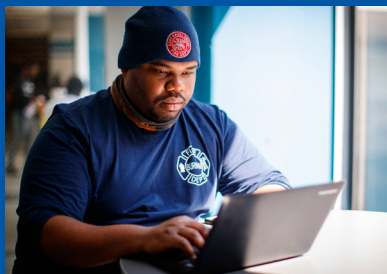
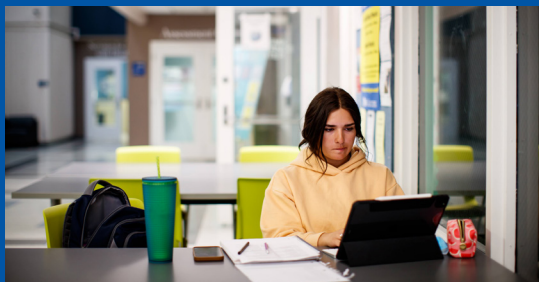


STUDENT HANDBOOK 2022-2023



SOUTH SUBURBAN COLLEGE

CONTENTS

<i>Emergency Procedures</i>	7
<i>College Messaging System/SSC Alert</i>	9
<i>Parking Regulations</i>	10
<i>Student ID Guidelines</i>	11
<i>SSC Self Service</i>	12
New Students	13
<i>Placement Testing & Orientation</i>	14
<i>Are You Interested In Earning College Credit Through Non-Traditional Methods?</i>	15
<i>Do You Need Financial Assistance?</i>	16
General Information	20
<i>Academic Conduct</i>	21
<i>Student Code of Conduct</i>	23
<i>Due Process For The Student Code Of Conduct</i>	25
<i>Student Conduct Appeal Process</i>	27
<i>Title IX Sexual Harassment Grievance Procedure For Students & Employees</i>	28
<i>Discrimination & Harassment Grievance Procedure</i>	34
<i>Violence and Threats of Violence (Students)</i>	39
<i>International/Intercultural Studies</i>	40
<i>It Pays To Be Smart</i>	40
<i>College & Career Success Center (C&CSC)</i>	40
<i>How to Request Academic Accommodations</i>	41
Academic Assistance	42
<i>Tutoring Services</i>	43
<i>Library</i>	44
<i>Resources For Academic Assistance</i>	45
Counseling Resources	53
<i>College & Career Success Center</i>	54
<i>Student Assistance Program</i>	55
<i>Attendance</i>	57
<i>Ten Tips For College Success:</i>	58
<i>Associate Degrees And Certificates Offered At SSC</i>	60
Registration	64
<i>Registration</i>	65
<i>Graduation</i>	65
<i>Registration Blocks And Restrictions</i>	65
<i>Distance Learning</i>	66
<i>Admissions And Registration Tips:</i>	67
Student Life	68
<i>Student ID's</i>	69
<i>Leadership... The Journey Of A Lifetime</i>	69
<i>Clubs & Organizations</i>	70
<i>South Suburban College Athletic Teams</i>	71
Questions?	72
<i>Student Grade Appeal Process</i>	74

SOUTH SUBURBAN COLLEGE

Student Handbook and Planner 2022-2023

www.ssc.edu

Main Campus
15800 S. State St.
South Holland IL 60473
(708) 596-2000

Oak Forest Center
16333 S. Kilbourn Avenue
Oak Forest IL 60452
(708) 225-6000

In Indiana (219) 931-0096 or 931-0098
(708) 210-5732 (TDD)
Equal Educational Opportunity* College

Emergency Numbers:

Campus Police, Fire, Ambulance: (708) 596-2000, ext. 2235

Notice: Information within this book is current as of the date of publication.
The College reserves the right to make any necessary changes.

*See SSC Catalog

Board of Trustees

Terry R. Wells, Chairman

Vivian Payne, Vice-Chair

Anthony P. DeFilippo

Vincent Lockett

Prince Reed

Janet M. Rogers, Secretary

Joseph Whittington Jr.

Fatima Serrato, Student Trustee

Dr. Lynette D. Stokes, College President

² WELCOME TO SOUTH SUBURBAN COLLEGE...

Welcome to South Suburban College. Founded in 1927, South Suburban College has been responsive to the educational needs of our residents throughout the decades. The SSC Student Handbook has been designed to help you make the best of your college experience. Please familiarize yourself with the many services we provide to assist you in adjusting to college life and to smooth your way toward the successful completion of your program of studies. We are very pleased that you have chosen South Suburban College to achieve your educational goals.

On behalf of the Board, faculty, staff and administration, we welcome you to the College. We hope this is a year of growth and accomplishments for you.

Dr. Lynette D. Stokes
South Suburban College President

MISSION STATEMENT & GOALS

Mission Statement

The mission of South Suburban College is to **S**erve our **S**tudents and the **C**ommunity through lifelong learning.

SSC is dedicated to:

- High quality education, training, and services for all individuals who have the ability to benefit from our programs.
- Programs that are accessible and affordable provided to a diverse community of learners.
- Training delivered in collaboration with local businesses.
- A community of staff, faculty, and students that create an environment and resources for learning.
- Up-to-date facilities and technology that help prepare students for transfer to baccalaureate programs or the job market.

Core Values

Service

We serve our students, partners, and the community.

Student-Centered Environment

We are dedicated to student achievement and promote innovative strategies and initiatives to maximize our students' opportunity for success.

Community

We value our partners in business, industry, government, school districts, and fellow educators.

Collaboration

We value collaboration among SSC employees and SSC constituents.

Accessibility

We offer accessible, affordable programs to a diverse community of learners.

Respect

We admire differences and treat others with civility. We respect the rights, differences, and dignity of others.

Excellence

We support excellence in teaching, learning, and all supportive services.

Sustainability

We will be recognized for our commitment to sustainability, education and training, and the implementation of green initiatives and practices.

ACADEMIC CALENDARS

FALL SEMESTER 2022

August 22	First meeting of day & evening 1st 8 wk. & 16 wk. credit classes
September 5	Labor Day: College Closed, No Classes, Both Campuses
September 19	First meeting of day & evening 12 wk. credit classes
October 3	Last day to withdraw from 1st 8-wk. credit classes
October 10	Columbus Day: College Closed, No Classes, Both Campuses
October 15	End of 1st 8 wk. credit classes
October 17	First meeting of 2nd 8 wk. credit classes
November 8	Election Day: College Closed, No Classes, Both Campuses
November 11	Veterans' Day: College Closed, No Classes, Both Campuses
Nov. 24-26	Thanksgiving Recess: College Closed, No Classes, Both Campuses
November 28	Last day to withdraw from 2nd 8 wk., 12 wk. & 16 wk. credit classes
December 10	Last meeting of day and evening college credit classes
Dec. 12-17	Finals Week
Dec. 22 - Jan. 2	College Closed

Note: The main campus is closed on weekends. Saturday references pertain to the *OFC* campus.

January 3	College reopens
January 16	Martin Luther King Holiday: College Closed, No Classes, Both Campuses
January 17	First meeting of day & evening 1st 8 wk. & 16 wk. credit classes
February 13	First meeting of day & evening 12 wk. credit classes
February 20	Presidents' Day: College Closed, No Classes, Both Campuses
March 3	Pulaski Day Observed: College Closed, No Classes, Both Campuses
March 6	Last day to withdraw from 1st 8-wk. credit classes
March 11	End of 1st 8 wk. credit classes
March 13-18	Midterm Break: Main Campus Open, No Classes, OFC Campus Open, No SSC Classes
March 20	First meeting of 2nd 8 wk. credit classes
April 6	Spring Break: College Open, No Credit Classes
April 7	Spring Day: College Closed, No Classes, Both Campuses
April 8	No Credit Classes
May 1	Last day to withdraw from 2nd 8 wk., 12 wk. & 16 wk. credit classes
May 13	Last meeting of day and evening college credit classes
May 15-20	Finals Week
May 21	Commencement Ceremony

Note: The main campus is closed on weekends. Saturday references pertain to the OFC campus.

SUMMER SEMESTER 2023

- May 29** Memorial Day– College Closed: College Closed, No Classes, Both Campuses
- June 5** First meeting of day and evening credit classes
- June 19** Juneteenth Day: College Closed, No Classes, Both Campuses
- July 4** Independence Day: College Closed, No Classes, Both Campuses
- July 19** Last day to withdraw from day and evening classes
- July 27** Last meeting of day and evening classes

Note: The main campus is closed on weekends. Saturday references pertain to the *OFC* campus.



ADMINISTRATIVE GUIDELINES AND INFORMATION

EMERGENCY PROCEDURES

South Suburban College is committed to maintaining a safe environment for all students, staff members and visitors. It is important that all members of the College community remain informed of emergency procedures. At all times, be aware of your surroundings.

Medical & First Aid

1. If an injury or illness occurs on campus, immediately call the Campus Police at extension 2235. Give your name; describe the nature and severity of the medical problems and the campus location of the victim.
2. Stay on the phone for instructions.
3. Automated External Defibrillators (AEDs) are located on every floor of the Main Campus and at the Athletic and Physical Fitness Center (Gym). An AED is also located at the *Oak Forest Center (OFC)*. AEDs are for medical emergency use by trained rescuers.

Fire/Fire Alarm

1. Upon discovery of smoke and/or fire, activate the nearest fire alarm pull box.
2. When the building fire alarm is sounded or when told to leave by the Campus Police and/or college official(s), walk quickly to the nearest marked exit, and alert others to do the same. Gather and take personal belongings with you (e.g., purse, book bag, car keys, coat).
3. **DO NOT USE ELEVATORS.**
4. Once outside, move to a clear area away from the affected building. Keep the streets and walkways clear for emergency vehicles and personnel.
5. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the Campus Police.

Crime Reporting

Notify Campus Police at extension 2235 as soon as possible and supply them with the following information:

1. Nature of incident.
2. Location of incident.
3. Identity and descriptions of person(s) involved.
4. Description of property involved.

Power Outage

1. Gather and take personal possessions with you.
2. Proceed to hallway or other lighted area.
3. Wait for instructions from College Administration.

Tornado

When indoors, seek shelter in lower level interior areas **AWAY FROM WINDOWS**.

Armed Intruder

1. Call the Campus Police at extension 2235.
2. In case of an immediate life-threatening event, each individual should take action necessary to protect his or her life.
3. If it is possible to flee the area safely and avoid danger, do so.
4. If flight is impossible, attempt to secure yourself in a safe area.

Emergency Closure And Procedures

In the unlikely event of a campus closing due to weather or other emergency, campus closing information may be obtained through SSC's website, College Messaging System, or the Emergency Closing Center™.

If you do not hear or see a message regarding College operations via one of these sources, assume that the College is operating on its normal schedule.

SSC ALERT was created to quickly inform the campus community of time sensitive or emergency situations.

This alert system has the capability to send messages by voice, email and text message. Messages will be sent for confirmed emergencies or dangerous situations that present an immediate threat to the campus such as a tornado, threat of violence, chemical hazard, or other significant events such as a school closing, snow emergency or power outage.

This service is only as good as the contact information it contains. If you wish to receive timely messages regarding campus closures, for example, please make sure the contact information you have on file with the College is current.

If you are a student and need to make a change to your record, it can be updated at the Registration counter. If you are an employee who needs to make a change, please visit our department of Human Resources.

This alert system is provided in “good faith” by the College, and it is not a guarantee of notification in the event of an emergency. Test messages will be sent at the beginning of each semester to active students and employees.

Students, faculty and staff will be able to list up to six phone numbers, one SMS/text messaging number, and two email addresses (one of which will be your ssc.edu/student.ssc.edu account) in our SSC ALERT database.

It is important to remember:

- The College will automatically populate any information we have on file into the alert system. If you are a student, and you do not wish to participate in this service, please visit the folks in Registration with a valid photo ID. Employees should visit the Office of Human Resources. Please note, you will not be allowed to opt-out of any College provided phone number or email address.
- Recipients can opt-out of SMS messages at any time by sending STOP SSC to 23177.

PARKING REGULATIONS

Parking is available at both Campuses free of charge.

- NO VEHICLES are to be left on campus when the facility is closed without first obtaining permission from the SSCPD.
- Free Student Parking Decals can be obtained from Police Department, room 1215. Register for your hanging decal after you register for classes.
- Faculty/Staff Parking Cards should be obtained directly from their department. Once the card is received, parking is allowed in the north parking lot, which is controlled by a gate. Faculty/Staff wishing to park in the south parking lot must contact the SSCPD for additional information.
- Handicapped Parking is available in the main student parking lot on the west side of the building for vehicles with the proper registration plates, decal or device as defined in the Illinois Vehicle Code. There is limited handicapped parking available in the visitors' lot. Stop by or call the Police Department for further information. Violation of the disabled parking regulations can result in a state mandated \$250 fine per occurrence.
- Visitors Parking is also available. This lot is located on the northeast end of the building, adjacent to the Faculty/Staff lot. There is limited handicapped parking available in the visitors lot for vehicles with the proper registration plates, decal or device as defined in the Illinois Vehicle Code.

For more information on Campus Police, crime statistics and other safety related information, please refer to www.ssc.edu and click the link titled

Campus Police.

1. This card is only to be used for identification purposes at South Suburban College. It is the property of South Suburban College and must be returned upon request.
2. A student must be enrolled in order to receive a college identification card.
3. No person will be issued an identification card until the identity of the student can be verified. Identification documents presented must be issued by an appropriate governmental agency and contain a photograph. (e.g. drivers license, State ID, passport, etc.) The name and date of birth that appears on the identification document must also match your name and date of birth as it appears in the college database. This is also the name that will be printed on your identification card.
4. No profiles, hats, sunglasses, etc., will be allowed when your photograph is taken.
5. Identification information collected in the production of this card may only be used to support the mission of the college.
6. Your SSC identification card has been issued to assist our staff with the identification of the students and is to be presented upon request for privileges and services. It is highly recommended that you have this card with you whenever on campus.
7. This SSC identification card is valid only while a registered student, or until it is revoked.
8. Your SSC identification card may not be transferred and does not authorize a student to act on the behalf of South Suburban College in any way.
9. Altering or intentionally damaging your SSC identification card, using another individual's identification card or allowing another individual to use your identification card will result in confiscation of the card and administrative action.
10. The College is not responsible for any loss or expenses resulting from the theft or misuse of this card. A replacement fee of \$5.00 per incident will be charged if this card is damaged, lost, stolen, or confiscated. If a replacement ID card is necessary for any reason, the original card, if in the possession of the student, must be relinquished to the Office of Student Life before another card is issued.
11. If a card is found, it can be returned to:
*South Suburban College
Office of Student Life, Room 2329
15800 S. State Street
South Holland, IL 60473*

SSC Self Service

South Suburban College provides online self-service capabilities for registration, course planning, class schedules and much more through SSC Self Service. SSC Self Service is your portal to South Suburban College. It opens a door to features like student email, campus news, and your personalized class schedule. You will receive a Username and Password to access SSC Self Service – it will be your key to registration.



NEW STUDENTS

ARE YOU A NEW COLLEGE STUDENT WITH QUESTIONS ABOUT COLLEGE?

The Admissions staff will walk you through the steps of college enrollment. South Suburban College offers a comprehensive orientation, which includes group advising and general information about the College experience and specific information about SSC. Policies, programs, and procedures are discussed to help the novice successfully navigate the community college system. Tours, advising, and information on student activities are available.

Overview for College Success (OCS 121) is a class that will help you plan and assist you in becoming a better student and support you in your work/life balance.

Student must take OCS 121 if they meet ALL four of the following:

- Degree seeking
- Less than 12 transfer or SSC College level credits
- Currently does not have a course such as OCS in records
- Tests into 2 or more developmental classes

For more information, review this handbook and contact the College & Career Success Center at ext. 5724.

PLACEMENT TESTING & ORIENTATION

Potential students must complete an admissions application before Placement Testing/Orientation.

In order to ensure that all new students intending to pursue a degree or certificate are placed into courses which are appropriate for their skill level, South Suburban College requires a placement test in Reading, English and Mathematics to determine if you are ready for college level courses. A student can walk into the Assessment Center which is located on the second floor in room 2266 and test during scheduled hours of operation. You will need a valid picture ID.

The College provides a variety of measures to ensure proper placement in Reading, English and Mathematics for applicants pursuing a degree or certificate. In addition to the Aleks PPL math placement test, Reading ACCUPLACER placement test and English writing sample, students maybe be exempt from Placement testing based on ACT/SAT/GED/PARCC testing, Transition English/Math courses, unweighted cumulative high school GPA, or previously completed college credit. For math placement, all measures are valid for 18 months from the test date or date of course completion. For English and Reading placement, measures are valid for 2 years from test date or course completion.

Steps For Successful Placement Testing

- It is recommended that you study. Guides will be provided to you at the time of admission, in the Assessment Center and College & Career Success Center. Review sessions will also take place throughout most of the semester and you can improve your score exponentially by attending a review session and studying with the guides and practicing tests. An improved score can reduce your time spent in developmental courses saving you both time and money.
- **IT'S VERY IMPORTANT** that you read the Testing Brochure and review the sample tests for English, Math and Reading so you can do your best on the test.
- If you believe you don't need testing because of your prior college credit, or ACT/SAT scores, you can schedule an appointment with a Counselor to discuss this. **SEE THE TESTING BROCHURE FOR DETAILS.**

If the results indicate it is necessary, Developmental courses should be completed during the first semester and continue in subsequent semesters until all required courses are completed.

Additional review materials and free tutoring are available for the placement exam through the Academic Assistance Center. Email AcademicAssistanceCenter@ssc.edu for more details.

Orientation-SSC Online Orientation is a great resource for all incoming students and available at orientation.ssc.edu using the students' login.

ARE YOU INTERESTED IN EARNING COLLEGE CREDIT THROUGH NON-TRADITIONAL METHODS?

If you are, find out about:

1. AP (Advanced Placement) for coursework in high school
2. IB (International Baccalaureate) for coursework in high school
3. State Seal of Biliteracy for coursework in high school
4. Dual Credit for career course in high school
5. ECEP (Educational/Competency Evaluation Program) experience
6. CLEP/DANTES examination
7. Military Credits

For more information, consult the current catalog or contact the College & Career Success Center at ext. 5724.

Do You Need Financial Assistance?

The Office of Financial Aid in Room 2355 can help you find out about scholarships, grants and student employment. All students applying for financial assistance (including scholarships) must complete the Free Application for Federal Student Aid (FAFSA) to assess eligibility. Students should apply as early in the year as possible.

South Suburban College Foundation Scholarship information is available February 1st in the Financial Aid Office and usually applications are due mid-March. Also ask the Financial Aid staff about the Emergency Book Loan and the Carol Manning Student Assistance Fund.

NOTE: Students who want to be considered for the Pell Grant, Illinois State Monetary Award and Supplemental Educational Opportunity Grant (SEOG) must take at least 3 credit hours. Students wishing to take advantage of the College Work Study Program must take at least 6 hours. For all financial aid you must be a high school graduate, or have passed a high school equivalency (GED) test.

Having Trouble Paying Tuition?

We have special programs for eligible individuals.

- Free Class Waiver
- Academic Achievement Waiver
- Chicago Southland Chamber of Commerce In-District Program
- Human Success Waiver
- In-District Employee Program
- Senior Citizen Waiver

Eligible students must provide proof of age and residency in addition to signing the waiver. A waiver may only be used once. The student is also responsible for all registration, student development, instructional technology, laboratory and course fees, as well as books. Waiver applications are available in Admissions, Registration, and College & Career Success Centers of the College. No residency/tuition adjustments will be processed after the 10th business day of each semester. No registration changes will be accepted after the 10th day of the term for the particular class.

To help you meet your educational expenses, South Suburban College is proud to offer Nelnet as a convenient budget plan (\$100 minimum to budget). This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check.

The cost to budget your interest-free monthly payment plan is a \$25.00 per semester nonrefundable Nelnet Enrollment Fee. There is no fee to use the “Pay In Full By Credit Card” option.

All enrollment fees, down and full payments will be processed immediately. You may budget your College tuition and fees in the following ways:

Automatic Bank Payment (ACH)

ACH payments are those payments you have authorized Nelnet to process directly with your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved for your expenses at South Suburban College. Payments may be made from either your checking or savings account. Payments are processed on the 5th of each month and will continue until the balance is paid in full. There is no fee to use the “Pay in Full by Bank Account Transfer” option.

Credit Card Option

Scheduling your payment with your credit card gives you the option of taking advantage of any bonus programs that may be offered by your credit card company. Your monthly payment will be automatically charged to the credit card you designate. Payments will be charged on the 5th of each month until the balance is paid in full.

Convenient Online Enrollment

You can enroll in the Nelnet Payment Plan in SSC Self Service.

- Select “Student Finance”.
- Select “Create/Manage Payment Plan”.
- A new page will open. Select “Proceed to Processor”.
- Enter/verify requested information and select “Next” on the bottom of page (first time only).
- Answer security questions and select “Submit” (first time only).
- From the payment plan homepage, select “Set Up a Payment Plan”. Follow on screen instructions.
- If you have not checked on a box to accept terms and conditions and “Authorize”, then you have not completed the payment plan. You will receive an agreement number for a successfully completed payment plan.

NOTE: Be sure to have your bank account or debit/credit card information available to complete your payment plan. If paying by automatic bank payments, you will need the bank name, the bank routing number, and your account number. If paying by credit card, you will need the credit card type (VISA, etc.), card number, expiration date, and the 3-digit security code (CVV) along with the billing address for the credit card.

Information on Returned Payments

Should an automatic bank payment or credit card payment be returned, a \$30.00 Nelnet Returned Payment Fee will be automatically assessed to your account. You will be notified by Nelnet of the returned payment via mail or e-mail.

Save Time – Pay Online

The payment plan can accommodate down payments and monthly payments. Before you click the “Submit” button, please carefully read through the Final Review and the Terms and Conditions. An immediate e-mail will be sent (if an e-mail address was provided for the person responsible for payment) confirming enrollment.

Down Payment and Full Payment Options

Down or full payments are deducted immediately from the account provided on the agreement. If the payment fails for any reason, the agreement is terminated and notification is sent to the person responsible for payment.

NOTE: All down and full payments are processed immediately!



Frequently Asked Questions about Nelnet

When and what time will the funds be withdrawn from my bank account?

Nelnet specifies the date each payment will occur, but it is your financial institution that determines the time of day the payment is debited. Nelnet recommends you check with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be attempted the following business day.

How will I be notified of my payment information?

Once your agreement is posted to the Nelnet system, you will receive a confirmation notification of your payment amount by e-mail or letter. Payments will be processed until the total balance is paid in full. The notification also serves as a reminder that a \$25.00 per semester non-refundable Nelnet Enrollment Fee will be processed from the account indicated on the agreement. This \$25 Nelnet enrollment fee will be charged to your bank or credit card account within 14 days of the completion of your agreement. There will be \$30 non-refundable Returned Payment fee if a payment is returned.

Can I pay by phone with Nelnet?

In accordance with the Terms & Conditions of your Nelnet agreement, payments are processed electronically. Nelnet does not accept payments by phone.

If you have questions regarding your Nelnet agreement, please contact Nelnet directly at (800) 609-8056. If you have questions regarding your financial aid award or tuition balance, please call the South Suburban College Cashier's Office at (708) 596-2000, ext. 5720. The Board of Trustees of South Suburban College reserves the right to adjust or change tuition and fees without notice, if circumstances warrant. For the most up-to-date tuition and fee costs, please check the current term schedule.

GENERAL INFORMATION

STUDENT CODES OF CONDUCT

It is the responsibility of every student to become familiar with the College's Student Code of Conduct.

ACADEMIC CONDUCT

The Academic Code of Conduct is intended to maintain an atmosphere conducive to developing optimum classroom educational experiences for all members of the College community, faculty and students. Academic success is described not only by the grade received but also by how the grade is earned. A violation of the Academic Code of Conduct includes, but is not limited to, any act of cheating, plagiarism or electronic data fraud related to the instructional processes of South Suburban College. Academic sanctions for cheating and plagiarism may include failure of an assignment, failure of a quiz/exam, failure of a course or exclusion from a program of study. The sanctions are determined by the individual instructor and are clearly stated in each course syllabus. If a particular course policy is unclear, consult the individual instructor.

Academic dishonesty will be adjudicated by the Academic Conduct Committee.

Cheating

Cheating is creating an unfair advantage over someone else. Cheating includes, but is not limited to, taking credit for someone else's answers, submitting someone else's work as one's own, helping another student cheat, or unauthorized use of any materials, resources or electronic devices while completing an exam, quiz or assignment at South Suburban College.

Plagiarism

- Plagiarism includes, but is not limited to, direct quotation or paraphrasing of the work of someone else without proper citation of the original source.
- For help avoiding cheating/plagiarism seek assistance from an instructor, the Academic Assistance Center or the Writing Center before submitting an assignment.
- When an incident of cheating/plagiarism, as described in the syllabus, is identified, the faculty member shall contact the Director of Registration & Records, via email, requesting a hold be placed on the student's record. If the student withdraws from the course before the hold is in place, the grade may be changed to an F if the claim is upheld following the appeal process. The faculty member shall meet with the student to discuss the situation and complete an incident report. If a face to face meeting is not possible, telephone or electronic discussion is acceptable, but must be

documented. If the matter is found to be a misunderstanding, the process stops; the faculty member gives the student a copy of the report and keeps a copy for his or her records.

- If the student accepts responsibility for cheating/plagiarizing, the grading policy as stated in the course syllabus will be applied. The faculty member retains a copy with any supporting documentation, gives the student a copy of the report, and forwards a copy of the report and materials to the Office of the Vice President for Academic Services.
- If the matter is not resolved in Step 1, the faculty member shall submit the incident report within two business days to the administrator to whom the faculty member reports (e.g., the Dean, Associate Dean or Director for the instructional area). The Academic Administrator will forward a copy of the report to the Vice President of Academic Services.
- If the matter is not resolved in Step 1, the student may complete the Academic Conduct Appeal Form to initialize a formal appeal and submit the information to the appropriate Academic Administrator. This written appeal must be filed with the Vice President of Academic Services within five business days of the date of discussion with the instructor. The Academic Administrator may discuss the concern with the student and instructor. The Academic Administrator will compile all information and forward the complete appeal packet to the appropriate Vice President for step 3 of the process. The student will continue to attend class throughout the process.
- Upon receipt of the completed packet from the Academic Administrator, the Vice President will schedule a meeting with the Academic Conduct Committee, student, and instructor to review the incident and make a decision. Every attempt will be made to have the process concluded within 30 days. Once the committee reaches a decision, the hold placed on the student's record will be removed and/or the appropriate grade will be issued. The decision of this committee is final.
- **Multiple Incidents:** For a second validated offense of cheating/plagiarism, a student will receive a one-semester suspension. To ensure the academic integrity of the institution, for a third validated offense of cheating/plagiarism, the student will be expelled from the college for no less than two academic years. A student has the right to appeal suspension and / or expulsion through the office of the Vice President of Academic Services and the Academic Conduct Committee.

The Student Code of Conduct has been developed to maintain an atmosphere conducive to developing optimum educational experiences for all members of the College community. Conduct in violation of this Code includes, but is not necessarily limited to, the following:

- A.** Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the instructional process relative to subject content. If a student is unresponsive to a faculty member's intervention and remains disruptive in the classroom, the faculty member may ask the student to leave the class session. The student may not return to class until a meeting is held between the student and the instructor or the Dean of Student Development. The instructor shall determine whether to meet with the student. Appropriate classroom behavior will be reinforced. Continued or excessive acts of classroom disruption will prohibit the student from returning to class until meeting with the Dean of Student Development and establishing a behavior contract. The behavior contract must be agreeable to the faculty member, Dean of Student Development and the student. Violation of a behavior contract will result in additional sanctions. The Dean of Student Development may also impose other sanctions.
- B.** Using cell phones, and other electronic communication and entertainment devices (e.g. tablets, iPad, etc.) in classes, labs, and the library. Cell phones should be turned off or set on vibrating alarm. Electronic entertainment devices should be turned off and put away prior to entering classes, labs, or the library; unless otherwise stated.
- C.** Using or occupying any space or facilities owned or leased by the College at any time without authorization of the Board of Trustees or the appropriate College administrators;
- D.** Attempting to prevent or obstruct faculty and/or students going to and from classes or College sponsored activities;
- E.** Preventing or attempting to prevent any individual on the College campus from carrying out assigned duties or lawful business;
- F.** Blocking pedestrians or vehicular traffic on or near College facilities;
- G.** Refusing to comply with College officials performing of their duties;
- H.** Willfully destroying or damaging College property;
- I.** Any act of dishonesty toward the College, including, but not limited to, cheating, plagiarism, misuse of College documents or records, forgery, or knowingly furnishing false information to the College, or to others in the name of the College;
- J.** Any conduct considered disorderly, lewd, indecent, or obscene, including profane or abusive language toward members of the College community;

- K.** Any acts of unprofessional conduct.
- L.** Participating in any activity that endangers the physical being of any person;
- M.** The use of bicycles, roller blades, skateboards, motorized skateboards, recreational scooters and ALL self-balancing, personal electronic transportation devices, also referred to as powerboards, and more popularly known as hoverboards, are not allowed for use within College buildings.
- N.** Violating any municipal, county, state or federal law, statute or ordinance while on College facilities;
- O.** Gambling while on College facilities, unless the activity has been approved by the College and is permitted by law;
- P.** Students are not permitted to engage in any form of larceny, robbery, shoplifting or stealing involving College or personal property; on College or College related premises. This policy also applies to attempted theft and being in the possession of stolen items.
- Q.** As of July 1, 2015, under Illinois state law, South Suburban College is a smoke-free campus. All property of the College is smoke-free, including buildings, grounds, parking lots and vehicles owned and operated by the College. "Smoke" or "smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, e-cigarette, hookah, weed, herbs, or other lighted smoking equipment. "Smoke" or "smoking" also includes products containing or delivering nicotine intended or expected for human consumption. Violation of the smoke-free law will result in a referral to the Dean of Student Development.
- R.** Possessing, selling, using, consuming, or distributing alcoholic beverages or controlled substances (including recreational and medicinal marijuana) or being under the influence of such items at any College facility or at an officially sponsored College event on or off campus.
- S.** Possessing or using of firearms, explosives, harmful or dangerous chemicals or other weapons capable of inflicting injury to persons or damage to property, except as permitted by College regulations.

Non-violent violations of the Student Code of Conduct will result in remediation. Remediation will teach the student responsible behavior, the need to accept the consequences of behavior, and effective communication and conflict resolution skills.

Violation of this Code of Conduct is considered grounds for sanction against the student and, if the situation should warrant, binding over to civil authorities for appropriate action.

DUE PROCESS FOR THE STUDENT CODE OF CONDUCT

A student accused of violating the Code of Conduct will be referred to the Dean of Student Development or the College Disciplinary Standards Committee. Any alleged infraction requiring the intervention of the College Police Department, which may include, but is not limited to, acts of violence or threats of violence, drug or narcotic violations, or any other action considered a Severe Sanction, will be referred to the Dean of Student Development to schedule a hearing on the infraction with the College Disciplinary Standards Committee. The role of the Dean of Student Development or the College Disciplinary Standards Committee, as appropriate, is to determine whether the student is responsible for the violation. The student will receive notice of the alleged violation, including the specific code violations and appropriate reference to the Student Code of Conduct within 5 business days.

The Dean or the Student Conduct Board which may include the College Disciplinary Standards Committee may impose any of the following sanctions upon any student found to have violated the Student Code Of Conduct. Classifications of sanctions from minor to intermediate or severe will be imposed based upon the severity of the offense. More than one of the sanctions may be imposed for a single violation.

1. Minor Sanctions

- a. **Warning:** Student receives a warning and/or reprimand that the College has taken note of the student's action and further violations of the Student Code of Conduct may result in probation, suspension or dismissal depending upon severity of the incident.
- b. **Probation:** Student is reprimanded for violating specified regulations. Probation is for a designated period of time and may result in more severe disciplinary sanctions if further violations occur during the probationary period. The student will receive written notification of his/her probation.
- c. **Behavioral contract:** Student enters into a written agreement to modify behavior. The student's failure to fulfill terms of the contract may result in additional disciplinary sanctions.

2. Intermediate Sanctions

- a. **Restitution:** Student is required to reimburse for damage to or misappropriation of property in addition to other types of disciplinary action.
- b. **Discretionary sanctions:** Student is required to complete work assignments, community service, or other assignments.

- c. **Alcohol/drug sanctions:** Student may receive an assessment and be required to participate in counseling or educational programs in lieu of, or in addition to, the imposition of other disciplinary actions. Parents of students under the age 21 will be notified in the event of discipline related to alcohol and drug use.
 - d. **Withdrawal:** Student will administratively be withdrawn from any and all classes with consequent loss of associated tuition and fees.
3. Severe Sanctions
 - a. **Suspension:** Student is prohibited from attending all enrolled College courses for a determined period of time and must meet all specific requirements for readmission to College courses as determined by the Dean of Student Development or the College Disciplinary Standards Committee. A suspension will not exceed ten (10) school days per offense.
 - b. **Dismissal:** Student is prohibited from attending all enrolled College courses for more than ten (10) days. A Dismissal shall not exceed the remainder of the current semester through the following full semester (Fall or Spring). Following the dismissal period, the student must appeal in writing to the Dean of Student Development for reinstatement.
 - c. **Expulsion:** Student is prohibited from attending all enrolled College courses for a period not to exceed the remainder of the current semester through the following two (2) full semesters (Fall or Spring). Following the expulsion period, the student must request reinstatement in writing to the Dean of Student Development. The Dean will review and determine if conditions have been met.

Severe sanctions are mandatory for the following offenses:

- Physical harm, or threat of physical or mental harm, to College employees and/or students and any other members of South Suburban College or its visitors;
- Any conduct, or threat of conduct, considered lewd, indecent or obscene;
- Sale or distribution of any narcotic, drug, marijuana, depressant or other addictive or hallucinogenic substance not expressly permitted by law on College property, either owned, contracted, rented or leased;
- Possession or use of firearms, explosives, harmful or dangerous chemicals or other weapons capable of inflicting injury to persons or damage to property, not otherwise permitted by College regulations;
- Violating any municipal, county, state or federal law, statute or ordinance while on College facilities.

As required by the South Suburban College Code of Conduct, or as determined necessary by the Dean of Student Development or the College Disciplinary Standards Committee, in any matter involving a possible suspension in excess of ten (10) days, dismissal or expulsion is warranted, a disciplinary hearing shall be convened. The discipline hearing will be conducted as soon as possible, but no sooner than 2 school days and no more than more than 7 school days after the student has been notified of the alleged charges. The Dean of Student Development may extend or reduce the scheduling time limits in his or her discretion.

A student will be considered notified of the alleged charges via email to the student's SSC email and first class mail to the student's address on file with the College. The written notice setting forth the alleged charges shall include the date, time, and place of the disciplinary hearing.

A student alleged to have violated the South Suburban College Code of Conduct is strongly encouraged to attend the scheduled discipline hearing. If the student cannot attend on the date, time and place included in the initial notice of alleged charges, the student may request that the Dean of Student Development reschedule disciplinary hearing. Such a request must be made at least 48 hours prior to the disciplinary hearing.

A student who does not request that the disciplinary hearing be rescheduled or fails to appear for at the scheduled disciplinary hearing forfeits the right to appear before the disciplinary standards committee. The disciplinary committee may, in its sole discretion, choose to make a determination without the student present or may recommend the placement of an administrative hold until such time as the meeting occurs.

STUDENT CONDUCT APPEAL PROCESS

Students may appeal the decision of the Student Conduct Board which may include the College Disciplinary Standards Committee for the following reasons:

- 1.** New evidence not available to the committee prior to the hearing
- 2.** Due process not followed
- 3.** Conflict of interest with member of College Disciplinary Committee

Appeal must be in writing to the VP of Student and Enrollment Services within 5 business days of receipt of the College Disciplinary Committee decision.

The decision of the Vice President of Student and Enrollment Services is final.

DISCRIMINATION & HARASSMENT/TITLE IX GRIEVANCE PROCEDURES

TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE FOR STUDENTS & EMPLOYEES

In accordance with the statutory provisions included in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and all other applicable federal and state laws, South Suburban College shall not discriminate, nor tolerate discrimination or harassment, on the basis of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, disability or any other factor as prohibited by law, rule or regulation. South Suburban College is committed to equal rights and will take the necessary steps to ensure that staff and students may work, learn, and study in an environment free from discrimination, sexual harassment, sexual violence or other harassment based on sex. All forms of illegal harassment and discrimination infringe upon mutual respect in all relationships, have the potential to result in serious harm to staff and student success, and shall not be tolerated by any employee, faculty, staff, student or community member at South Suburban College.

College Title IX policies and procedures have been instituted to prevent sexual harassment. These policies and procedures provide for the review, investigation and resolution of complaints. All individuals who suffer or witness behavior or actions that may be discriminatory or harassing shall make a report to the Title IX Coordinator. All complaints of sexual harassment will be handled with the maximum confidentiality possible. Findings of sexual harassment may result in discipline, up to and including suspension or termination, of a College employee, and discipline, up to and including suspension or dismissal, of a College student.

South Suburban College strictly prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual harassment. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by someone acting on behalf of another, will be addressed in the most serious way by South Suburban College, and individuals who engage in such actions are subject to discipline, up to and including suspension, exclusion, or dismissal from the College, consistent with South Suburban College policies, procedures and employment practices. Anyone who suffers from, or is aware of, possible retaliation in response to a complaint of sexual harassment, sexual violence or any form of harassment based on sex, should report such concerns to the Title IX Coordinator, who shall take appropriate actions to address the claims.

Sexual harassment complaints shall be made to:

Title IX Coordinator

Dr. Deborah Baness King
Vice President, Student & Enrollment Services
South Suburban College
15800 South State Street
South Holland, IL 60473
708-596-2000, ext. 5816
dking@ssc.edu

Prohibited Behavior

The College prohibits discrimination on the bases of age, disability, national origin, ancestry, race, color, religion, creed, sex, sexual orientation, or marital status, sexual harassment, sexual violence, or other harassment based upon sex. Further, the College prohibits retaliation for having made a prior discrimination, sexual harassment, or sexual violence complaint.

Title IX defines sexual harassment to include any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect:

- Any instance of quid pro quo harassment by a school's employee;
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access;
- Any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Allegations of sexual harassment may be based on conduct that occurs on College property, off College property, or outside a College education program or activity if the alleged behavior affects the College environment or likelihood of student or employee success. All members of the College community shall report incidents of sexual harassment. South Suburban College investigates all allegations of sexual harassment.

Title IX Definitions:

Complainant: an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Third Party: any individual that has knowledge or has witnessed sexual harassment.

Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal Complaint: a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the school investigate the allegation of sexual harassment. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by the school.

Document Filed by a Complainant: a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint.

Supportive Measures: individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party, while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Title IX Sexual Harassment Grievance Process

Any individual who believes in good faith that he or she has been subjected to sexual harassment may file a complaint without fear of violence, retaliation or discipline. The College will complete a prompt investigation as set forth below, following notice of a complaint. Any individual (Complainant or third party) has the option to report allegations of sexual harassment to the Title IX Coordinator. Any individual can also report allegations of sexual harassment to law enforcement and pursue a criminal action during the South Suburban College investigation. South Suburban College will not delay its own investigation merely because there is a simultaneous criminal investigation.

Step 1 – Filing a Complaint

Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

Individuals are encouraged to file complaints through the Sexual Harassment Complaint Form online through the South Suburban College website:

<https://www.ssc.edu/wp-content/uploads/2020/08/Title-IX-Sexual-Harassment-Complaint-Form-8-12-2020.pdf>

All complaints must be signed and dated by the reporting individual. The signed Complaint Form may be submitted in person, by email or by mailing to the address listed above to the Title IX Coordinator.

The Title IX Coordinator shall contact the Complainant promptly to offer supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. Supportive measures are individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

If the allegations in a formal complaint do not meet the definition of sexual harassment or did not occur in the school's education program or activity against a person in the United States, South Suburban College must dismiss such allegations for purposes of Title IX. However, the complaints may be referred for consideration under the Student Code of Conduct or employee grievance procedure.

The Title IX Coordinator shall notify the Respondent of the complaint promptly and provide written notification of the allegations to both parties that includes the steps of the complaint process.

Step 2 – Investigation Process

Upon notification, the College will conduct a thorough investigation within a reasonable amount of time in relation to the Formal Complaint. The investigatory time period may be extended by the Title IX Coordinator for justifiable reasons or by mutual consent of all involved parties. The Complainant and the Respondent shall be informed in writing of any time extensions.

Throughout the investigation, the parties shall have the following rights:

- equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- no restrictions related to discussing the allegations or gather evidence (e.g., no "gag orders").
- equal opportunity to select an advisor of the party's choice who may be, but need not be, an attorney.
- written notice of any investigative interviews, meetings, or hearings.
- to receive all evidence directly related to the allegations, in electronic format or hard copy, sent to both parties and advisors, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- to receive all investigative reports, sent to both parties and advisors, that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.

- dismissal of allegations of conduct that do not satisfy the definition of sexual harassment or did not occur in a school's education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the school from addressing the conduct in any manner the College deems appropriate.
- Petition to withdraw the complaint, in writing (Complainant only) to the Title IX Coordinator stating that the Complainant desires to withdraw the formal complaint or allegations therein. If the Respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination, the school shall so advise the parties.
- Written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal (both parties).
- Protection of the privacy of a party's medical, psychological, and similar treatment records unless the College obtains the party's voluntary, written consent to do so.

The investigation process includes collection of documents, witness statements, and other provided evidence from the Complainant and Respondent.

Step 3 – Live Hearing with Cross Examination

The College Title IX grievance process provides for a live hearing. At the live hearing, the decision-maker permits each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Any cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. At the request of either party, the entire live hearing (including cross-examination) may occur with the parties located in separate rooms with technology enabling the parties to see and hear each other. Only relevant cross-examination and other questions may be asked of a party or witness and the decision maker shall determine the relevance of each question prior to an answer being given. If a party does not have an advisor present at the live hearing, the College will provide, without fee or charge to that party, an advisor of the College's choice to conduct cross-examination on behalf of that party. Live hearings may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. An audio or audiovisual recording, or transcript, of any live hearing is mandated under Title IX.

The live hearing process and Title IX provides rape shield protections for Complainants deeming irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or offered to prove consent.

Step 4 – Written Findings

Upon completion of the hearing, the Decision Maker shall issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. The written determination will be sent simultaneously to the parties along with information about how to file an appeal. All final determinations made by the Decision Maker will utilize the preponderance of the evidence standard.

Step 5 – Right to Appeal

The Complainant or the Respondent may appeal the determination regarding responsibility, and from the College's dismissal of a formal complaint or any allegations on the following basis: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter. The appeal must be submitted in writing addressed to the Title IX Coordinator that the College President, or his or her designee, review the matter on appeal. The written request must be made within ten (10) days of the Step 4 Decision Maker Written Findings. If no Step 5 written request to appeal is received within the ten (10) days, the College will deem the investigation and case concluded and shall implement any recommendations or corrective actions.

Informal Resolution Option

The College, in its discretion, may choose to offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. Informal Resolution Rights include:

- Freedom from any condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- Voluntary participation in an informal resolution process.
- Informal resolution option in response to a filed formal complaint.
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

Informal resolution options shall not be available when allegations include that an employee sexually harassed a student.

DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE

In accordance with the statutory provisions included in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and all other applicable federal and state laws, South Suburban College shall not discriminate, nor tolerate discrimination or harassment, on the basis of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, disability or any other factor as prohibited by law, rule or regulation. South Suburban College is committed to equal rights and will take the necessary steps to ensure that staff and students may work, learn, and study in an environment free from discrimination, sexual harassment, sexual violence or other harassment based on sex. All forms of illegal harassment and discrimination infringe upon mutual respect in all relationships, have the potential to result in serious harm to staff and student success, and shall not be tolerated by any employee, faculty, staff, student or community member at South Suburban College.

College policies and procedures have been instituted to prevent sexual harassment and discrimination. These policies and procedures provide for the investigation and resolution of complaints. All individuals who suffer or witness behavior or actions that may be discriminatory or harassing shall make a report to the Affirmative Action Officer. All complaints of discrimination and harassment will be handled with the maximum confidentiality possible. Findings of harassment or discrimination may result in discipline, up to and including suspension or termination, of a College employee, and discipline, up to and including suspension or dismissal, of a College student.

South Suburban College strictly prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of discrimination or harassment. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by someone acting on behalf of another, will be addressed in the most serious way by South Suburban College, and individuals who engage in such actions are subject to discipline, up to and including suspension, exclusion, or dismissal from the College, consistent with South Suburban College policies, procedures and employment practices. Anyone who suffers from, or is aware of, possible retaliation in response to a complaint of discrimination or harassment should report such concerns to the Affirmative Action Officer, who shall take appropriate actions to address the claims.

Complaints of discrimination or harassment shall be made to:

College Affirmative Action Officer

Ms. Kim Pigatti

Director, Human Resources

South Suburban College

15800 South State Street

South Holland, IL 60473

708-596-2000, ext. 5719

kpigatti@ssc.edu

Prohibited Behavior

The College prohibits discrimination on the bases of age, disability, national origin, ancestry, race, color, religion, creed, sex, sexual orientation, or marital status, sexual harassment, sexual violence, or other harassment based upon sex. Further, the College prohibits retaliation for having made a prior discrimination or harassment. Harassment is unwanted behavior directed toward an individual based on one or more of the foregoing designated characteristics. Allegations of discrimination or harassment may be based on conduct that occurs on College property, off College property, or outside a College education program or activity if the alleged behavior affects the College environment or likelihood of student or employee success. All members of the College community shall report incidents of discrimination or harassment. South Suburban College investigates all allegations of discrimination or harassment.

Examples of discrimination or harassment may include, but not be limited to:

- Refusing to hire or promote someone because of the person's protected status.
- Demoting or terminating someone because of the person's protected status.
- Jokes, pranks or epithets about a person's protected status.
- Teasing or practical jokes directed at a person based on his or her protected status.
- Displaying or circulating written materials or pictures that degrade a person or group.
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.
- Conduct creating a hostile, intimidating or offensive academic or working environment or which has the effect of unreasonably interfering with work or student performance.

Discrimination & Harassment Procedure

Any individual who believes in good faith that he or she has been subjected to discrimination or harassment or been subjected to any of the prohibited behaviors set forth above, may file a complaint without fear of violence, retaliation or discipline. The College will complete a prompt and confidential investigation as set forth below, following notice of a complaint. Any individual has the option to report allegations of discrimination or harassment to law enforcement and pursue a criminal action during the South Suburban College investigation. South Suburban College will not delay its own investigation merely because there is a simultaneous criminal investigation.

Step 1 – Informal Process

Any individual believing he or she has been a victim of discrimination or harassment the Affirmative Action Officer. The notification shall be made no more than thirty (30) days after the alleged discrimination or harassment. Notification shall be in writing and may include email communication. The Affirmative Action Officer shall make an effort to resolve the matter informally within ten (10) days of the complaint. At no point in the informal resolution process shall an individual be encouraged to resolve the alleged discrimination or harassment directly with the accused. All proposed resolutions during the informal process shall be accepted or rejected by the complainant within five (5) days of the Affirmative Action Officer's proposed resolution. The complainant may terminate the informal resolution process at any time by completing the complaint form required by Step 2 below.

Complaints involving alleged sexual harassment should be made through the Title IX Sexual Harassment Grievance Procedure and Complaint Form.

Step 2 – Formal Complaint Process

If the matter cannot be satisfactorily resolved at Step 1, the individual shall file a formal written complaint with the Affirmative Action Officer. All formal complaints shall be submitted on the Discrimination and Harassment Complaint Form available from the Affirmative Action Officer or through the South Suburban College website.

<https://www.ssc.edu/wp-content/uploads/2020/10/Revised-Discrimination-and-Harassment-Complaint-Form.pdf>

All formal complaints must be signed and dated by the complaining individual. The signed Complaint Form may be submitted in person, by email or by mailing to the address listed above for the Affirmative Action Officer. If the Complaint Form is not filed within five (5) days of the proposed informal resolution, South Suburban College will consider the matter resolved and the investigation shall be closed.

The Complaint Form shall be filed within forty-five (45) days of the alleged incident of discrimination or harassment. The Affirmative Action Officer shall notify the accused of the complaint and will conduct a thorough investigation through interviews with all relevant individuals, and by other appropriate and necessary means, within thirty (30) days of receipt of the

Complaint Form. The investigatory time period may be extended by the Affirmative Action Officer for justifiable reasons or by mutual consent of all involved parties. The complainant and the accused shall be informed in writing of any time extensions beyond the thirty (30) day period.

During the investigation of the complaint, the complainant may request the implementation of interim remedial measures or the Affirmative Action Officer may invoke them as appropriate and necessary. Interim measures may include, but are not limited to, the following: a no contact order between the parties, changes to academic situations that impose a minimum burden on the student, counseling or mental health through the Employee Assistance Program or Student Assistance Program, job transfer, or academic support. The Affirmative Action Officer shall make all necessary arrangements to implement interim measures, including coordinating with multiple College departments, as appropriate. The College shall make every reasonable effort to minimize the burden of interim measures on the complainant.

Throughout the investigation, the parties shall have the following rights: the complainant shall not be required to appear in the same room as the accused, both parties will have equal and timely access to relevant information, both parties will have an equal opportunity to present evidence, past relationships with individuals other than the complainant and respondent will be disallowed and not investigated or considered, periodic status updates, to the extent permitted by applicable privacy laws, shall be given by the Affirmative Action Officer, assurance that if the College chooses to permit lawyers or other representatives at hearings, equal opportunity for representation shall occur, assurance that if the College chooses to permit cross-examination of the parties at a hearing, it will do so in a way that does not allow the parties to personally question or cross-examine each other directly, but will allow both parties to equally exercise this right through their lawyers or representatives.

Step 3 – Written Findings

Upon completion of the investigation, the Affirmative Action Officer shall issue a written statement of the final outcome of the investigation to both the complainant and the accused. The Written Findings shall consider the alleged behavior from both a subjective and objective perspective and be determined based upon a preponderance of the evidence presented. The Written Findings shall consider whether the alleged behavior was an act of discrimination or harassment in the context of providing aid, benefits, or services of the academic or employment environment. The Written Findings shall include a recommendation of a reasonable and appropriate remedy for the complaining party, if the Complaint is sustained. Remedies shall include specific recommendations for the complaining party, which may include, but are not limited to, counseling through the South Suburban College Employee Assistance Program or Student Assistance Program, academic support, and reassignment.

The Written Findings may also include, if appropriate, but not limited to, discipline, up to and including suspension or termination of a College employee, and discipline, up to and including suspension or dismissal, of a College student. When deemed appropriate and necessary, South Suburban College may take additional corrective action to remedy any instances upon a finding of discrimination or harassment.

Step 4 – Right to Appeal

If the complainant or the accused is not satisfied with the Written Findings, he or she shall request, in writing addressed to the Affirmative Action Officer, that the College President, or his or her designee, review the matter on appeal. The written request must be made within ten (10) days of the Step 3 Affirmative Action Officer's Written Findings. If no Step 4 written request to appeal is received within the ten (10) days, the College will deem the investigation and case concluded and shall implement any recommendations or corrective actions.

Appeals by College employees shall be reviewed by the College President, who will review all materials generated through the investigation, and who will provide his/her recommendation to sustain or deny the appeal, or for any further action, to the Board of Trustees within thirty (30) days of the President's receipt of the written request for appeal. At its next regularly scheduled meeting following receipt of the recommendation of the President, the Board of Trustees may review materials generated through the investigation of the Affirmative Action Officer, if appropriate, and arrange to meet with the complainant or accused, or their attorneys or representatives, in closed session, if deemed appropriate by the Board of Trustees, said meeting to be recorded as required of all closed Board meetings, and shall issue a final and binding decision. The President shall communicate the decision of the Board to the Affirmative Action Officer, who shall promptly notify the parties of the final decision on appeal.

Appeals by students shall be reviewed by an impartial three person panel. Student appeals shall be forwarded to the College President, who shall tender the names of three (3) administrators to the appealing party. The appealing party shall select, within three (3) days, one of these administrators to serve on the panel. The College President shall appoint one other College administrator to serve on the panel, and shall solicit the name of one member of the South Suburban College Faculty Association, said member to be chosen by the Association, to complete the three person panel. The panel will review the materials generated through the investigation of the Affirmative Action Officer and, if necessary as determined by the panel, arrange to meet with the complainant and accused or their attorneys or representatives, said meeting to be recorded by the panel. The final and binding decision of the panel shall be submitted to the President within thirty (30) days from the date the panel was fully formed. The President shall communicate the decision of the panel to the Affirmative Action Officer, who shall promptly notify the parties of the final decision on appeal.

VIOLENCE AND THREATS OF VIOLENCE (STUDENTS)

The College is committed to providing a safe working environment free from violence and free from the threat of violence. Therefore, Zero Tolerance for violence and threats of violence shall be exercised at the College. Violence is defined as a physical assault upon any student or employee of the College or visitor at the College and a threat of violence is defined as any verbal or nonverbal communication which is designed to create the fear that a violent act may be committed against the recipient.

The College shall assist members of the College community in reporting acts of violence and threats of violence and the following procedures shall be applicable:

1. Any student who witnesses, hears, or is the recipient of violence or threats of violence shall report the incident to the Campus Police Department.
2. An incident report shall be completed, describing the time, place, and circumstances of the incident as well as the person(s) involved. A copy of the report shall be forwarded to the Dean of Student Development.
3. The College shall immediately remove from the College premises any student accused of committing a violent act or accused of threatening a violent act at the College, until a hearing is held.
4. The College shall fully investigate any reported violent act or threatened violence to a member of the College community or visitor at the College.
5. The student will receive notice of the alleged violation, including reference to specific code violations and information regarding the Student Codes of Conduct procedures.
6. An Interim Suspension denying the student access to the campus (including classes) shall be imposed until the student meets with the College Disciplinary Standards Committee.
7. The Student Conduct Board which may include the College Disciplinary Standards Committee will convene within five (5) school days of the act of violence or threat of violence to review the facts and determine the appropriate Severe Sanction as discipline for a violent act/threat.
8. The Dean of Student Development will notify the student, in writing, of the Committee's decision.

Within five (5) days of the imposition of any of the above sanctions, the student may submit a written request for a meeting with the Disciplinary Standards Committee. The request shall be made to the Dean of Student Development. Within a reasonable time, the Disciplinary Standards Committee shall meet to review the Dean's action. At the review, the student may be present to discuss the matter with the Committee. The Committee may take such action as it finds appropriate, including the sanctions as set forth above or no sanction, and inform the student of the decision within two (2) school days of the meeting.

INTERNATIONAL/INTERCULTURAL STUDIES

To help prepare SSC students to respond effectively to the complex challenges of a rapidly changing global environment, the college, through its International/Intercultural Studies Committee provides opportunity to our students to study abroad in Ghana in Africa, Cheng Du in China, Dijon in France and San Jose in Costa Rica. The college offers scholarships through its Foundation Office that covers full tuition and travel expenses to these countries. Please contact Sangeeta Kumar, ext. 2574 to assist you with this once in a lifetime opportunity. All our study abroad programs take place during the summer break, and run 4-6 weeks. These programs will earn students up to seven (7) credits.

IT PAYS TO BE SMART

Are you an Honor Student?

South Suburban College has Academic Recognition Programs for students who have demonstrated academic excellence.

1. **Dean's List** for students with 3.5 or higher grade point averages
2. **President's Scholars** for students with 4.0 grade point averages
3. **Honor Society** - Psi Pi Chapter of Phi Theta Kappa
4. **Honors Program** provides unique educational opportunities by offering honors courses for academically talented students

For information on any of the above programs visit the College & Career Success Center (Rm. 2350) or the Honor/Phi Theta Kappa Center (Rm. 4255).

COLLEGE & CAREER SUCCESS CENTER (C&CSC)

A professional counseling staff serves the academic, vocational and personal needs of students. The counseling staff assists students in determining career choices and in planning programs designed to reach their educational goals. Individual and group counseling is available to assist students to develop greater self-awareness and insight into problem-solving procedures. Referrals to outside human services agencies are also available in the College & Career Success Center (C&CSC).

Academic advising and Counseling services are available to all students at the College & Career Success Center, Room 2350. The Center is open from 8 a.m. to 7 p.m., Mondays through Thursdays, and from 8 a.m. to 4 p.m., Fridays.

The career offices of the C&CSC, located in Room 2250, are available for current and potential students' use during C&CSC hours. Job search and career planning services are intended to assist students, alumni, faculty, business and industry as well as other community members. For more information, please call (708) 210-5748.

Students intending to transfer to a four-year university should plan their programs with a counselor at the C&CSC. The Center provides a wide range of services to assist students in the transfer process, including preparation of the Master Academic Plan (MAP) to ensure that SSC courses completed transfer to the four-year university of your choice. Other services provided include information on the transfer process and admissions requirements at four-year schools. The Center is open five days a week. For more information, call (708) 210-5724.

HOW TO REQUEST ACADEMIC ACCOMMODATIONS

The Services for Student with Disabilities office (SSDO) provides support to students to help them reach their educational goals. We encourage self-advocacy and disability awareness throughout South Suburban College and the community which we serve. We inspire to develop a safe environment to allow students, with and without disabilities, to form relationships and connect. Services for Students with Disabilities Office (SSDO) offers assistive support to students with special needs. Services encompass the provision of technological devices, note takers, interpreters, scribes, and dictators. The Services for Students with Disabilities Office (SSDO) will provide information for all students seeking any type of academic accommodations.

From the time a student makes an initial request for services, to the final determination of accommodations to be provided, the SSDO includes the student in an interactive process to determine the academic adjustments and/or modification(s) and services to be provided to the student.

In making this determination regarding appropriate accommodations, the SSDO takes into account input from the student and SSDO. The SSDO will consult with Administrators, Counselors, and other academic faculty when appropriate.

The determination of appropriate accommodations will be made on an individualized case-by-case basis using this interactive process involving all appropriate stakeholders.

Please follow the application process as outlined in the following steps.

Contact the SSDO Student Manager at extension 2691, or visit room 2268, to receive the information for receiving accommodations. A TDD phone is available: (708) 210-5732. This step should be completed as soon as possible.

1. Submit the medical/educational documentation to the Manager of SSDO.
2. Once the Manager of SSDO has verified that the student has the appropriate documentation to substantiate his/her disability, the student and the SSDO Manager will make an appointment to engage in an interactive process to determine the academic adjustments and/or modification(s) and services to be provided to the student.
3. Once the interactive process has been completed outlining the recommendation of appropriate accommodation(s) the student will receive an academic accommodation passport immediately. The SSDO will utilize accommodation request forms, or academic accommodation passports, to provide this written notification documenting the individualized accommodation(s) that have been determined to be appropriate as a result of this interactive process. If any adjustments or services requested by the student are denied, the student will be notified by the SSDO in writing, which shall also include the reason(s) for the denial, within 10 school days. All written notification will also include information regarding the process that the student can use to appeal the denial of any adjustments or services requested by the student and a copy of the Accommodation Appeal Form for the student to complete and return to the Manager of the SSDO.
4. The student must decide whether or not to accept the recommended accommodations(s).
 - a. If the student accepts the recommended accommodation(s), the SSDO will provide the student as well as the student's instructors a copy of their approved accommodation(s) passport.
 - b. If the student does not accept the recommended accommodation(s), the student will indicate their rejection of the recommended accommodation(s) on the Accommodation Request Form, and sign and date the form. The SSDO will contact the student by phone or in writing to notify the student of the date, time, and location of the staff meeting to review the student's denial within 10 school days. This staff meeting will include all appropriate staff involved in the interactive process along with the student.
 - c. If the student disagrees with the outcome of the staff meeting the student can file a complaint using the College' disability complaint discrimination procedures.

5. The SSDO Student Specialist will schedule, as necessary, the accommodation(s) for which the student is eligible. The SSDO Student Specialist will contact the student by phone or in writing to notify the student of any necessary accommodation(s) that have been scheduled.
6. The student will be recommended to participate in follow-up meetings with his/her counselor or the SSDO manager as needed, but at a minimum. Students' passports are distributed to instructors via inter-office mail every semester. All passports reveal a stamp with the current semester and year, identifying that the student's academic accommodations are active.

Student Guidelines:

1. The SSDO does not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.
2. It is the student's responsibility to notify the SSDO of the need to change a course schedule prior to making any changes and to discuss if such a change impacts the accommodation(s). If the student registers late or makes changes to their schedule that requires changes to his or her accommodation(s) request, the student must expect that it will require a minimum of three weeks to process the new request for accommodation(s).
3. A student who has not registered for classes for one or more semester must contact the SSDO, at least thirty (30) days prior to the start of any semester (Fall, Spring or Summer) to notify the SSDO of the student's intent to return to South Suburban College and the need to resume their academic accommodations. The interactive process will be reviewed at this time.
4. When requesting accommodations for a test scribe or test dictation, the student must notify the SSDO student specialist within a minimum of three (3) days in advance of when the student is required to take his/her test.
5. The student shall sign Accommodation Service forms confirming the accommodations.

Please contact a Counselor regarding academic advice. Please contact SSDO Manager at extension 2691, or visit Room 2268 regarding accommodation(s) requests. A TDD phone is available: (708) 210-5732.

ACADEMIC ASSISTANCE

Academic Assistance Center

Free Tutoring Services: Individual/Group Tutoring, Room 2264

Fall & Spring Semester

Monday - Thursday: 8:00 a.m. - 8:00 p.m.

Friday: 8:00 a.m. - 2:00 p.m.

Closed on Saturday & Sunday

Summer Semester

Monday - Thursday: 8:00 a.m. - 7:00 p.m.

Closed on Friday, Saturday & Sunday

*Hours at the Oak Forest Center (Room 5183)**

Fall & Spring Semester

Monday - Thursday: 11:00 a.m. – 2:30 p.m. & 3:30 p.m. – 7:00 p.m.

Friday: 10:30 a.m. - 2:00 p.m.

Closed on Saturday & Sunday

Summer Semester

Monday - Thursday: 11:00 a.m. – 2:30 p.m. & 3:30 p.m. – 7:00 p.m.

Closed on Friday, Saturday & Sunday

**The Oak Forest Center is located at 16333 S. Kilbourn Avenue, Oak Forest, IL. Oak Forest center tutoring hours subject to change based on tutor availability.*

The Academic Assistance offers free individual and group tutoring, study groups, and Student Success Seminars for all currently registered SSC students and community members. Appointments are appreciated but they are not required. Walk in tutoring is available depending on tutor availability. Tutoring appointments are available up to one week in advance for currently enrolled SSC students. Appointments can be scheduled in person in Rm. 2264, over the phone at (708) 596-2000 ext. 2397, or by emailing AcademicAssistanceCenter@ssc.edu. Both in-person and virtual tutoring is available. Equipment for students with disabilities and speed reading software are available.

The Academic Assistance Center (Rm. 2264) is certified by the College Reading and Learning Association (CRLA) for Regular/Level 1 and Advanced/Level 2.

CRLA is a member of CAS (Council for the Advancement of Standards in Higher Education). Email AcademicAssistanceCenter@ssc.edu, call (708) 596-2000 ext. 2397, or stop by Rm. 2264 on the main campus with any questions.

LIBRARY

Library Hours: Monday - Thursday: 8:00 a.m. - 8:00 p.m.
Friday: 8:00 a.m. - 4:00 p.m.

Closed Saturday and Sunday

Summer hours: Monday -Thursday
8:00 a.m. - 8:00 p.m.

Closed Friday and Saturday

The Library is located off the atrium on the first floor of the main campus (Rm.1249). The Library provides resources that support the academic curriculum and reference services. The Library has (4) Group Study Rooms, (3) located on the 2nd floor and (1) located on the main level. These rooms can be reserved at the Circulation Desk (708) 596-2000, ext. 5751. Students can obtain textbooks, calculators, and reserve materials at the circulation desk with a student I.D.

ALL STUDENTS—START SMART

Attend class on the first day the class meets. During the first meeting your instructor provides important information that guides you through the coursework. Every class is important. Don't miss out!



The resources on the following pages were contributed, in part, by the Reading faculty, tutors, instructors, and staff of the Academic Assistance Center.

PROBLEM-SOLVING READING

POTENTIAL PROBLEM	POSSIBLE SOLUTIONS
Poor concentration	<ul style="list-style-type: none">• Preview• Ask and answer guide questions• Take limited breaks• Tackle difficult text when you are not tired
Words are difficult and/or contain unfamiliar word parts	<ul style="list-style-type: none">• Use context and analyze word parts• Skim through text before reading—mark and look up unknown words and jot meanings in the margin
Don't know what is important and what is not	<ul style="list-style-type: none">• Preview• Use headings and subheadings• Ask and answer guide questions• Use about-point or other comprehension strategy
The material seems disorganized or poorly organized	<ul style="list-style-type: none">• Use Table of Contents as an outline of the material• Pay attention to headings and subheadings• Read the summary if available• Use chapter objectives if available
Ideas are new and unfamiliar; you have little or no prior knowledge about the topic and the author assumes you already know something	Get background information by: <ul style="list-style-type: none">• referring to an earlier class• referring to a reference source• referring to an easier book• Make sure you don't skip any introductory information

Courtesy of Frances Rewers

Studying For Tests

1. Review notes frequently. Do not wait until the end of the unit to begin reviewing.
2. Use note cards to review concepts that are especially difficult for you.
3. Use all resources to get a complete picture of what might be on the test.
 - a. Complete chapter reviews and tests in the textbook.
 - b. Review class notes and unit objectives to determine topics emphasized.
 - c. Review homework.
4. Simulate a test-taking situation.
 - a. Take the Chapter Test (or some other practice test) in the amount of time that will be allowed in class. If you do not score at least 80% on the practice test, you need to study more.
5. Get a good night's sleep the night before a test. A clear mind is as important as a brilliant one!
6. Space your study times throughout the week for improved learning and retention.

Taking Tests

- Scan the entire test first.
- Do those problems which appear easy first. Go back to the harder ones later. Problems which at first appear difficult may appear much easier on the second reading.
- Never leave a multiple-choice question blank unless you will be penalized for wrong answers. Try to use process of elimination to narrow down your choices.
- Do not be intimidated by classmates who leave the test session early.
- Check your work if you have time.

Note-Taking And Note-Using Skills

- Take notes in outline form, not in paragraph form. Use some type of notebook to keep notes together and in order.
- Write problems along with the solutions.
- Record page numbers and problem numbers of examples done from the textbook to help you coordinate your notes with the textbook.
- Do not copy every example done in class. Sit back and focus on the process.
- Leave space for future comments or corrections.
- Rewrite your notes to help you review and organize the information.
- Use an index card to record formulas and procedures that require extra attention to be remembered. Review these often.
- Review your notes often.

Understanding The Material

- Strive for understanding. Do not practice “mystery” techniques, those that you do not understand.
- Look for generalizations. Compare and contrast problems. How are they alike?/How are they different?
- Refer to your textbooks from previous courses. Another author may explain a concept in a way that you understand.

STUDY SKILLS

Each classroom/credit hour requires an average of 3 hours of homework per week. Unlike high school, which is more class work than homework intensive, much of your learning in college occurs from your studying outside of class. Your grade is most often based on the quality of work turned in (papers, exams, etc.) and not on class attendance or participation. So it is essential that you develop strong study skills.

1. Develop a regular, practical schedule for yourself, and then stick to it. If you know that you just can't get going in the morning before 10:00, don't schedule study time for 8:00. Be realistic.
2. Anticipate when you are going to need time off, and then make sure you schedule sufficient study time to allow you that time off.
3. Review and amplify class notes as soon as possible after class so that the professor's lecture or discussion is still fresh in your mind.
4. When reading textbooks, skip ahead to the chapter summary, chapter review or suggested test questions (most textbooks have something like this at the end of a chapter or section) and review them first. These are the most important points in the chapter, and your familiarity with them as you read the text will help you focus on and later recall them. You can also thumb through the whole chapter, noting the various headings. When reading non-textbook material, try to find a summary or review of the material before you tackle the book or article itself.

SOME SUGGESTIONS FOR THE WRITING PROCESS

(Always follow the directions of your instructor)

- I. Decide on a topic
 - a. Choose a topic you already know something about.
 1. Talk to people
 2. Look around you
 3. Recall memories
 - b. Read and Learn about your topic (do research) using:
 1. Periodicals
 2. Reference books
 3. The internet
- II. Narrow your topic
 - a. To whom are you writing?
 - b. What is the goal of the writing project?
- III. Plan your paper
 - a. Listing specific ideas
 - b. Grouping related ideas under similar heading (main ideas)
 - c. Arranging ideas in order (logical sequence)
 - d. Developing an outline
- IV. Follow your outline as you write
 - a. Introduction
 1. Arouse your reader's interest with an anecdote (a brief story) in longer composition or a paper.
 2. Raise a question; it pushes the reader on to find the answer.
 3. Make a direct statement of topic (especially when interest in the topic may be strong)
 4. Use a negative statement of topic followed by a positive or direct statement.
 5. Provide general background information when writing about a topic about which the reader probably knows little.

- b. Body
 - 1. State main points
 - 2. Develop main points. Here are some ways:
 - a. Give details, examples, or facts
 - b. Tell a story
 - c. Relate an incident
 - d. Give reasons
 - e. Make comparisons or contrasts
- c. Conclusion
 - 1. Very short compositions could conclude with merely a restatement of the most important main topic.
 - 2. Explanations of how to do or make something should conclude with a statement of the final product.
 - 3. A persuasive composition should end with a final call to action or a warning of the consequences if no action is taken.
 - 4. Longer compositions may end with a summary, a restatement of the main idea - but not a mere listing of the main points.
 - 5. Descriptive compositions should end with a general impression of the object, person, or place.

V. Editing

- a. Reread your paper
 - 1. Does it make sense?
 - a. Are too many undefined words or technical terms getting in way of meaning?
 - b. Are transitions between sentences clear? (Do they show the relationship between ideas, details, examples, etc., in the paragraph?)
 - 2. Check for grammatical and spelling errors. Use the dictionary, thesaurus and "spell check" to improve your work.
 - a. Read each word slowly.
 - b. Read each word out loud.
- b. Reread your paper again after corrections are made; wait 24 hours and read it again. Are you satisfied with your work?

Note: Give yourself plenty of time to think about your topic and to practice writing. Start on papers as soon as you are given the assignment so your work is not rushed. Follow the suggestions and guidelines of your instructor. Then, relax and let ideas flow as you follow the process. Enjoy the creativity of writing a good paper!

For More Creative Writing:

Build Your Vocabulary. Use different words to express the same ideas to keep your writing interesting. Use a thesaurus to look up different words for the same concepts or items in your work. Use a dictionary to check definitions and spelling.

For More Help in Writing:

See your instructor and go to the Academic Assistance Center for help.

MATH

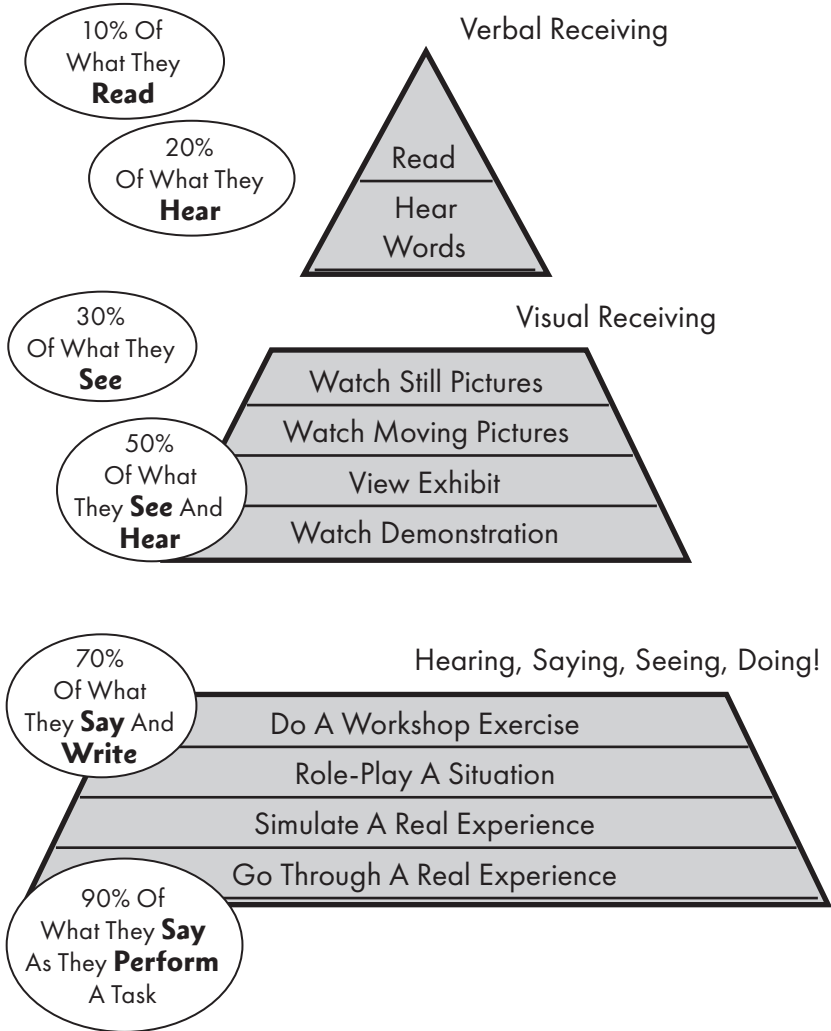
Are you having trouble with math? Do you suffer from “Math Anxiety?” The Math Department offers the 1:40 Club Workshops. Math tutors are available in the Academic Assistance Center. Also ask about Math Anxiety Workshops in the Academic Assistance Center.



CONE OF EXPERIENCE

People Generally Remember:

Learner Activity:



(adapted from materials produced by Dr. Katherine Tift for the National Drug Abuse Training Center. For further information on Dole's "cone of experience," see Raymond T. Wimon, "Educational Media," Charles Merrill Co. 1969, Columbus, OH)

WHAT IS ACADEMIC SUCCESS?



Academic success is not just the “A” you receive, although the “A” may be one measure. If you obtain a good grade in a class, while losing your academic integrity, the grade is not a measure of success. Your academic life, what you learn and your behavior with regard to assignments from your instructors and the exams that you take, is something to which you should give some thought before situations arise that challenge your values. If you have concerns about assignments and examinations, if you are unsure about what is the right or ethical path to take, you should consult with your instructor.

It’s a question of values. Your values may make it very easy for you to determine what **cheating** is in the academic setting. It may be very clear to you that asking someone else for answers to questions on an examination, copying from someone else’s homework, purchasing research papers on line, borrowing papers from friends or having someone write a paper for you are all wrong and a quick road to the loss of your academic integrity. If you are not sure of your attitudes about these acts and perhaps think that they are not always unethical, talk confidentially to a Counselor in the SSC College & Career Success Center. That person can help you clarify what your values are and what kind of academic experience you want.

In addition, you should educate yourself about practices in writing and research. Here are a couple of issues that may arise for you.

What is Plagiarism? The New International Dictionary of English Language (2000) says that, “to plagiarize is to appropriate and pass off as one’s own (the writings, ideas, etc. of another).” Donald McCabe, a Rutgers University professor and the founder of the Center for Academic Integrity at Duke University, discusses the topic further in an article called “Clicking away at Cheating,” in the April 10, 2005 *Bloomington Pantagraph*. Dr. McCabe made it clear that when you cut and paste “borrow” from internet sources and do not site the source from which you obtained the information in your document, that’s *plagiarism*. When you take a paragraph and change it a little and include it in your document without giving credit to the original author, it may not seem as clear to you, but it is *plagiarism*.

Citing, paraphrasing, and when to use quotes in a writing assignment are important skills to learn. If you are unsure about when and how to use such skills, talk to your writing teacher or visit the Academic Assistance Center in Room 2264.

COUNSELING RESOURCES

COLLEGE & CAREER SUCCESS CENTER

A professional counseling staff serves the academic, vocational, and personal needs of students. The counseling staff assists students in determining career choices and in planning programs designed to reach their educational goals. Individual counseling is available to provide you with important information and course advising and scheduling. Individual counseling is available to assist students to develop greater self-awareness and insight into problem-solving procedures. Referrals to outside human services agencies are also available through the College & Career Success Center.

Counseling services are available by appointment to all students in the College & Career Success Center.

To make an appointment go to:

<https://www.ssc.edu/qless>

The Center is open from 8:00 a.m. to 7:00 p.m., Monday through Thursday and on Friday from 8:00 a.m. to 4:00 p.m.

For more information, visit the College & Career Success Center in Room 2350 or call ext. 5724.



www.perspectivesltd.com

(800) 456-6327

We Help With Issues That Impact Life

We can help you resolve stressful personal and family issues, or direct you to legal, financial or child care resources when you need them most.

Common issues we help people with every day include:

- Alcohol And Drug Abuse
- Attention Deficit Disorder(ADD)
- Attention Deficit Hyper-Activity Disorder(ADHD)
- Addictions
- Adoption
- Anger Issues
- Anxiety
- Budgeting
- Child Care Resources
- College Planning
- Communications Issues
- Coping With Change
- Depression
- Divorce
- Domestic Violence
- Eating Disorders
- Effective Communication
- Elder Care Resources
- Emotional Issues
- Family Issues
- Financial Resources
- Grief
- Legal Resources
- Leisure Travel Time
- Marital And Couples Counseling
- Mental Health
- Parenting
- Pet Care Resources
- Post Traumatic Stress Disorder
- Relationship Issues
- Stress

We're Available When You Need Us

Perspectives SAP is available 24/7 and can be accessed three ways:

Over The Phone

Masters and Doctorate level SAP counselors are available 24/7 to answer your questions, provide counseling or assist you with useful appropriate resources. Call (800) 456-6327 anytime!

In Person

Counselors will listen to your concerns, assess the situation and help you develop an action plan best suited to your needs. When appropriate, this plan may include further in-person sessions with Perspectives or a referral to another qualified professional. Call (800) 456-6327, 8 a.m.-6 p.m. weekdays to schedule an appointment.

Online

Have you ever spent hours "Googling" for good information about parenting, diet, relationships or hundreds of other issues that impact your life? We do our homework so you don't have to!

Perspectives Online is a special website for everyone with Perspectives SAP. It provides information, resources and tools for a vast number of issues, ranging from parenting and childcare to health and wellness, career development, workplace training and more. Just visit www.perspectivesltd.com and login with your user name and password!

Confidential And No Cost

We know that confidentiality and costs are important to you.

That's why we offer confidential assistance to students and their families. And, your personal information is not disclosed to anyone unless you provide written consent or as required by law.

In addition, perspectives sap services are provided at no cost to you. Your college provides perspectives sap as a benefit because they value you. If we refer you to an outside resource for additional support, we'll advise you about potential costs and whether they may be covered by your insurance.

Just call (800) 456-6327 or login to www.perspectivesltd.com with your user name and password to learn more or get started.

Please take a minute to login to your account to see the benefits of Perspectives SAP.



What Do These Grades Mean?

Grading System

Grade Meaning	Grade Point Per Semester Hour
Each credit hour of A	4 points
Each credit hour of B	3 points
Each credit hour of C	2 points
Each credit hour of D	1 point
Each credit hour of F	0 points
# Forgiveness	Not computed in grade point average
I (Incomplete)	Incomplete
W (Withdrawal)	No penalty
AW (Administrative Withdrawal)	No penalty
P/F (Pass/Fail)	Passed courses not computed in cumulative grade point average (approved courses only)
U (Audit)	No credit, U grade
Repeat	Repeat (all other courses)
V	Authorized for retake

ATTENDANCE

Students are expected to attend every class meeting of classes that they are enrolled in and should read the class syllabus to know the instructor's policy on the handling of unavoidable absences.

It is important that you attend and complete all your classes or officially drop (between add/drop period) or withdraw from any class that you no longer wish to complete.

SSC Faculty are required to record attendance verification of their class by a pre-determined date. Any student reported as a no show or "NS" will be notified via SSC email. If the "NS" status is an error, the student must return to the faculty and petition to be reinstated. The petition will be granted only if the faculty mismarked the attendance status and the student had been attending.

After three business days, any student with the "NS" no show status, will be academically withdrawn from the course and will receive a final grade of an "AW" academic withdrawal on their transcript. This grade cannot be reversed.

For those financial aid recipients, your financial aid will be adjusted after the third business day. You will be responsible for any charges caused by the non-attendance of the class.

Failure To Attend Class:

An instructor may issue a student a failing grade if the student is unable to complete required coursework due to attendance. In order to prevent receiving the F grade, the student needs to check with the instructor about being able to make up the missed course work, or the student must withdraw from the class according to the withdrawal guidelines.

TEN TIPS FOR COLLEGE SUCCESS:

- 1. Attend class regularly. Be on time and stay until it's over.** Do not miss more than one or two classes the entire semester. Get to class five or ten minutes before it is scheduled to begin. Avoid scheduling any appointments that would cause you to miss class or have to leave before the class period ends.
- 2. Prepare to learn.** Before a class starts, reflect on the homework assignment and do a quick review of your notes from the last class. Focus your attention; ask “What do I think the instructor will cover today?”
- 3. Expect to do a lot of homework.** For every hour you are in a college class, you can expect two or more hours of studying/homework. Do the work. Unlike high school, college instructors may not grade all homework, but every time you complete a homework assignment you improve your chances of success in that class.
- 4. Keep up with the class.** When you do have to miss a class, contact your instructor or another student to get the homework assignment for the next class. Your instructor will expect you to turn in the homework even if you missed the previous class. After an absence, instead of asking “Did I miss anything?” ask, “What did I miss?”
- 5. Get to know your instructors.** Learn their names, how to pronounce their names, and how they wished to be addressed (Dr. or Mr. or Ms.). Make contact with your instructors outside of class.
- 6. Get the most out of every class session. Help limit distractions.** Turn off all electronic devices when you enter a classroom. Don't become a disruption. Things to avoid include arriving late, social conversations, and eating and drinking.
- 7. Get involved in class discussions.** Raise your hand and ask a question or make relevant comments early in the semester. The longer you wait, the more awkward it may feel to raise your hand for the first time. You'll enjoy the class more if you participate.
- 8. Actively manage your attitude.** Imagine your classes can be enjoyable and that it is possible to get something out of every meeting. Don't let negative thoughts of feeling bored or discouraged destroy your chances of getting ahead. Try to think positively and make your brain work for you instead of against you. It's your brain.
- 9. Get organized.** Take notes and make an effort to organize them. Consider getting a separate folder for each class for notes and class handouts. Know your syllabus. It often has a semester-long list of assignments. Keep a calendar; each week plan when you will study and do homework.
- 10. Fight failure.** As soon as you sense you are falling behind or you are having trouble understanding class material, do something to catch up: (1) Arrange to meet with your instructor, (2) form a study group, and/or (3) seek tutoring assistance in the Academic Assistance Center (Room 2264).

Ten Tips was developed by the SSC College Prep Committee.

PLAN, PLAN, PLAN

Overview for College Success (OCS 121) is a class that will help you plan and assist you in becoming a better student and support you in your work/life balance. Student must take OCS 121 if they meet ALL four of the following:

- Must be degree or certificate seeking
- Must have less than 25 transfer or SSC COLLEGE level credits
- Registering for 6 or more credits
- Currently does not have OCS credit or registered for OCS

or

- Tests into 2 or more developmental classes

For Career Program Students (especially pre-nursing, pre-Radiologic Tech, Pharmacy Tech, Medical Assistant/Records):

Some programs require admissions, not only to the College, but to the specific program. **There is no guarantee that you will be admitted to the program you want.** Research this issue for yourself through program Advisors or Counselors in the College & Career Success Center. Take the time to look into the possibility of getting into the program by making an appointment with a Counselor while you are enrolled in your first semester of prerequisites. (Prerequisites are courses you need before admission, such as any college preparatory courses like Reading or pre-college level English or Math or courses that prepare you for the program area studies like particular biology courses). *Your college life will go much smoother if you **plan ahead**.*

For Transfer Students:

Are You Planning On Transferring To A Four-Year College Or University?

Go to <https://www.ssc.edu/qless> to schedule an appointment with a Counselor regarding your transfer plans.

The Counselor can help you:

1. Research four-year colleges, universities, and other institutions of higher education.
2. Develop a Master Academic Plan to ensure that classes you take at SSC will transfer to the college or university you plan to attend.

ASSOCIATE DEGREES AND CERTIFICATES OFFERED AT SSC

We offer associate degrees designed to enable you to transfer to a four-year college or university or to begin a career. For more information contact the College & Career Success Center at ext. 5724 or see your current catalog.

Areas of Concentration for an Associate in Arts Degree

Art	Liberal Arts
Communications: Digital Journalism Concentration	Music Business
Communications: Visual Communication Concentration	Philosophy
Drama (Theater)	Political Science
Education (Elementary & Secondary)	Psychology
English	Sociology/Anthropology
History	Spanish (Foreign Language)
	Speech

Areas of Concentration for an Associate in Science Degree

Astronomy	Geography
Biology	Geology
Business (Accounting, Business, Finance, Marketing & Management)	Health Science/Physical Education
Chemistry	Management Information Systems
Computer Science	Mathematics
Economics	Physics
Education (Secondary)	Pre-Pharmacy
Forensic Science	Psychology

Associate in Fine Arts with Concentration in Art

Associate in Engineering Science Degree

Associate in Fine Arts with Concentration in Music

Associate In General Studies (AGS)

The Associate in General Studies (AGS) Degree is a highly individualized degree that provides students with the opportunity to have a hand in designing their own associate degree program that may include both transfer and occupational courses. This degree has minimal general education requirements thus allowing considerable flexibility in designing and pursuing a course of study that meets individualized learning goals. All students considering this degree must meet with a faculty counselor to determine suitability. Students are advised that the AGS degree is not considered a transfer degree and may or may not transfer, all or in part, to senior institutions.

Associate in Applied Science Degrees

Accounting	Human Services Associate
Accounting Systems - Information Management	Management Information Systems
Barbering	Management - Manager/Supervisor
Business Administration	Management - Small Business Management/Entrepreneurship
Building Code Enforcement	Marketing - Management
Building Construction Technology	Marketing - Management/Fashion Merchandising
Community Health Worker	Network and Computer Technology
Computer-Aided Design AT AEC Option MT MET Option	Nursing Associate Degree Program (ADN)
Corrections Officer/Youth Supervisor	Occupational Therapy Assistant
Court Reporting/Verbatim Technology	Paralegal/Legal Assistant
Criminal Justice System	Radiologic Technology
Early Childhood Education	Speech Language Pathology Assistant
Echocardiography	Teacher Aide/Child Development
Electronics Engineering Technology	Teacher Aide/Special Education Associate
Applied Engineering Technology	Web Master
Graphic Design	

Certificate Programs

Accounting
Administrative Support
Barbering
CAD Architectural Engineering
Construction Technology
CAD Mechanical Engineering
Clerical
Coding Specialist
Community Health Worker
Criminal Justice System
Early Childhood Education II & III
Emergency Medical Services
Paramedic
Help Desk
Management- Manager/
Supervisor
Management- Small Business
Management/Entrepreneurship
Marketing - Management
Marketing - Management,
Fashion Merchandising
Medical Assistant
Navistar
Paralegal/Legal Assistant
Pharmacy Technician



Basic Certificates

A+ Technician Prep
Accounting Paraprofessional
Addictions Counseling
Advanced AEC (CAD)
Advanced Mechanical (CAD)
Basic AEC (CAD)
Basic Electricity
Basic Graphic Design
Basic Mechanical (CAD)
Basic Office Skills
Building Code Enforcement
Building Rehabilitation
Cabling Technician
CADD Technical Publishing
Cisco Network Technician
Community Health Worker
Concrete & Framing Inspections
Construction Supervision & Mgmt.
Digital Electronics
Electrical Inspections
Electronics Engineering Technology
Emergency Medical Technician
Entrepreneurship
Fashion Merchandising
General Contracting
Graphic Design Adobe Creative Suite
Green Building Construction
Home Maintenance
HVACR Technician
Industrial/Brownfield Safety, Land Reuse and Public Health
MRI Program (Magnetic Resonance Imaging)
Maintenance Technology I
Maintenance Technology II
Manufacturing
Mechanical Inspections
Microcomputer Programming
Microsoft Network Technician
Microsoft Office Suite Tools
Network Technician
New Residential Construction
Phlebotomy
Plumbing Inspections
Professional Child Care
Programming in BASIC
Programming for Windows
Real Estate
Retailing
Sign Language
Supervisor Skills
Tax Preparer
Web Programming
Welding - Multi-Process
Welding - Shielded Metal Arc Welding (SMAW)
Welding - Gas Metal Arc Welding (GMAW)
Welding - Gas Tungsten Arc Welding (GTAW)

REGISTRATION

Most registrations are completed through SSC Self-Service. This allows students to have 24 hour access even during college closed periods.

Registration is the process of enrolling for classes by entering your selection of courses by days and times into the computer and making full payment of all tuition and fees. Payment can be made via: cash, checks, Visa, Discover, Master Card or FACTS deferred payment plan.

Add and Drop:

Students will be allowed to change their class schedule only through the add/drop period for the term. This process must be completed through your SSC Self-Service. Visit our website at ssc.edu for most current Registration dates.

Withdrawals:

Students are required to meet with a counselor to discuss the academic impact of withdrawing from classes with the instructor and possibly the Financial Aid office prior to withdrawing from classes. The student must then bring the completed Official Withdrawal form to Registration to be processed. Withdrawing from classes may have an adverse effect on Financial Aid awards, and may result in a student being billed for classes and/or not being able to receive Financial Aid in the future. Once a withdrawal has been processed, the student will no longer be permitted to attend meetings, lab sessions or clinical assignments of the withdrawn course(s). Visit our website at ssc.edu for most current withdrawal dates.

GRADUATION

All students completing requirements for a *Basic Certificate*, *Certificate* or a *Degree* must apply for graduation for the term in which the basic certificate, certificate, or degree will be completed. The graduation application is available on SSC Self-Service. Graduation application deadlines are October 1 for Fall; February 1 for Spring; and July 1 for Summer. Students who do not submit an application may not be awarded their basic certificate, certificate or degree.

REGISTRATION BLOCKS AND RESTRICTIONS

There are Academic restrictions, Athletic restrictions, Business and Accounting restrictions, Admissions restrictions, Library restrictions, Financial Aid restrictions, Residency restrictions and others. In order to register for classes or get an official transcript, all restrictions must be cleared up. Consult a Counselor or the Admissions Office for more information.

DISTANCE LEARNING

Distance Learning courses are those that utilize the Internet for some degree of their content, rather than a traditional classroom, to present course material. Faculty members are available during office hours to consult with students.

Web-Required Courses: Traditional/face-to-face courses that use mandatory web tools to supplement traditional classroom activities.

Blended Courses: Blended Courses blend face-to-face interaction such as in-class discussions, active group work, and live lectures with web-based educational technologies such as online course cartridges, assignments, discussion boards, and other web-assisted learning tools. Hybrid course models allow students to fit occasional class time into their busy schedule while completing the remainder of the course work over the internet.

Online Courses: Instruction and activities are online. Students may be required to complete an orientation prior to the start of class. Some courses MAY REQUIRE on-campus/ face-to-face proctored testing.

As part of your experience, you should expect to utilize a variety of skills such as:

- **Effective time management skills and self-motivation to meet deadlines**
- **Communicate through email including sending attachments**
- **Navigate the Internet**
- **Use office applications such as Microsoft Office (or similar) to create documents.**
- **Communicate using a discussion board/forum and upload assignments to a classroom website**
- **Be comfortable uploading and downloading saved files**
- **Have regular access to a computer and the Internet**
- **Scheduled class chat sessions or proctored exams may be required**

Online courses are media-based courses that offer instruction virtually, utilizing technology. Conducted online rather than in the traditional on-campus classroom, online courses allow the student greater flexibility in scheduling class time. Faculty are assigned to each course and are available to consult with students at any time by email, or by phone during office hours. Occasionally, students may be required to visit campus for orientation sessions, to complete examinations, or for other work. Online courses are recommended for students who are already at ease with computers and the Internet usage and who are self-disciplined and have the ability to be independent in course work completion. Online courses are charged at an in-district tuition rate and each course has a \$10 fee. Additional courses will be added as they become available. As offerings change each semester, check current schedule for the most up-to-date offerings.

Less than 40% of total degree or certificate credit hours may be taken in an online format when online courses are available. For information about online courses please call (708) 225-5825 or visit www.ssc.edu.

As you register ...

1. If you wish to receive transfer credit for college-level work completed at another college or university, you should provide an official transcript from that school at least one month before registration. The transcript may be sent directly from the other college to SSC, or you may bring it to the Admissions Office in an official envelope sealed by the college or university.
2. Once a transcript is submitted, it becomes the property of South Suburban College and its content or copies of its content will not be released, returned, photocopied or forwarded to another institution under any circumstances.
3. To change your program code (course of study), you must see an SSC Counselor.
4. In some courses, a grade of “C” or better is required to advance to higher levels (for example in English, mathematics and Reading).
5. Courses which are not college level may not count toward graduation, but may be required based on your Placement Test score.
6. 100% refunds will be issued only during the add/drop period. Refunds of tuition and fees will occur only after the student has completed a “drop” through their portal during designated “drop” periods. No refunds will be authorized for changes made after the refund date for the term.
7. Financial Aid Awards (for students already approved) must be paid on student account by the payment due dates for each term.
8. If you get a grade of incomplete or “I”, you must complete all coursework prior to the midterm of the following semester, or at a timeline designated by your instructor. If coursework is not completed by midterm of the following semester, that “I” will be changed into a grade of “F”.

STUDENT LIFE

Once you have enrolled in South Suburban College, you may have questions from time to time about many aspects of your College experience. Please approach the Student Life and Leadership staff in the second floor Registration area with any questions you may have. Located in Room 2329, they will be happy to answer your questions or refer you to the staff member who can.

Restrooms On Campus

South Suburban College provides gender neutral restrooms throughout the Main Campus. Gender neutral facilities are located on the first and second floors of the South Suburban College Library and in the (PAC) Kindig Performing Arts Center Lobby.

Diaper changing stations are available and located in the following restrooms:

All gender neutral restrooms

Men's restrooms: (PAC) Kindig Performing Arts Center Lobby, 1223 and 2225

Women's restrooms: 1132, 2128, 2366, 3120, 4130 and 4364

STUDENT ID'S

All students should obtain and carry a student identification card. South Suburban College ID cards are available in the Office of Student Life and Leadership, Room 2329. College ID cards are required for voucher purchases (this includes Pell Grants) in the bookstore, as well as access to computer labs, library, and gymnasium. Our Student ID cards should only be used by currently enrolled SSC students. We have implemented ID scanners in all areas where Student IDs are used, (Bookstore, library, computer labs/homework labs, and gymnasium). In order to receive your SSC ID, students need the following:

1. Proper Identification Card (Drivers License, State ID, etc.)
2. Current Class Schedule
3. Student Identification Number (Colleague Number)

A fee will be charged if a replacement ID is required.

LEADERSHIP... THE JOURNEY OF A LIFETIME

We invite you to take advantage of the opportunity to:

Broaden your knowledge... Hone your skills... Play an active part in positively impacting the student experience at SSC... Learn skills for effective advocacy... Promote diversity... Fight apathy... Become a better communicator... Prepare for life after SSC... and much more.

Students who are interested in becoming a student leader, peer mentor, ambassador or Student Trustee, please call Devon Powell, Dean of Student Services at ext. 5841 for more information.

CLUBS & ORGANIZATIONS

Students can join a club on campus or consider starting their own! Membership requirements will vary from club to club, but none discriminate on the basis of race, sex, creed, color, age, national origin, veteran status, sexual orientation or individual disability. Throughout the year, SSC offers free activities and events on all campuses. The office serves as the central resource for student clubs and organizations, with professional assistance available to individuals and student organizations sponsoring campus activities, forming new clubs and addressing special needs or interests.

Forming A New Club Or Organization

A well-rounded, integrated program of student activities is provided through student organizations. Students may choose from a variety of organizations depending upon individual interests. For more information on SSC clubs or if a student would like to start a new club, contact the Office of Student Life and Leadership, located in Room 2329, at (708) 596-2000, ext. 2337, or StudentLife@ssc.edu. **The following must be provided for official registration/approval of a student organization:**

1. Name of organization
2. Name of faculty sponsor(s)
3. List of current officers
4. Statement of purpose
5. Copy of constitution, charter, or bylaws, as applicable

Currently chartered clubs and organizations include:

- Court Reporting Student Association
- Student Occupational Therapy Association
- Student & Alumni Paralegal Association
- Green Club
- Radiology Club
- Student Government
- Association/SGA
- Student Organization for Latino Empowerment & Success (SOLES)*
- Veterans Student Association/ Student Veterans of America (SVA)
- Phi Theta Kappa/PTK
- National Student Nursing Association

SOUTH SUBURBAN COLLEGE ATHLETIC TEAMS

SSC'S Athletic Department offers a wide variety of intramural and intercollegiate events designed to enhance the college experience. We're very proud of our winning records and championships. For current schedules call ext. 5843. **Support Your Team!**

MEN'S	WOMEN'S
Baseball	Basketball
Basketball	Softball
Soccer	Volleyball
	Soccer

SSC Athletic Coaches

- Baseball: Steve RuzichExt. 5843
- Softball: Ken Crandol2578
- Men's Basketball: John Pigatti2524
- Women's Basketball: Roslyn Turner2576
- Men's Soccer: Jose Gonzalez2002
- Women's Soccer: Jose Gonzalez2002
- Volleyball: Michelle Orth2575

REGION IV CHAMPIONS

Team	Season
<i>Baseball</i>	1991, 2002, 2004, 2005, 2006, 2007, 2008, 2011, 2012, 2013, 2014, 2015,2022
<i>Softball</i>	1992, 1996,1998
<i>Men's Basketball</i>	1986, 1987, 2007, 2008, 2009, 2012, 2013, 2014, 2016,2022
<i>Women's Basketball</i>	2000, 2001, 2005, 2013, 2014
<i>Men's Soccer</i>	2004, 2007, 2008
<i>Women's Volleyball</i>	2013

DII National Champions

Team	Season
<i>Men's Basketball</i>	2022 (Undefeated)



QUESTIONS?

Academic Areas

Academic Services, VP: Room 2120, Ext. 2430

Allied Health & Career Programs

Dean's Office: Room 4453, Ext. 2258

Department Office: Room 4469L, Ext. 2204

Department of Nursing

Dean's Office: Room 4120, Ext. 2260

Basic Nursing Assistant Training Program
(BNATP): Room 4223A, Ext. 2497

Liberal Arts & Sciences

Dean's Office: Room 3437, Ext. 2316

Art & Design: Room 1101, Ext. 2316

Building Construction & Industrial
Technology: Room 3441, Ext. 2664

Business & Technology: Room 3441, Ext. 2664

Communications & Humanities: Room 3116, Ext. 2267

Engineering: Room 3441, Ext. 2664

English: Room 3116, Ext. 2267

Legal Studies: Room 3433, Ext. 2288

Life Sciences: Room 4469, Ext. 2364

Mathematics & Computer Science: Room 4148, Ext. 2364

Music: Room 1101, Ext. 2316

Physical Sciences: Room 4148, Ext. 2364

Reading: Room 3116, Ext. 2267

Social & Behavioral Sciences/Human
Services: Room 3433, Ext. 2288

Administration

Administration, VP: Room 1233, Ext. 2212, 5721

Bookstore: Room 1248, (708) 210-5760

Business & Accounting Office:
Room 2230, (708) 210-5720

Campus Police: Room 1215, Ext. 2235

Communication Services: Room L248, Ext. 5767

Human Resources: Room 1245, Ext. 2402

Information Technology: Room 4166, Ext. 2665

Physical Plant: Room 1251, Ext. 5742

Treasurer: Room 2221, Ext. 2214

President's Office

President's Office: Room 2134, Ext. 2200

Affirmative Action: Room 1245, Ext. 5719

Foundation Office: Room 2134, Ext. 2463

Public Relations & Resource Development:
Room 2134, Ext. 5846

Publications: Room 2361, Ext. 2203, 2228

Accreditation & Institutional Effectiveness

Associate VP, Accreditation and Institutional
Effectiveness: Room 2121, Ext. 5807

Executive Director of Extension Services & Workforce
Development, OFC: Room 5590, Ext. 6006

ABE/ASE/HSE/GED®/ESL: Room 4455, Ext. 2398

C3: Room 2465, Ext. 2231

Student & Enrollment Services

Student & Enrollment Services, VP: Room 2152, Ext. 2303

Dean, Student Development: Room 2350, Ext. 5708

Dean, Student Life: Room 2329, Ext. 5708

Academic Assistance Center: Room 2264, Ext. 2649, 2600

Academic Records Recorder: Room 2230, Ext. 2324

Admissions: (708) 210-5718

Assessment Center: Room 2266, Ext. 2495

Athletics: Gymnasium, Ext. 2334

Chargebacks, Coop Agreements: Room 2350, Ext. 2262

College & Career Success Center:
Room 2350, (708) 210-5724

Financial Aid & Veterans Services:
Room 2355, (708) 210-5780

Manager of Onboarding & Outreach:
Room 2347, Ext. 2023

New Mother's Room: Main Campus
Room 2477, OFC Room 5111

Latino Center: Room 2354, Ext. 5740

Library: Room 1249, (708) 210-5751, Ext. 2533, 5841

Registration: Room 2230, (708) 210-5779

Services for Students with Disabilities:
Room 2268, Ext. 2572, 2691

SSC Circle: Ext. 2361

Student Life & Leadership: Room 2329, Ext. 5737

Student Government Association:
Room 1105, Ext. 2338, 2346

Veterans Center: Room 2363, Ext. 2233

IF YOU HAVE QUESTIONS ABOUT SERVICES FOR STUDENTS, PLEASE CALL ANY OF THE FOLLOWING:

Student & Enrollment Services Administrators

<i>Vice President of Student & Enrollment Services</i>	Ext. 2303
<i>Dean of Student Development</i>	5708
<i>Dean of Student Services</i>	5841
<i>Director, Athletics</i>	5843
<i>Manager, Academic Assistance Center</i>	2649
<i>Director, Admissions and College Recruitment</i>	2314
<i>Director, Registration and Records</i>	2699
<i>Manager, Services for Students with Disabilities Office</i>	2691
<i>Coordinator of College Recruitment</i>	2023
<i>Manager, Student Programming</i>	2346
<i>Manager, Onboarding & Outreach</i>	2023
<i>Manager, Registration & Records</i>	2359

STUDENT GRADE APPEAL PROCESS

Academic appeals consist of complaints from students concerning final grades.

Processes for Student Concerns

1. Grades for Individual Tests, Papers, Projects, Lab Assignments, Clinical Grades, etc.:

If a student receives a grade on a test, class paper, project, etc. which the student believes is incorrect or requires further clarification, the student should consult with the class instructor for a review of the graded item(s). Only the class instructor can review or make any changes/corrections to graded items. There are no further steps in this process. Students should attempt to resolve any grading questions prior to the posted date for withdrawing from courses in that semester.

2. Final Grade Appeal:

When a student has a final course grade determination concern, the student should follow the final grade appeal process. The student must formally initiate the process by October 15 of the current year (for spring or summer grades) and March 15 of the subsequent year for fall grades. In the event the day falls on a weekend, the deadline is extended to the following Monday. If the deadline has lapsed, the grade becomes permanent on the student's transcript. Steps for this process are:

- a. The student must discuss the grade concern with the course instructor in an attempt to initiate communication to resolve the issue.
- b. If the matter is not resolved in step 1, the student shall utilize the final grade appeal form and submit the information to the appropriate academic administrator. Any materials related to the computation of the grade must be presented to the academic administrator at step 2 of the grade appeal process. Materials, such as tests, quizzes, papers or assignments, related to the computation of the grade not presented at step 2 of the process may not be considered at step 3 of the grade appeal process. This written grade appeal must be filed with the appropriate academic administrator by October 15 of the current year (for spring or summer grades) and March 15 of the subsequent year for fall grades. In the event the day falls on a weekend, the deadline is extended to the following Monday. If the deadline has lapsed, the grade becomes permanent on the student's transcript. If necessary, the academic administrator will discuss the grade concern with the student and instructor. The academic administrator will compile all information and forward the complete packet to the appropriate Vice President for step 3 of the process.

Upon receipt of the completed packet from the academic administrator, the Vice President will schedule a meeting with the Academic Appeals Committee, student, and instructor to review how the grade was determined. The Vice President will communicate the decision of the Academic Appeals Committee in writing to the student. The decision of this committee is final and will be reflected on the student transcript. Every attempt will be made to try to have the process concluded within a reasonable time frame.

3. Incomplete Grade:

Late in a semester, a student may miss for good cause an important assignment, final examination, laboratory experiment, etc. The class instructor may determine with the student that an incomplete grade (I) shall be posted until the student completes the missing assignment(s) or test(s). Only the instructor for the class can determine whether or not an incomplete grade may be issued to a student. The incomplete assignment(s), exam(s), or experiment(s) can only be considered and graded by the instructor who issues the incomplete grade, so a student needs to work closely with the instructor for course completion. If the instructor determines it is appropriate to issue an incomplete, the instructor shall fill out an Incomplete Grade Form to document what work needs to be completed by the deadline date and shall provide a copy to the student. To complete the course, the student must follow the prescribed information for successful course completion. Incomplete work must be completed by the midterm of the semester following the term in which the course was taken. A final grade of "F" is recorded if the incomplete grade is not completed by this date.

4. Late Withdrawal from Class:

Provisions may be made under unusual circumstances for students who are unable to withdraw due to a documented illness, death in the family, change in work schedule, or complete medical withdrawal. Students need to bring supporting documentation and initiate the late withdrawal paperwork to the Vice President of Academic Services within one year from the posting of the grade on the transcript. The Vice President shall contact the instructor in regards to the request. If the instructor agrees with the late withdrawal request, it will be forwarded to the Late Withdrawal Committee for their review and recommendation. The student will be notified by the Office of the Vice President of Academic Services as to whether or not a late withdrawal was approved. All approved late withdrawals will have a grade change form signed by the course instructor.

5. Instructional Concern:

If a student is concerned about the instructional quality, teaching methods, course discussion, etc which s/he is experiencing in a class, then s/he should discuss the concern directly with the instructor at an appropriate time beyond instructional hours. It is not appropriate for a student to interrupt class instruction by voicing concerns to the teacher at that time. If a student does not resolve the instructional concern after conversing with the instructor, then the student should discuss the concern with the appropriate academic administrator over the area. The academic administrator will discuss the issue with the instructor.

Frequently asked questions about the Final Grade Appeal Process

1. Who can help me if I have a question in regards to the grade I received on a test or paper in my class?

Questions on grades which you receive during the semester on assignments, quizzes, tests, papers, etc. must be brought to the attention of your course instructor. Only the course instructor can re-grade a paper or review points on a test; no other personnel at the college are authorized to make modifications to the grade or assignments.

2. When is my grade a part of my permanent college transcript?

Only the final grade for a course is officially recorded on your transcript. Although you receive a midterm grade, that grade does not become your final grade should you decide to suddenly stop coming to a class or withdraw from a course. Midterm grades do not remain on your record and are not your permanent grade. Your final grade in the course is the grade which is part of your permanent college transcript.

3. Who can help me if I have a question in regards to the final grade I received in my class?

All final grades are determined and established by the instructor of record for a course. Grading policies and calculations for a course are presented to students in the course syllabus. You should always present your grade concern first to the instructor for clarification and

analysis.

4. What if I am not satisfied with the answer my instructor gives me for my grade complaint?

You should follow the official final grade appeal process which is outlined in the SSC catalog. Please remember that the grade you receive should be a record of your performance in the course. You may attend a class in its entirety and still receive a poor grade if your level of work in the course did not reach minimum competencies for that course. The final grade appeal process reviews how your grade was determined. It should be noted that it is not a reason for a final grade appeal if you do not agree with the teaching methods of an instructor.

5. Who can change my final grade in a course?

No administrator, faculty, or staff member can change your final grade. Only the instructor of record can change a student's final grade by processing an official grade change. The third step of the final grade appeal process is the only other manner in which a grade may officially be changed if the Academic Appeals Committee determines that a change is warranted. Students should follow step one of the final grade appeal process and have the grade reviewed by the instructor of record. If you do not believe that your grade was correctly determined and you have already discussed your concerns with your instructor, then you should follow steps two and three of the final grade appeal process in the catalog for a further review of your grade.

6. If the instructor is the only one who can change my grade, why go through a final grade appeal process?

The instructor's determination of your grade may only be reviewed through this process. If it is determined in the third step of the process by the Academic Appeals Committee that your grade was incorrectly established, that committee can recommend that your official grade be changed to reflect the accurate grade. This process is the only means for reviewing the instructor's determination of the grade. The Academic Appeals Committee will review how your grade was determined and make a decision to have the grade changed if the documentation presented by you, the student, warrants such a change.

7. What if I am unable to contact my instructor or academic administrator?

You should make several attempts to contact the individual before you seek out other assistance. The departmental secretaries can assist you in determining who you should speak to about your grade concern.

8. What information must I present in order for a final grade appeal to be valid?

You are responsible for showing the grade inaccuracy or discrepancy if you believe that there is one. To make a final grade appeal based upon a "feeling" that the grade does not reflect your work is not sufficient. The student must present any information which validates the grade problem. If the instructor did not return materials to students, then the instructor will need to provide that information in the final grade appeal process.

9. How long do I have to appeal a grade?

You have until October 15 of the current year (for spring and summer grades) and March 15 of the subsequent year for fall grades. (In the event the day falls on a weekend, the deadline is extended to the following Monday. You must initiate the paperwork for a final grade appeal with the appropriate academic administrator within that timeframe. After that point in time, the grade becomes permanent on your transcript.

10. How long does the grade appeal process take? I need this grade changed quickly!

No grade can be changed on the same day in which someone brings in their grade concern. Good record keeping practices and grade integrity dictate that we need to follow a well-documented route for any grade change that occurs. Please realize that a transcript grade is an official college record, and you should not expect that it can be changed within minutes. Since the final grade appeal process exists so that students may initiate a thorough review of their grades when there are questions, the process does require time to make the grade review meaningful. We will do our best to keep the grade appeal process moving within a reasonable timeframe, but it is your responsibility to comply with the necessary paperwork and documentation involved in the process.

11. Is a late withdrawal (W) a grade change?

Yes. We have deadlines printed and published each semester for all students to know the exact dates for withdrawing from classes. Your instructor issues a grade to all students who remain on the class roster after the last day to withdraw from courses. Therefore, any requests to withdraw beyond the posted deadline date are considered grade changes. There is a separate process – not the grade appeal process - for requesting a late withdrawal.

12. Should I pursue a grade appeal if I am requesting a late withdrawal?

No. Should an unusual situation arise (for example you were in the hospital during the timeframe when the last day to withdraw occurred) and you are unable to complete your withdrawal by the deadline date, you may utilize the “request for a late withdrawal” process rather than the grade appeal process.

If you have questions about the grade appeal process, or other academic issues, please call the appropriate academic administrator:

Academic Administrators

<i>Vice President of Academic Services</i>	Ext. 2430
<i>Asst. Vice President of Academic Services & Institutional Effectiveness</i>	2430
<i>Dean of Allied Health & Career Programs</i>	5768
<i>Dean of Liberal Arts & Sciences</i>	5706
<i>Dean of Nursing</i>	5840

JOB ANNOUNCEMENT

SSC IS SEEKING PEER MENTORS.



Peer Mentors serve as positive social and academic role models to support and encourage students through a smooth transition, acclimation, and a sense of belonging to SSC.

Peer Mentors are paid \$13 an hour.

Scan the QR code below for more information on being a peer mentor and how to apply.



This is Success.