton— 330-494-6170, Ext. 4138  
*www.starkstate.edu/satellites*

### Science Learning Center

330-494-6170, Ext. 5278  
*Located in H200*

### Security

330-494-6170, Ext. 4367  
7:30 a.m. – 8 p.m. M - Th  
7:30 a.m. – 4:30 p.m. F  
*Emergency Only (direct dial)*  
330-704-2582  
7:30 a.m. – 11 p.m. M - Th  
7:30 a.m. – 4:30 p.m. F - S  
*Located at Student Center main entrance*

### Student Support

330-494-6170, Ext. 4219  
8 a.m. – 4:30 p.m. M - F  
*ejuergensen@starkstate.edu*  
*Located in B104h*

### Testing Center

330-494-6170, Ext. 4500  
*testcenter@starkstate.edu*  
*Located in M202*

### Upward Bound Math-Science Academy

330-494-6170, Ext. 4582  
8 a.m. – 4:30 p.m. M - F  
*kpreer@starkstate.edu*  
*www.starkstate.edu/ubms*

### Veterans Educational Benefits

330-494-6170, Ext. 4254  
8 a.m. – 4 p.m. M, Tu, Th, F  
10 a.m. – 6 p.m. W  
*www.starkstate.edu/militaryservices*  
*School Certifying Official located in M102*

### Writing Center

330-494-6170, Ext. 4600  
*writingcenter@starkstate.edu*  
*Main campus: G200*  
*Downtown Canton Satellite: W200c*

*Office hours vary in the summer. For the most up-to-date contact information, please visit [www.starkstate.edu](http://www.starkstate.edu) or call 330-494-6170*

## Notes

This image shows a full page of blank handwriting practice paper. It features approximately 20 evenly spaced, horizontal blue lines running across the width of the page. The lines are thin and consistent in color and thickness, providing a guide for letter height and placement. There are no margins, text, or other markings on the paper.