

Welcome to Stark State College's
College Credit Plus Program
Summer 2025

Mandatory Orientation Session

In this session you will learn about the following academic support services and success information for the College Credit Plus program at Stark State College:

- Your assigned academic advisor for each course and their contact information
- Academic resources and associated contact information
- College and student expectations, policies, procedures, and mature content disclaimer
- Academic impact of dropping a course after the no-fault withdrawal date

Your Academic Advisor

For each of your courses, **your instructor will serve as your academic advisor**. Their name(s) can be found on your class schedule which is available on *MySSC*.

On the first day of class, you will be provided with the following instructor's information on each class syllabus:

- Contact information
- Office hours and/or process for making an appointment

Your Academic Advisor

Once you have completed this information session, your instructor will continue to offer you advisement on the following information:

- How to access the academic resources available to you
- Where to find the Stark State Student Handbook
- What is the academic impact of dropping a course after the no-fault withdrawal date

Academic Resources

Communicating with your teacher is a great way to get guidance on how to be successful in any course!

Tutoring and Academic Support information is available through the College's Learning Centers. Information regarding these services are available on the College's Website:

- Math Learning Center
- Writing Center
- Science Learning Center
- Business, Engineering and Information Technology Tutoring
- Digital Library

Academic Resources

Information about all of the College's Support Services can be found on the Academic Support tab located in *MySSC*.

If you aren't sure where to go for help, contact the Gateway Center at 330-494-6170 ext. 4301 or stop by room M102.

College Expectations

Expectations of behavior and information about being a successful college student are available through the following sources:

- In each **Course Syllabus**, instructors will provide you with information about the College's expectations and procedures.
- The **Student Handbook** is available to you on the College's Website and in the bookstore when you purchase your books. The following information can be found in the handbook:
 - Student's Rights and Responsibilities
 - Student Behavior
 - Key Policies and Procedures

Student Expectations

- **Student Advocacy**

- Student as self-advocate
- FERPA
- Addressing issues

- **Time Management**

- Block out work-time on the calendar
- Plan ahead
- Check email
- Utilize available resources and support

- **Mature Subject Matter**

Mature Content Disclaimer

Please note that college level courses have the potential for mature subject matter. Please ensure you possess the necessary social and emotional maturity to take college level courses that may contain mature/adult subject matter.

For course materials regarding a specific class, please reach out to the College store at collegestore@starkstate.edu or to the College Credit Plus office at ccp@starkstate.edu for course descriptions and or syllabus of the class(es).

Policies and Procedures

Academic Impact of Withdrawing from a Course

The academic impact of dropping or withdrawing from a course varies according at what point in the semester a student completes the withdrawal process.

- College Credit Plus students must complete a withdrawal ***by June 15, 2025 to avoid financial penalty***. For more information, contact your high school counselor.
- Students must complete the withdrawal process to receive a **“W” on their transcript** by the dates below. This date is the last day to withdraw from a course for the appropriate sessions.
 - If the student is in a first 8-week course, the last day to withdraw is July 14, 2025.

Policies and Procedures

Add/Drop Process

For students in good academic standing, **permission from the instructor is not needed and instructor signatures are not required for adding/dropping a class by May 30, 2025.**

- **Beginning June 2, 2025 students that *want to add or drop a class* must have the instructor (advisor), or dept. chair's signature.**
- Step 1: Students must first contact their high school counselor to start the add or drop process.
- Step 2: The high school counselor completes a "Registration Add, Drop, or Withdrawal" form with the student.
- Step 3: The high school counselor signs and submits the form to the College Credit Plus Office to process the add or drop form.

If a student wishes to withdrawal ON June 2, 2025 or after, the student must:

- Step 1: Get the instructor's (advisor's), or department chair's signature.
 - The person signing the schedule change form will discuss the reason for the withdrawal with students to ensure they are aware of all their academic support options.
- Step 2: Students submit forms to their high school counselor.
- Step 3: The high school counselor signs and submits the form to the College Credit Plus office process the withdrawal.

Policies and Procedures

All Stark State policies and procedures can be found at www.starkstate.edu/policies. In addition to following the College's processes, it is important to contact your high school counselor before completing the process.

Contact your high school counselor for information regarding further impacts of course drop or withdrawal.

Additional Information

All of the information provided in this session including the associated website links is available on the College's website at www.starkstate.edu/collegecreditplus