

Stark State's Security Office is conducting student background checks. Unless otherwise directed, ALL Background Checks are conducted at SSC Main Campus, 6200 Frank Ave., North Canton, Ohio 44720, S Building, Room S103.

## **Background check hours (subject to change)**

- Monday- Thursday: 9 a.m. 2:15 p.m.
- Appointments for special circumstances may be accommodated on request. Prior approval will be required. Appointments will not be taken over the phone.

## Scheduling, forms and payment

- Click on this link to schedule a background check <u>https://GatewayAdvising.as.me/Backgroundcheck</u> No walk-ins will be accepted.
- <u>Print, complete and bring the background check form</u> to your appointment. Hard copies of the form will be available if you are unable to print a copy.
- Please make the payment before you come to the appointment unless you are a CCP student, STNA student, or a potential hire. You can pay in person at the College Store on the first floor of the S Building (preferred), Cashier Window on the third Floor in the Student Center (S-Building), or online. Credit cards will be accepted.

## Guidelines for everyone's safety

- Enter through door S1 (main entrance, Main Campus, S Building) where you will be required to check-in with the Security Desk.
- The background check station is located in S103.
- We ask that you arrive to your appointment on time and allow for extra time if you need to pay at the cashier's window.