



Congratulations on your acceptance to Clark State's College Credit Plus (CCP) Program! As you know, CCP allows you to earn college credits while in high school, all for free. As a CCP student, you can enroll in courses at Clark State and receive high school and college credits at the same time. Once you graduate high school, your credits may be used at Clark State, or they can transfer to a state college or university of your choice.

This handbook is your guide when choosing classes for the program. We ask you and your parents/guardian to review the handbook to learn the policies and procedures it contains. Your advisor will cover a number of these in orientation, but not all. It is your responsibility to familiarize yourself with all of them.

If you have any questions or need assistance at any time, please do not hesitate to contact your advisor or your high school guidance counselor.

Thank you for choosing Clark State!

Campus Locations

Springfield

570 East Leffel Lane | Springfield, OH 45505
937.328.6028

Beavercreek

3775 Pentagon Boulevard | Beavercreek, OH 45431
937.429.8819

Bellefontaine

2280 State Route 540 | Bellefontaine, Ohio 43311
937.328.6484

Xenia

334 Progress Drive, Suite 200 | Xenia, Ohio 45385
937.431.7171

Questions?

We're here to help!

ccp@clarkstate.edu

**The career you want.
The degree you need.**

www.clarkstate.edu



Jo Alice Blondin, Ph.D.
President



Welcome

We are so pleased that you have chosen Clark State Community College to further your education. Your success is important to us, and the faculty and staff are here to ensure that you meet your goals. Clark State is your campus, and we want to help you make the most of your time here.

Clark State offers many certificate and degree programs that result in high-wage, high demand careers, as well as a general education curriculum that is transferable to most four-year universities. We want you to have all of the tools you need to be prepared for college, and we provide tutoring and college readiness courses to assist you in this endeavor.

We are proud of our dedication to student success at Clark State, and this handbook should help you learn more about the College, what we expect from you and what you can expect from us.

If there is anything you should need during your time here at Clark State, please do not hesitate to contact my office.

Sincerely,

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About Clark State

Whether you have chosen Clark State because of our small class sizes, devotion to quality education, affordability or exceptional variety of programs, we're glad you did. The following information will tell you more about Clark State and how it evolved into the progressive learning institution it is today. It will also give you valuable insight into our mission and how we can help you achieve your academic goals.

History of the College

Clark State Community College began in 1962 as the Springfield and Clark County Technical Education Program in an effort to meet the post-secondary, technical education needs of Springfield and the surrounding area. In 1966 the name was changed to Clark County Technical Institute (CCTI) and was chartered by The Ohio Board of Regents as Ohio's first technical college. In 1972, ten years after its birth, CCTI had grown to 1,000 students and officially became Clark Technical College. New programs in agriculture, business, engineering technologies, health, public services and general studies were developed in response to the community's changing educational and economic needs.

In the 1970s the College re-examined its mission and determined that programs, which can be transferred to four year colleges, should be included as a secondary focus. In order to accomplish this, many new courses in humanities and social sciences were added to the curriculum. By 1985 Clark Technical College had developed one of the broadest general education programs of any technical college in the state. It was this solid foundation, together with the many strong technical programs, that made the evolution to a community college a smooth and logical step.

On July 1, 1988, The Ohio Board of Regents approved the change of Clark Technical College to Clark State Community College. As a result of this action, Clark State added the Associate of Arts and Associate of Science degrees (university parallel programs) to the nearly 30 technical associate degrees and certificates it had offered for years. The College now has more than 80 degree and certificate programs.

In 2018, Clark State received approval from the Ohio Department of Higher Education and Higher Learning Commission to offer its first Bachelor of Applied Science degree.

Today Clark State looks proudly at its past and looks forward to the future, ready to meet the needs of today's and tomorrow's students.

Vision

Clark State will build a community that empowers individuals to experience intellectual growth by creating opportunities for them to be accepted, challenged, held accountable, rewarded and transformed.

Mission

To serve a diverse population of learners by providing access to high-quality, learning-centered education and services while fostering individual and community success.

Guiding Principles

We believe in the power of education to change people's lives.

1. Learning

We value the use of best academic practices and resources to create a learning community that challenges, transforms, and empowers students and employees.

2. Community

We trust, respect, and care for people with whom we work and serve.

3. Partnerships

We foster collaboration to address student and stakeholder needs and to contribute to the economic and social well-being of our region.

4. Innovation

We push the boundaries of creativity.

5. Diversity

We welcome all individuals to create an inclusive environment.

What does it take?

Eligibility

1. Students must be enrolled in a high school program in an approved school district for less than full-time. However, full-time can be achieved by a combination of work at the college and high school.
2. Students must meet the state’s deadline for participation by informing the high school of their intent to pursue the CCP Program. Students must notify their high school by March 30 of each year in order to participate in the program during the next school year.
3. First year students are required to complete and submit all required CCP paperwork. This includes Clark State’s CCP application and documentation of Placement/ACT/SAT scores. Nonpublic and home schooled students are also required to complete an additional form for the Ohio Department of Education to apply for state funding. Please see your guidance counselor for more details.

Students must achieve the required scores for the respective course requirement on Clark State’s Placement Test or provide documentation of equivalent ACT or SAT scores. Students may retake the Placement Test one time for a cost of \$15, but must wait a week from their original test date to do so. If the student still does not receive the scores needed they are not eligible to participate in CCP for that year. Additionally, they must complete another year of high school before they are eligible to test again for the next year. *Math scores are only required for students planning to enroll in a college math course or a college course with a math prerequisite such as chemistry or physics.

4. A student interested in College Credit Plus must be considered eligible to participate.
 - A student is considered Eligible for the program if the student scores at or above the “Assessment Threshold Score” in at least one subtest of an approved assesment exam* in the table below.
 - If a student does not score at the Assessment Threshold Score in at least one subtest, but has scored within the “Score Range to be Considered” (calculated as the standard error of measurement), then the student can be considered Conditionally Eligible for the program if he/she also meets one of these criteria:
 - Has a 3.0 cumulative GPA *or*
 - Receives a recommendation from school counselor, principal, or career-technical advisor

Exam	Subtest	Assessment Threshold Score (Eligible)	Score Range to be Considered (Conditionally Eligible)
Classic ACCUPLACER	Sentence Skills	88	78-87
	WritePlacer	5	4
	Reading Comprehension	80	71-79
	College Level Math (CLM)	55	46-54
Next-Generation ACCUPLACER	Writing	263	257-262
	WritePlacer	5	4
	Reading	263	256-262
	Quantitative Reasoning, Algebra and Statistics (QAS)	263	259-262
	Advanced Algebra and Functions (AAF)	263	257-262
ACT	English	18	16-17
	Reading	22	20-21
	Math	22	20-21
SAT	Evidence Based Reading and Writing	480	450-479
	Mathematics	530	500-529

5. Students, parents and school officials should be aware that satisfying the above mentioned requirements shall admit the student to the College, but not to a specific program within the College.
6. Continuing students are not required to submit an updated Clark State CCP application. They are encouraged to update all personal information (address, phone, email) with the Records & Registration Office. Continuing students must inform their program advisor if they changed school districts.

Roles and Responsibilities

Students

Students participating in the CCP Program are treated the same as all our other college students. No one will know you are in high school unless you tell them, especially your professors. While staff and faculty are available to help you be successful, you will not receive special treatment or have lower academic standards than our other students because you are still in high school. You are expected to attend classes and turn work in on time. You are expected to communicate with your instructor(s) if you miss class or need additional help or clarification. You will find college classes to be more “hands off” than your high school classes. It is also your responsibility to make sure you are meeting all athletic eligibility and graduation requirements for high school. Your guidance counselor will be a great resource in these two areas.

Parents

While your involvement is crucial in helping your student be successful in the CCP Program, you must also understand that your child is now a college student while participating in this program. There are some things that your student must do for themselves. All college staff and faculty will prefer to speak directly with your student regarding any questions or issues they might have. This is a great opportunity for your student to gain confidence in their abilities on a college campus while still in the safe environment of home. This is not meant to deter you from being involved, but rather encourage you to look for opportunities to allow your student to grow and develop as a young adult soon heading off to college. If you have questions or concerns as a parent while your student is in the CCP Program, it is best to contact your student’s program advisor first for guidance.

FERPA

The Family Educational Rights and Privacy Act (FERPA) as amended is a federal law that protects the privacy of a student’s educational records. Though FERPA gives parents/legal guardians certain rights with respect to their children’s educational records, these rights transfer to the student when he/she reaches the age of 18 or attends a postsecondary institution.

Under FERPA regulations, directory information, such as address/telephone number, is the information that may be released without a student’s consent. Disclosure of non-directory information, however, requires written permission to release to those beyond Clark State Community College. For example, students often want to have academic and/or financial information released to their parents. Students had the option to release information to parents on their college application. If a student did not give that information at the time of applying, the student can visit the Records and Registration Office to complete a new form.

Program Advisors

Program advisors are available to students and parents for guidance and help. They will approve your schedule each semester and help you pick out classes appropriate for your unique college goals. If you encounter any difficulties throughout the semester, they are available to help you and be your advocate.

Guidance Counselors

Your guidance counselor should be someone you communicate with on a regular basis regarding your CCP classes. He or she can tell you what college courses must be taken and how many to help you meet graduation and athletic eligibility requirements.

Attendance and College Closings

Clark State does not have a college-wide attendance policy. Each instructor is permitted to have his or her own attendance policy. It is highly recommended that you attend your classes to help ensure you are successful. It is important to communicate with your instructor regarding your attendance (upcoming absence or why you were not in class - they appreciate this courtesy).

High School Calendar vs. College Calendar

Clark State’s calendar and your high school calendar will probably not match exactly. The high school year usually starts and ends before the Clark State year does. If your high school is not in session (Christmas break, Spring break or teacher work day) you are still responsible for attending your Clark State classes.

Weather Closings

When your high school closes for weather and Clark State does not, you are still expected to attend your classes unless it is legitimately unsafe for you to come. If you decide not to come to class, you should contact your instructor(s) as soon as possible to get any notes and assignments you may have missed.

In the rare instance that Clark State closes due to weather, it will be announced with other listings on your local TV stations as well as on the Clark State website and sent as an Eagle Alert.

Fulfilling High School Graduation Requirements

You will take a course or courses at Clark State that will help you work towards your high school graduation requirements. You are responsible for making sure you are meeting your requirements to graduate high school. It is likely that your guidance counselor will be a big help in working with you to make sure you are meeting those requirements. If you are not sure what is required for graduation, meet with your guidance counselor to review those requirements and any additional stipulations the high school requires you to meet. While your program advisor is willing to work with and help you, it is not their responsibility to make sure you are meeting your requirements.

Potential Financial Obligations

Under CCP there are certain circumstances that might arise where you could find yourself with financial obligations to your school district. Many of these circumstances were covered during the mandatory meeting your high school had last year. Your program advisor will do their best to help you avoid these situations as much as possible, but in the end if you find yourself owing money as a result of participating in the CCP Program, it is your responsibility.

Many high schools will not allow you to participate in graduation until you have paid whatever financial obligations you owe the school district. Your diploma and high school transcript may also be withheld for any outstanding balances

Concerning Course Tuition and Fees:

1. If you fail a class, withdraw and receive a “W” or do not attend a class and receive a “UW,” your high school has the right to require you to pay for that class at the end of the year. Students will be responsible to contact the high school for payment arrangements.
2. If you drop a class after the 100 percent refund period your school district will not get all the money back for your dropped class. A 100 percent refund is given through the first two weeks of the semester. After the second week of classes, no refund is given for dropped courses. Your high school may ask you to pay for your dropped class(es). Payment would be made to the high school and not Clark State.

You should check with your guidance counselor to be sure of your high school's policies.

Each year students graduate from both high school and Clark State, saving time and money on a college degree.

“Clark State has helped me make friends and overcome my fear of public speaking. An amazing institution with an amazing staff.”

Katherine

Criminal Justice,
CCP Student



Registration

Determining Credit Hours

The state of Ohio has a conversion formula that helps you, your counselor and Clark State determine how many credit hours of college work you are eligible to take during the school year. Students are not permitted to take more than 30 credit hours during the year through CCP.

A CCP student's credit hour limit is determined using their high school schedule. One high school only Carnegie unit is equal to three semester hours of college credit. Therefore, it takes three credit hours at Clark State to equal one high school unit.

To calculate your credit hour limit, take the number of high school only units (excluding lunch), multiply by three and subtract from 30. For example, a student could be enrolled in two CCP courses at the high school (these are considered for high school and college credit simultaneously) and have three courses that are high school units only. Therefore, the student would do the following calculation:

STEP 1: $3 \times 3 = 9$ STEP 2: $30 - 9 = 21$

Students are not required to use all of the credit hours they are eligible for but they are not allowed to take more than their yearly limit while participating in the CCP Program. If a student exceeds the amount of credit hours for the year, the student will be responsible for all costs associated with those credit hours payable to Clark State by the proper posted payment deadline. It is the student's responsibility to know how many high school only units he/she has during each registration time. If you are unsure of how many high school only units you have at your high school, you should consult your guidance counselor for verification.

Knowing how many credit hours you are eligible to take can help you better plan what courses and how many credits you need or want to take throughout the year. It is important to keep in mind any additional requirements your high school might have for you concerning how many classes you need to be enrolled in each semester. Please consult with your guidance counselor to learn about your high school's policies.

“First 15” Rule

Students must complete 15 credit hours in Level I before progressing to Level II.

Level I Courses

A college course that meets the following criteria:

- A transferable course (Part of CTAG, OTM, or TAG or equivalent at a private college or private university (i.e., CTAG: Career-Technical Assurance Guides, OTM: Ohio Transfer Module, TAG: Transfer Assurance Guides)
- A course in computer science, information technology, anatomy, physiology
- A technical certificate course
- Any course that may be approved by the Chancellor on an annual basis

Eligible Courses: Please find a list of all of the Eligible Courses on our website.

Level II Courses

Student progression through the program:

- Any course that is not a Level 1 course
- *Exceptions to the “First 15” rule could be implemented if the student wishes to continue in the same discipline area or directly tests into a Level Two Course.

How to Access

1. www.clarkstate.edu
2. Click on “Admissions”
3. Click “Admissions for College Credit Plus”
4. Click “Level 1 Allowable Courses”
5. Select a subject to view

Registering for Classes

First Year Students

New students to the program must attend an orientation before they begin classes. During orientation you will learn about the program, register for your first semester of classes and receive your picture ID. After your first semester, you are considered a continuing student and will be registered as outlined on page 4.

Continuing Students

Your program advisor will let you know when it is time to register for the upcoming semester. Once notified, you should contact your program advisor as soon as possible to schedule an appointment to register for classes.

You are required to meet with your program advisor every semester to have your schedule of college classes and any changes made to that schedule approved. A “hold” is placed on all CCP students in the Records and Registration Office

to ensure that you meet with your program advisor first. The hold will be overridden when the Records and Registration Office verifies you have obtained approval from your program advisor. CCP students must register and drop classes with an Admissions Specialist (advisor).

Students are not permitted to register online or through the mail. Special consideration is given to students who need to make minor schedule changes via phone or email. This helps build the relationship between you and your advisor and gives your advisor the opportunity to make sure you are choosing appropriate classes based on your unique goals.

Recommended Curriculum

What Courses Should I Take?

Choosing what kind of college courses to take in the CCP Program depends upon what your goals are as a student.

Can I apply my CCP classes towards a Clark State degree?

Of course! If you are interested in completing a Clark State associate degree, you can begin working on it while you're in the CCP Program. If you do not have enough hours to complete an entire degree, you can also look into completing a short-term certificate. Information on our programs and certificates can be found on the Clark State website and in the college catalog.

Can I transfer my CCP classes to another college or university?

Yes. Clark State courses are able to transfer. It is important to keep in mind, however, that the receiving institution will always be the one to determine how credits will transfer in. If you have an idea of where you plan to attend college after high school, talk with someone in their Transfer Services, Academic or Advising Department about which courses would be good for you to take through CCP. Transferology (www.transferology.com/welcome.htm) is a very useful website to determine course equivalencies at other institutions. **NOTE: NOT ALL SCHOOLS ARE A MEMBER OF THIS SERVICE AND MAY NOT BE LISTED.**

General Education Courses

As a general rule, students looking to transfer classes should choose general education courses. These courses are required for most degrees and are typically the easiest to transfer from one school to another. The term "General Education" refers to courses in the following areas: English, math, communications, fine arts, humanities, social science, behavioral science, natural science and physical science. Below is a list of some popular general education courses CCP students take:

English Composition

ENG 1111 English I
ENG 1112 English II

Oral Communication

COM 1120 Public Speaking

Mathematics

MTH 1050 Mathematics and Today's World
MTH 1280 College Algebra I
MTH 1340 Pre-Calculus
MTH 2100 Calculus for the Management, Life, and Social Science
MTH 2200 Calculus I
MTH 2220 Calculus II
MTH 2240 Multivariable Calculus*
MTH 2330 Differential Equations*
MTH 2530 Matrix Algebra*
STT 2640 Statistics I
STT 2650 Statistics II*

Arts & Humanities

Category A

ART 1001 Art History I
ART 1002 Art History II
ART 1300 Appreciation of the Arts
ENG 1600 Introduction to Literature
ENG 2300 Great Books: World Literature
ENG 2500 American Literature
ENG 2610 British Literature to 1800
ENG 2620 British Literature 1800-Present
THE 1130 Theatre Appreciation
THE 1133 Script Analysis
THE 2241 Theatre History I
THE 2242 Theatre History II

Category B

HST 1110 Western Civilization to 1600
HST 1120 Western Civilization Since 1600
HST 1210 American History to 1865
HST 1220 American History 1865-Present
PHL 2000 Critical Thinking
PHL 2100 Ethics
PHL 2300 Medical Ethics
PHL 2400 Philosophy of World Religions

Social & Behavioral Sciences

ECO 1100 General Economics
ECO 2210 Principles of Macroeconomics
ECO 2220 Principles of Microeconomics
GEO 1100 World Human Geography
GEO 2200 World Regional Geography
PLS 1100 Introduction to American Politics
PLS 1300 Introduction to Comparative Politics
PLS 2300 Introduction to International Relations
PSY 1111 Psychology I
PSY 2223 Lifespan Human Growth & Development
PSY 2230 Abnormal Psychology
RST 2700 Regional Studies: Africa
RST 2800 Regional Studies: Latin America
SOC 1110 Sociology
SOC 2220 Comparing Cultures
SOC 2230 Social Problems
SOC 2240 Racial and Cultural Minorities
SOC 2250 Sociology of Poverty

Natural & Physical Science

BIO 1410 Fundamentals of Biology*
BIO 1420 Global Biology*
BIO 1510 Biology I
BIO 1520 Biology II*
BIO 2121 Anatomy & Physiology I
BIO 2122 Anatomy & Physiology II
CHM 1100 Chemistry and Society
CHM 1150 Intro to General Chemistry
CHM 1160 Intro to Organic and Biological Chemistry
CHM 1210 General Chemistry I
CHM 1220 General Chemistry II
CHM 2110 Organic Chemistry I
CHM 2120 Organic Chemistry II
GLG 1130 Earth Science
GLG 1131 Physical Geology
GLG 1132 Historical Geology
GLG 1133 Environmental Geology
PHY 1100 Fundamentals of Physics
PHY 1200 Introduction to Astronomy
PHY 1501 General Physics I
PHY 1502 General Physics II*
PHY 2501 General Physics I with Calculus
PHY 2502 General Physics II with Calculus*

Pathways

You are still able to take courses that are not considered general education courses. Clark State offers many courses outside of the general education area that may be more “technical” in nature and are required for the college’s many associate degrees. These classes may be offered in areas such as business, accounting, education, graphic design, agriculture, engineering and more. If you are interested in a particular career field, it may be wise to take one of these courses to see if you like it before you devote your entire college career to studying it. Please keep in mind that while these classes are also able to transfer, they may not transfer as easily.

If transferring your coursework is your main goal, please be sure to share that with your program advisor. This will help in determining which classes would be best for you to take. Course descriptions are available online or in the Clark State catalog.

Associate of Arts Pathway

These represent sample pathways towards the Associate of Arts at Clark State Community College. The courses selected are also guaranteed to transfer to any public Ohio college. **NOTE: THERE ARE MANY OTHER GENERAL EDUCATION COURSES THAT COULD BE APPLIED TOWARD THE DEGREE AND/OR THE STATE TRANSFER REQUIREMENTS.**

15 Credit Hour Option

Course	Course Title	Credits	Ohio Transfer Module Discipline Area
ENG 1111	English I	3	English Composition
PSY 1111	Introduction to Psychology	3	Social & Behavioral Sciences
HST 1110	Western Civilization to 1600	3	Humanities
COM 1120	Public Speaking	3	Oral Communication
STT 2640/2650	Elementary Statistics	5	Math, Statistics and Logistics
Total Credits		15	

30 Credit Hour Option

Course	Course Title	Credits	Ohio Transfer Module Discipline Area
ENG 1112	English II	3	English Composition
SOC 1110	Introduction to Sociology	3	Social & Behavioral Sciences
GLG 1130	Earth and Space Science	4	Natural Sciences
HST 1120	Western Civilization since 1600	3	Humanities
ART 1300	Appreciation of the Arts	3	Humanities
Total Credits		16	

HOW TO ACCESS COURSE DESCRIPTIONS:

1. Visit clarkstate.edu
2. From the Academics tab choose “Academic Catalog”
3. Click the link for the most recent catalog to view the PDF file.
4. Course descriptions begin alphabetically. Scroll down to find the course you are receiving credit through the CCP Program. You will see the course title, number of credit hours and a course description.



Associate of Science Pathway

These represent sample pathways towards the Associate of Science at Clark State Community College. The courses selected are also guaranteed to transfer to any public Ohio college. **NOTE: THERE ARE MANY OTHER GENERAL EDUCATION COURSES THAT COULD BE APPLIED TOWARD THE DEGREE AND/OR THE STATE TRANSFER REQUIREMENTS.**

15 Credit Hour Option

Course	Course Title	Credits	Ohio Transfer Module Discipline Area
ENG 1111	English I	3	English Composition
PSY 1111	Introduction to Psychology	3	Social & Behavioral Sciences
HST 1110	Western Civilization to 1600	3	Humanities
COM 1120	Public Speaking	3	Oral Communication
STT 2640/2650	Statistics	5	Math, Statistics and Logic
Total Credits		15	

30 Credit Hour Option

Course	Course Title	Credits	Ohio Transfer Module Discipline Area
ENG 1112	English II	3	English Composition
SOC 1110	Introduction to Sociology	3	Social & Behavioral Sciences
CHM 1150 or PHY 1501	Intro to General Chemistry or General Physics I w/Algebra	4 5	Natural Sciences
HST 1120	Western Civilization since 1600	3	Humanities
ART 1300	Appreciation of the Arts	3	Humanities
Total Credits		16	

Online and Hybrid Courses

Clark State offers many online courses as well as a growing number of hybrid options. Online courses are offered fully online via the internet while hybrid classes are part online and part in the classroom. CCP students can take these courses, but it is strongly recommended that you do not enroll in a full online course your first semester. If you do want to enroll in an online course your first semester, you will most likely be limited to just one course in that format or a hybrid section may be recommended. It is usually best that students experience college classes in a college environment on campus before they take classes online. When considering online and hybrid courses, you should take the following points into account:

1. Success in an online course requires maturity and a strong commitment.
2. You should have regular access to the internet and possess basic to intermediate computer and technology skills.
3. Online courses require at least as much time as on-campus courses if not more. Possessing strong time management skills is key to being successful in an online class.
4. Written communication is used extensively in the online learning environment and takes place through discussion boards, email and chat.
5. What kind of internet connection do you have? A slow and/or unreliable connection will hinder your success in an online class.
6. Are you motivated and self-disciplined? Online courses require a lot more self-direction. If you need a classroom setting to keep you on track, or struggle with procrastination, online courses are not for you.
7. Online does not equal easier. Online courses teach the same material that is present in the classroom. Online courses can sometimes prove to be more difficult because of the nature of the course. There is an increased responsibility for learning the material that is placed on the student.
8. Online does not equal work at your own pace. An online course will have a syllabus detailing assignments and deadlines you will be expected to follow.
9. Usually, more time is required to communicate with your professor. If you have questions, it is not as quick and simple to get an answer as it would be raising your hand and asking during a class. Usually, professors communicate with students through email.
10. Does your high school permit students to take online classes through CCP? Please consult your guidance counselor if you are considering an online course.

Online courses cannot be accessed until the first day of the semester. Please follow the Online Services Handout on page 22 to learn how to access your online classes.

Understanding Your Class Schedule

Clark State posts the class schedule online that details what courses will be offered at what days and times. As a Clark State student, you need to familiarize yourself with the class schedule! It has a wealth of information that will be helpful to you as you are planning your academic schedule. The class schedule is available under Current Students at the top of Clark State's website or visit www.clarkstate.edu/schedule.

Class Listings

You can search for classes online by selecting the semester and then the subject. This will list the classes in that discipline and, when you expand the arrow you can see the sections available. **NOTE: SECTION NUMBERS/LETTERS ARE RELEVANT. FALL AND SPRING: Fifteen weeks of instructional days, plus one week and 12 week (D term) of finals; includes two 8-week short terms. SUMMER: 10-week, 8-week and two 5-week sessions.**

Book allowances are available 7 days before the semester begins and two weeks after the semester has begun.

Section Key

Term:

- A Term A
- B Term B
- C Term C
- D Term D
- X Flexibly Scheduled

Location:

- G Greene Center (Beavercreek)
- L Logan County
- S Springfield/Clark County

Mode:

- E Online
- H Hybrid
- N Independent Study
- Q Computer-Based Classroom
- R Restricted HS Dual Enrollment
- T Traditional

All important dates and reminders are located on our calendar under the "College Life" tab on our website.

Classes You CANNOT Take

1. Remedial courses: You are not permitted to take remedial courses because they are not considered to be college level.
2. Courses where you have not met prerequisites and/or corequisites that are required: A prerequisite is a course that must be completed prior to enrolling in the course you are considering. A corequisite is a course you must have completed prior to or enroll in at the same time you enroll in the course you are considering.
3. College level math courses or college level courses with math prerequisites: You must have submitted Placement/ACT/SAT scores so that your program advisor is able to determine what college level math courses you are or are not eligible to take.
4. A course that involves one-on-one instruction
5. Courses with fees that exceed amount set by Chancellor
6. Adult content courses (This is determined by the college/university)
7. Courses longer than a semester in length
8. Study abroad courses
9. Physical education courses
10. Sectarian religious courses
11. Any course that uses a pass/fail or satisfactory/unsatisfactory grading scale (Except in the case of an internship course)
12. *A course that is deemed non-allowable unless a Chancellor approves the course for a degree or certificate completion (six weeks prior to the term request; please see rule for details)

Adding Courses (CCP students register for classes with their advisor.)

You can add courses through the seventh calendar day of the term in Fall and Spring Semesters. For Summer Terms A and B, you can add courses through the first day of the term. For Summer C and D, you can add courses through the seventh calendar day of the term. The Registration/Drop/Add form can be obtained from faculty advisors, academic division offices, academic advisors, Records and Registration Office, the Greene Center and the Bellefontaine campus.

Dropping Courses (CCP students drop classes with their advisor.)

If for any reason you cannot complete a course, you must officially withdraw from the course. Even if you never attended a course that you registered for, you must officially drop/withdraw, or you may receive a grade. To drop/withdraw a course, you must complete and submit a drop form in accordance with College policy. Check the College calendar for the official published date to drop/withdraw from a course.

Course Information

Not every course is offered every semester. Each course listing provides a description of the course which details any prerequisites and/or corequisites that are required. A prerequisite is a course that must be taken before you can take the course you are considering. A co-requisite is a course that can be taken before or at the same time as the course you are considering.

Important Dates

There is a link on the Class Schedule page that will take you to the Calendar. This is where you will find priority registration dates, refund dates, bookstore voucher dates, when offices are open late, when the College is closed for holidays, exam schedule and more. Exams do not always happen at the same time your class regularly meets so be sure to check this section out!

Being Successful in Your Classes

MyClarkState Portal

MyClarkState Portal is a one-stop place for information about the college and online services including links to your student email accounts and Blackboard. We also refer to this as your Eagle account.

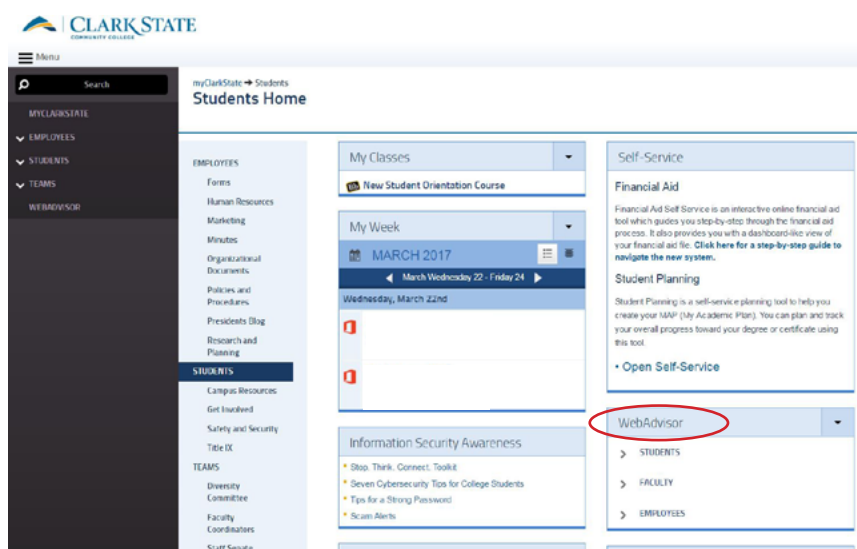
Logging In

1. Go to my.clarkstate.edu or click MyClarkState Portal at the top of the Clark State homepage at clarkstate.edu.
2. Use your Clark State username and password to log in to MyClarkState. Both are located on your Class Schedule. Your username begins with the first five characters of your last name, and your password is labeled “Student ID” which is your seven-digit ID number.

Popular Links

The WebAdvisor tab in the portal gives you access to your class schedule, grades, unofficial transcript and much more! Select Students on the left menu to access the following functions:

1. Class Schedule - Click Academic Profile, then My Class Schedule. Next, select the term you want to display and click submit.
2. Grades - Click Academic Profile, then Grades. Next select the term you want to display and click submit. Note: Clark State does not mail grades to students. All Clark State students must access their grades online at the end of the semester.
3. Unofficial Transcript - Click Academic Profile, then Transcript. Next select the Transcript Type of “UG Undergraduate” and click submit.



Student Planning

Student Planning is an advising tool developed to help you plan your future course enrollments at Clark State Community College. Here is how you can access Student Planning and the tools available to you:

1. Log into my.clarkstate.edu, find the “Self-Service” section and click on “Self-Service.”
2. Enter your login credentials.
3. Click on Student Planning to access different options that may help you in planning out a schedule the current or future semesters. To do this click on the “View Your Progress.”
4. These are some of the items you may use to help you plan your schedule:

Course Plan: See what classes you have planned for the previous semesters, current semester, and future semesters.

Timeline: The timeline shows the planned out semesters in list form. This is an area where you can add courses to a plan and helps you map out your pathway to a degree or certificate.

My Progress: The progress tab will let you see how close you are to degree completion and give you an in-depth look at what classes you have left to finish in specific areas. It is color coded to help you see exactly what you need to accomplish moving forward.

View a New Program: This allows you to see how your courses apply to any degree/certificate program at Clark State.

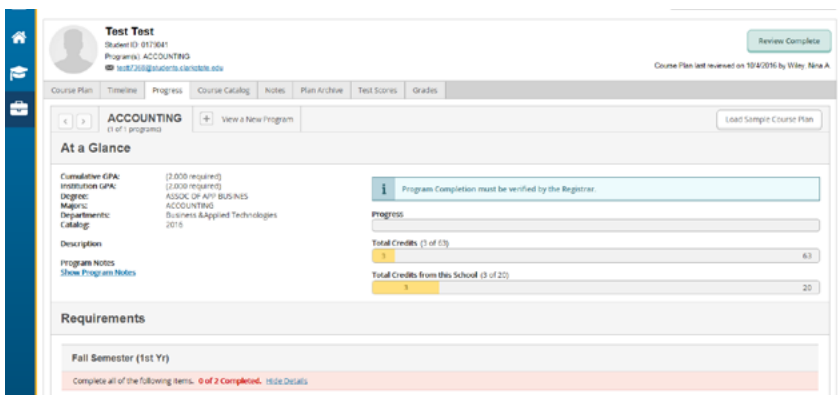
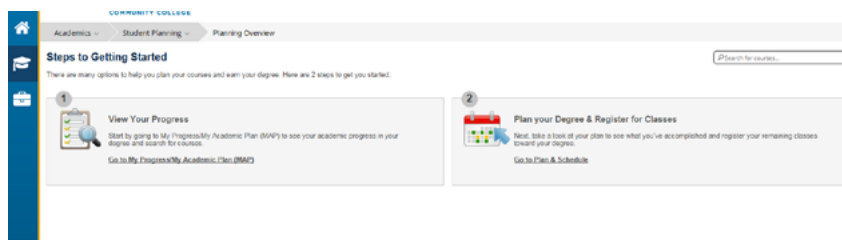
Course Catalog: Gives you access to classes offered during a semester. You can filter them by location, term, time, days, levels, and topic.

Advising: In this section, you or an academic advisor can add notes to your plan. This will help keep a running list of items you have discussed with an advisor or things you want to remember about your academic progress.

Test Summary: Shows you any previous ACT, SAT or ACCUPLACER test scores on file with Clark State

Grades: Displays grades for completed courses.

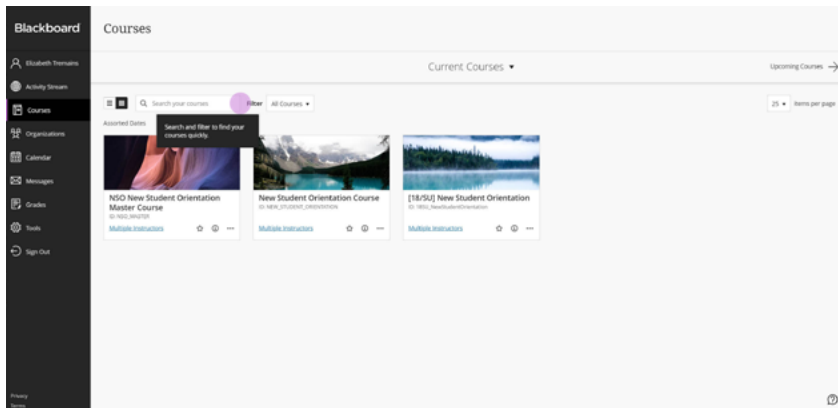
5. Once you alert your academic advisor that you have planned your courses in Student Planning, your advisor can review and provide feedback. Your advisor may have tips or advice to help you finish your degree quicker and more efficiently.
6. If you click on “Plan your Degree and Schedule your Courses” you will see another view of your scheduled classes by term.



Blackboard

Logging In and Out

1. Go to bb.clarkstate.edu or access in your myclarkstate portal. Use your Clark State username and password to log in.

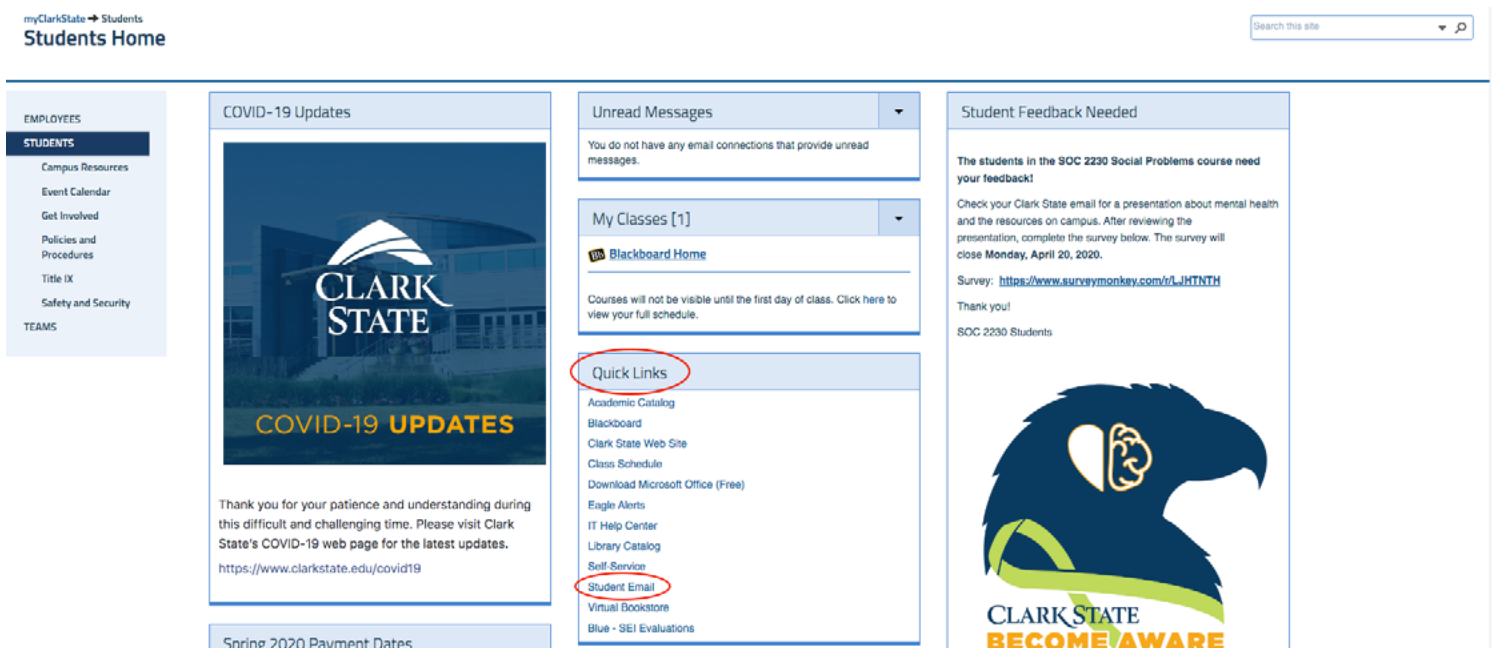


Course Information

1. Courses - Double click the Course Title under Courses for the class you want to access. If you are enrolled in multiple online courses, you will need to select each course individually. Read the information contained on this page as well as the Course Syllabus.
2. Lessons - Click on the Lessons tab at the top of the screen to access your assignments.
3. Course Messages - Use the tool in the Course Messages area to send email messages to your instructor and other students within the course. **NOTE: BLACKBOARD EMAIL IS DIFFERENT FROM STUDENT E-MAIL IN THAT YOU CAN ONLY SEND AND RECEIVE EMAIL TO OTHERS WITHIN YOUR BLACKBOARD COURSE, AND NOT TO ANYONE OUTSIDE OF IT.**
4. IT Help Center - For any questions or problems regarding your online course contact the IT Help Center at 1.866.223.0387 or email help.clarkstate.edu.


Student Email

1. Go to www.clarkstate.edu
2. Click on **“myClarkState”** at the top right of the page and log on using your Clark State username / password.
3. Select **“STUDENTS”** in the left navigation
4. Under **“Quick links”** you can then log onto your **Student Email** with your registered Username and Password



Accessing username and resetting password

If you forgot your username or password you can reset it by visiting the [IT Help Center](#) web page.



The screenshot shows the Clark State Community College website. At the top, there is a navigation bar with links for 'Current Students', 'Faculty/Staff', 'Community', 'Visit', and 'Apply Online'. Below this is a search bar. The main header includes 'Admissions & Financial Aid', 'Academics', 'Student Life', 'About Clark State', and 'Workforce Training'. The page title is 'Reset My Password', with a breadcrumb trail: 'Home - Student Life - Student Services - IT Help Center - Reset My Password'. On the left, there is a 'Student Life' menu with links to Athletics, Bookstore, Calendar, Career Planning, Health & Fitness, Library, Performing Arts Center, Safety & Security, and Student Organizations. The main content area contains instructions: 'Use the form below to reset your password to a temporary password. If you have any problems using this form, please call the 24/7 IT Help Center at 866.223.0387, or by visiting the IT Office in Rhodes Hall, Room 220 during normal business hours.' The form includes fields for 'Your username:', 'Your date of birth (mm/dd/yyyy):', and 'The last four digits of your Social Security Number:'. A 'Submit' button is located at the bottom of the form.

Help Desk

For any questions or problems regarding your email contact the IT Help Center at 1.866.223.0387 or help.clarkstate.edu.



Academic Policies

The following sections are intended to be an overview of academic policies and procedures at Clark State. For more detailed information, contact the Records and Registration Office. The Provost and Senior Vice President of Academic Affairs is ultimately responsible for developing and implementing academic policies.

Attendance

Achievement of academic goals is best accomplished through regular class participation. Therefore, you are urged to attend all class and laboratory sessions. When unavoidable absences do occur, you should take the responsibility to contact your instructor to make arrangements for work that has been missed. Instructors have the right to issue a failing grade (UW or F) if you incur excessive absences and have not officially withdrawn from a course. Specific information concerning attendance is available in the course syllabus.

The College is required to report non-attendance to federal and state agencies that provide financial assistance to students. Failure to attend classes may also result in having to repay part or all of an allowance from the Veterans Administration or state or federal agencies.

Academic Misconduct

Students are expected to behave as responsible members of the College community and to be honest and ethical in their academic work. Activities of academic dishonesty corrupt the process of acquiring the knowledge and developing the skills necessary for success in any profession; such activities are considered a violation of the Student Code of Conduct and are therefore prohibited. Students are responsible for understanding and abiding by the College Academic Integrity Policy and definition of academic dishonesty as well as course and faculty-specific standards and expectations.

Cases involving academic dishonesty are handled within the academic division responsible for that course. Faculty and/or the academic division deans have the authority to issue a sanction up to a grade of zero for any assignment in which academic misconduct has occurred. In serious or repetitive incidences, the case will be referred to the Academic Incident Hearing Panel (AIHP) for further action. Such action may include issuing a failing grade for the course, probation, suspension and/or expulsion.

Grade Reports

Your high school will be notified of your grades at the end of each semester. By signing the release in the student section of the CCP application and by participating in the program, you are giving Clark State permission to release information regarding your grades and classes to your high school.

You can access your final grades through WebAdvisor. Grades will not be released over the phone. You may request an official copy of your grades in the Records and Registration Office or online. If you have a concern about a grade, you should discuss it with your instructor within eight weeks after the end of the semester. If the grade was for a Spring or Summer term class, you should discuss it with your instructor by the eighth week of Fall Semester. If the problem is still not resolved, you may discuss it with the academic division dean and then with the Provost and Senior Vice President of Academic Affairs.

Two cumulative grade point averages are maintained for each student. The Progress GPA includes all courses completed at Clark State and include all College Preparatory (CPE) courses and other pre-college-level courses. The Transcript GPA does not include the grades for any CPE or other pre-college courses.

Dean's List

If you carry a minimum of six credit hours of college courses and maintain a transcript grade point average of 3.5 or better for a semester's work, you will be enrolled on the Dean's List in recognition of achievement that semester. Grades of "satisfactory" and grades in college preparatory courses are not included in determining the grade point average.

CCP Probation

A student is placed on CCP probation when the student:

- Has earned lower than a cumulative 2.0 GPA in the college courses, or withdraws from two or more courses in the same term.

When on CCP probation, the student:

- May enroll in no more than one college course.
- May not enroll in the college course in the same subject area in which the student previously earned a D or F.
- Student remains on probation until the student has improved cumulative college GPA to 2.0 or higher.

CCP Dismissal

A student is placed on CCP Dismissal when the student has met the definition of CCP Probation for two consecutive college terms.

Once a student is dismissed from the CCP program, the student may not enroll in college courses for the following college term.

After one college term on dismissal, the student may request secondary school and the secondary school shall determine whether the student may continue on dismissal, move to probation, or participate without restrictions per the school's adopted policy.

CCP Appeals

A student who has been dismissed from the CCP program has the right to appeal to status.

Students/parents, secondary schools, and colleges/universities must review entire rule for details related to course restrictions and dis-enrollments, policy development, counseling sessions, advising.

Actions required by secondary school must be taken by the parent of the homeschooled student. See rule for details on compliance, funding and payment responsibilities.

Rules take effect summer term of 2018-2019 academic year. Rule will be reviewed on bi-annual basis.

College Credit Plus students are still subject to the College's Academic Probation and Dismissal policies.

Definition of Credit Hour

All academic credits are expressed in terms of credit hours. Clark State defines a credit hour based on the requirements of the Ohio Department of Higher Education.

Grading System

Academic achievement is indicated by the following grades and points used in calculating grade point average:

A-Excellent	(4 grade points per credit hour)
B-Good	(3 grade points per credit hour)
C-Average	(2 grade points per credit hour)
D-Poor	(1 grade point per credit hour)
F-Failing	(0 grade points per credit hour)
UW-Unofficial Withdrawal*	(0 grade points per credit hour)

*Student stops attending class prior to completion of 60 percent of the term, but never officially withdraws from the course.

Your transcript GPA is obtained by dividing the total number of grade points earned in college credit courses by the total number of credit hours attempted in those courses. For example, consider the following grades earned by a student:

	Credit Hours	Grade	Points
Course 1	3	B	9
Course 2	3	C	6
Course 3	4	B	12
Course 4	3	C	6
Totals	13		33

The total number of grade points, 33, is determined by adding together the points earned in each course (credit hours x grade points). That number is then divided by the total number of credit hours, 13, to determine the grade point average. In this example the average is $33/13 = 2.538, 2.53$.

A transcript grade point average refers to the average for all college credit courses taken during your enrollment at the College. There are other symbols that can be issued for which no points are associated:

S	Satisfactory
U	Unsatisfactory
I	Incomplete
PR	Proficiency
CR	Credit
NC	No Credit
EX	Experiential Credit
TR	Transfer Credit
AR	Articulated Credit
W	Withdrawal
UW	Unofficial Withdrawal
X	Audit
N	No Grade Reported (Records Office use only)

Incomplete

The incomplete “I” grade may be granted when you are progressing satisfactorily in a course, but for reasons beyond your control (e.g., illness or death in the family), you will not have completed all requirements for the course when final grades are submitted by the instructor.

You must notify your instructor prior to the last day of any term. If the instructor agrees to an “I” grade, it will be submitted on your grade report and the instructor will set up a schedule on the Incomplete Grade form for completion of the course requirements by midterm of the following term. When you complete the class requirements, the instructor will change the “I” grade to another letter grade. If you do not complete the requirements, the “I” grade will automatically be changed on Friday of the eighth week of the following term to an “F” grade on your transcript. A student receiving an incomplete grade at the end of Spring or Summer term must complete all conditions by Friday of the eighth week of Fall Semester.

Graduation Requirements

To qualify for an associate degree, you must pass all required courses for your major and have a transcript grade point average of at least 2.0. Students in the following majors must have a C as a minimum grade in all required major courses: Early Childhood Education, Emergency Medical, Medical Assisting, Medical Laboratory, Practical Nursing, Registered Nursing, Physical Therapist Assistant, and Social Services. Students who graduate from the Registered Nursing program in 2013 or after will be required to have a C or greater in all courses in the curriculum. Students in the Realtime Reporting programs must have passed each of the terminal speed courses within 12 months prior to graduation.

All students are expected to complete the residency requirement of at least 15 credit hours of coursework at Clark State for an associate degree or 12 credit hours for a one-year certificate program. Credit equivalencies, such as articulated, experiential, transfer or proficiency credit do not count toward the residency requirement. Credit equivalencies may not exceed one half of the required technical course credits for the degree or certificate program being pursued unless recommended by the faculty and approved by the academic division dean. All financial obligations to the College (instructional fees, general fees, laboratory fees, technology fees, library fines, parking fines, etc.) must be paid and all College equipment returned before your grades or a diploma will be issued by the College.



Graduation Process

Students will receive an email from Records and Registration Office during the term in which a student is enrolled in the final courses needed to complete his/her degree or certificate. This email will confirm that the student has registered for the necessary courses and that pending successful completion of those courses, can expect to receive his/her diploma or certificate at the end of the term.

Once courses have been successfully completed and confirmed by Records and Registration Office, students will be graduated. They will receive their diploma or certificate through the US Mail approximately eight weeks after the end of the term.

Important things for the graduating student to do prior to/during their last term:

- Check with your faculty advisor to ensure that all requirements for your degree/certificate will be met by the end of the term in which you wish to complete. You must also ensure that required course substitutions (if any) have been submitted and processed.
- Check your Clark State Student email regularly.
- Verify that Records and Registration Office has your current mailing address.

Participation in Commencement

Students earning an associate degree or one-year certificate will be offered the opportunity to participate in Clark State's annual Commencement Ceremony. Information about the ceremony will be sent to participants approximately 30 days before the ceremony. Clark State has one Commencement Ceremony each year at the end of Spring Term. Associate degree and certificate recipients who will graduate during Fall through Summer Terms are eligible to participate in the May Commencement Ceremony.

Student Classification

You are considered full-time when you are enrolled in at least 12 credit hours. If you carry 11 credit hours or less per term, you are part-time.

You are a first-year student if you are registered in a specific program and have earned fewer than 30 semester hours of credit, including transfer credit. You are a second-year student once you have earned 30 or more semester hours.

Credit Equivalencies

You may qualify for academic credit for college-level learning gained outside of college through a variety of methods including business or government training recommended by the American Council on Education (ACE); CLEP, College Board Advanced Placement tests, military service training recommended by ACE (DANTES); portfolio evaluation; and credit by examination. To learn more about the available options, contact the Records and Registration Office or visit with your advisor.

Advanced Placement Credit Award

The State of Ohio, working through the University System of Ohio, has initiated policies to facilitate the ease of transition from high school to college as well as between and among Ohio's public colleges and universities.

As of Fall Term 2009, students obtaining an Advanced Placement (AP) exam score of three or above are awarded the aligned course(s) and credits for the AP exam area(s) successfully completed. General Education courses and credits received will be applied towards graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill a requirement.

If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied toward graduation where such elective credit options exist within the academic major.

Additional courses or credits may be available when a score of four or five is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.

In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering and Mathematics – STEM) students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

Student Services

Tutoring

Tutoring is available by subject area free of charge to all Clark State students. A schedule of available tutoring hours will be posted at the beginning of every term. For more information about tutoring or to become a tutor, please visit the Student Academic Support Center in the lower level of Rhodes Hall or the Greene Center, Room 121.

Success Center

The Greene Center offers a Success Center located in Room 121. Services include testing, ACCUPLACER testing, Accessibility Services, tutoring and serves as the drop off and pick up location for OhioLINK online orders.

Office of Accessibility

The Office of Accessibility is the official contact for students with any type of disability who request reasonable accommodations, auxiliary aides and/or services to provide equal opportunity for academic success. Accessibility staff serve as advocates for you and will assist you in achieving equal access to all College programs and services.

Students must self-disclose their disability and register with the Office of Accessibility in order to receive accommodations. Students may need to provide documentation of the disability such as an Individualized Education Plan (IEP), Multifactor Evaluation (MFE), other testing information or a letter from a doctor or other licensed professional. Students are strongly encouraged to meet with a counselor in Rhodes Hall, Room 105 or Greene Center, Room 121 before enrolling in classes to determine eligibility for services. For more information, contact the Office of Accessibility at 937.328.6019 or 937.431.7155

Office of Student Support

The Office of Student Support provides support to students throughout their college career and helps them achieve their academic and personal goals. It is very common for college students to experience difficulty at some point during their time at Clark State related to academic pressures, personal issues or physical/mental health problems. The Student Support Specialists coordinate referrals to campus and community resources and offer follow-up support to address a variety of issues, including but not limited to, housing displacement, lack of childcare, transportation barriers, financial emergencies, food insecurity and physical health/wellness. Students are encouraged to self-refer to access support and assistance. In addition, if you have a concern for another student's well-being, please make a referral to the Office of Student Support. The Office of Student Support is located in Rhodes Hall 217. For more information you may call at 937.328.6101 or email studentsupport@clarkstate.edu.

The College Library

The Clark State Library, located in the Sara T. Landess Technology and Learning Center, provides a variety of materials and services to students, faculty, staff, and the community. The Library owns more than 35,000 books, 150 magazine and journal titles with electronic access to thousands more, and over 2,000 media titles. In addition, through OhioLINK, the library provides access to 17,000 periodicals and more than 49 million books, plus nearly 70,000 e-books. The library website offer links to the catalog and to OhioLINK, as well as to other helpful tools. The website is library.clarkstate.edu.

A valid Clark State student identification card serves as your library card and entitles you to full borrowing privileges. A valid identification card also serves as a library card to other college and university libraries in Ohio.

Students can reserve small group study rooms, which have VCR/DVD players. Reservations must be made four hours in advance.

The Paul Laurence Dunbar Library at Wright State University serves as the nearest library for students completing courses at the Greene Center campus. Students may access and utilize this library with a valid Clark State student ID.

OhioLINK services are available at the Greene Center Monday through Thursday 9 a.m. - 6 p.m., and Friday 8 a.m. - 5 p.m.

Requests for diplomas, transcripts, and registration for subsequent terms may be rejected due to Library obligations.

Library hours are Monday through Thursday, 8 a.m. - 9 p.m., Friday, 8 a.m. - 5 p.m., and Saturday, 10 a.m. - 3 p.m. Summer hours vary. Between academic terms, hours are Monday through Friday, 8 a.m.-5 p.m. The Library is closed when the College is closed. Please call 937.328.6022 or email library@clarkstate.edu for more information.

Counseling Services

Clark State has a licensed professional counselor available to assist students in addressing problems and concerns that may impede academic performance.

Peer listeners are also available to meet with students on a walk-in basis. The peer listeners are trained in a variety of areas including listening skills, crisis management, and problem solving. Counseling is confidential (except in cases in which disclosure of information is necessary to protect you or others from physical or life-threatening danger), and no information will be released without written permission. Referrals to community agencies may be made when appropriate.

The Counseling Center is located in Rhodes Hall, Room 224. You may walk in or call 937.328.7961 for an appointment. Students at the Bellefontaine campus at Ohio Hi-Point and the Greene Center campus can call 937.328.7961 to set up an appointment.

Career and Employment Services

Sound career choices are based on knowledge about yourself and the world of work. Whether you are choosing a major, researching your chosen career field, or preparing for your job search, Clark State will help you meet these challenges. We have a full range of services designed to assist you in exploring the wide range of personal and professional choices open to you and to find the career path that fits you best. All Clark State students and alumni are encouraged to use the web-based resume referral service, self-assessment, career exploration and job search resources.

For assistance with career exploration, schedule an appointment with an academic advisor by calling 937.328.6084 for the Springfield campus or 937.429.8819 for the Bellefontaine campus at Ohio Hi-Point and the Beavercreek campus.

For assistance with writing a resume, preparing for an interview, obtaining a co-op/internship, applying for jobs and many other career-related activities, call 937.328.6468.

You may also access resources online at www.clarkstate.edu/college-life/career-planning/.

Cooperative Education

Cooperative education is a unique form of education which shows you how to use classroom learning in the workplace. This combination of classroom study and related, paid and supervised on-the-job training prepares you to join the workforce after graduation.

Clark State operates on a semester calendar. This allows you to be placed in a work site for approximately 15 weeks each semester. Most students prefer to work part-time (typically 20 hours per week) while carrying either full- or part-time coursework. Some students may prefer to work full time during the summer.

To participate in the Co-op Program at Clark State, you must:

- Be a currently enrolled student with a GPA of at least 2.0 (some employers may have a higher GPA requirement)
- Successfully complete the course Employability Skills (EBE 1000)
- Be committed to obtaining an associate's degree from Clark State

For more information, contact the Co-op and Employment Coordinator at 937.328.6468.

Honors

The Clark State Honors Program provides students with unique opportunities for hands-on learning experiences, civic engagement and academic growth for eligible candidates. Students must have at least a 3.5 cumulative high school GPA and existing Clark State students must have at least a 3.3 cumulative GPA to qualify.

Phi Theta Kappa

Phi Theta Kappa is the International Honor Society for two-year colleges. Phi Theta Kappa was established in 1918 and has over 1,000 chapters in the United States, Canada and Germany at colleges offering the associate degree. Clark State's chapter, Alpha Nu Lambda, was established in 1987. The purpose of Phi Theta Kappa is to promote scholarship, leadership, fellowship and service. Induction into Phi Theta Kappa provides national recognition to students of distinguished achievement. To become a member of Phi Theta Kappa, you must have a grade point average of 3.5 or above and 15 credit hours toward an associate degree.

Epsilon Pi Tau

Epsilon Pi Tau is the International Honor Society for Professions in Technology. The organization was first conceived in 1928 at The Ohio State University as a Greek letter fraternity to recognize leaders and potential leaders in the fields related to technology education of that time and has expanded its role to honor deserving members in the technology professions. There are 123 campus and field chapters throughout the world. To be eligible to join the Clark State Chapter, Delta Iota, students must have a minimum grade point average of 3.25.

Student Ambassador Program

Student Ambassadors are positive, enthusiastic and well-informed representatives of the student body who work with faculty, staff and students to promote Clark State's programs and services. They serve as advocates for all students by fostering support in their academic performance, achievement and social development. Student Ambassadors are dedicated to student success, diversity and strengthening student connections. To be eligible, students must have a minimum grade point average of 2.5, completed a minimum of 12 credit hours and received a recommendation from the Ambassador Selection Committee.

Athletics/Intramurals

Clark State Community College offers five intercollegiate athletic programs: men's basketball, men's baseball, women's basketball, women's softball and women's volleyball.

As a member of the National Junior College Athletic Association (NJCAA), Clark State competes in Division II in intercollegiate athletics. Recruited student-athlete applicants to the college must provide official transcripts from all high schools attended, as well as all other colleges attended. Qualified, recruited student-athletes can be offered athletic scholarships. For more information about recruiting, eligibility, and participation in intercollegiate athletics, contact the Athletics Office at 937.328.7819. You may also participate in recreational and intramural sports. Some of the activities include club golf, flag football, co-ed volleyball, wiffle ball, and basketball.



ACCESSING CLARK STATE'S COURSE SYLLABUS

1. Visit www.clarkstate.edu
2. From the Academics tab, choose "Class Syllabi"
3. Here you can access current and archived syllabi back through the 2010 Spring Term.
4. You will always want to pull the syllabus from the term in which you took the course.
5. Select the term you took the course and the subject area in the drop down boxes.
6. Select your syllabi for your class.

NOTE: All CCP sections are denoted with the section "R##X#" where the first ## are an abbreviation of the school (i.e. Bellbrook High School is BB; Catholic Central is CC).

Please call Records and Registration at 937.328.6015 if you have any questions.

Student Records

Our Records and Registration Office processes your student records, transcripts and diplomas. It also processes changes in student status such as name, address, residency and major. For more information, please contact the Records and Registration Office at 937.328.6015.

Transcripts

You may order an official transcript of your academic records online, in person or by mail. There is a \$5 fee per transcript. (An additional \$2.25 processing fee will be charged per recipient for online ordering.) All financial obligations to the College must be paid and all college equipment returned before a transcript can be released. Once a request is received, transcripts will, normally, be sent within 3-5 business days.

Online

Clark State offers online transcript ordering, which allows for 24/7 ordering access, faster service, secure transactions, online order tracking and e-mail updates. For detailed information and a link to online ordering, visit the College website. A major credit card is required for online ordering.

In person

Transcripts may be ordered in person during normal business hours by completing a Transcript Request Form at the Leffel Lane campus in Springfield or at the Greene Center in Beavercreek.

By Mail

We strongly encourage and recommend that you use online transcript ordering. If, however, you are unable to do so, you may send a written letter of request to: [Records and Registration Office, Clark State Community College, PO Box 570, Springfield, Ohio 45501](#). Written requests must contain all of the following information: Full, current name, previous name(s) used while attending Clark State, SSN or student identification number, date of birth, approximate years of attendance, a contact phone number where you can be reached if there is a problem with your order, number of transcripts requested, name(s) and address(es) where the transcript is to be sent and your signature authorizing release of your transcript.

For in-person and mail orders, Clark State accepts cash, check, money order, VISA, MasterCard and Discover Card. Payment must accompany the transcript request.

Financial Aid

College Credit Plus not only impacts you academically, but it could also impact your use of future Federal Financial Aid. Federal Aid encompasses federal student loans, grants, work-study and even some scholarships. All students using Federal Financial Aid have to adhere to the Satisfactory Academic Progress (SAP) policies. Each institution has their own SAP Policy. While for most students SAP will not be an issue, it is important to be mindful of the policy. At Clark State, students must finish their degree within 150% of their given credit hours of their degree. For example, you would have 90 credit hours to finish a 60 credit-hour degree. Students must also complete at least 67% of their credit hours and maintain a 2.0 GPA to remain eligible for federal aid. It is unusual that a student would need to be concerned with these policies, but it can occur. Please contact the financial aid office if you have any questions or concerns regarding this policy at 937.328.6034.

Free Tutoring

The Student Academic Support Center assists students in developing learning skills. Students seeking virtual tutoring can email successcenter@clarkstate.edu to request the type of tutoring they desire.

Free services include:

- Online Writing Lab
- Chat with a Tutor
- Leave an eQuestion
- Use our Library Resources

If you're struggling with a class or need help with homework, come to the Student Academic Support Center on the first floor of Rhodes Hall on Leffel Lane Campus or at the Greene Center in Beavercreek.

Online BlackBoard Tutoring

Start by logging into [BlackBoard](#). To log in, use your assigned student email and password. Follow the steps below for online tutoring.

- On the left side of your BlackBoard menu select the link titled "Organizations".

- Once inside the “Organizations” menu select the link titled “Online Tutoring Center”.
- From the dropdown menu to the left, select “Tutoring”.

Further details, hours and tutoring schedules are posted on the myClarkState student portal. No appointment is necessary for tutoring.

Campus Services

Virtual Bookstore

Clark State’s new virtual bookstore is powered by eCampus. Students can rent, buy and sell books online at clarkstate.ecampus.com. Textbooks ordered through eCampus will be delivered via UPS within 24 to 48 hours. Most in-stock books ordered by 4 p.m. will arrive on the next business day.

The bookstores located in Springfield and Beavercreek have additional school supplies and Eagle merchandise to support your academic career and school spirit.

Campus Safety and Security

In order to provide a safe and secure environment for students, the Campus Police Department on the Springfield campuses is staffed by officers from the Springfield Police Department and student cadets. The Beavercreek campus is staffed by a private security firm. Bellefontaine buildings follow the procedures established by Ohio Hi-Point, including having the Bellefontaine Police Department respond in case of emergencies.

- Springfield Campuses Cadets | 937.605.8269
- Springfield Campus Police | 937.328.3856
- Beavercreek Campus Security Guards | 937.605.8339
- Hours: Monday – Thursday 8 a.m. – 9 p.m. | Friday 8 a.m. – 5 p.m. | Saturday 8 a.m. – 4 p.m.
- Bellefontaine Police Department (Ohio Hi-Point) | 937.599.1010

If you are a victim or a witness to a crime, notify law enforcement at the earliest safe opportunity by calling 911. If you are the victim or a witness to a crime, you can also report the incident to one of our designated Campus Security Authorities (CSA):

- Nina Wiley, Dean, Student Engagement & Support Services | TLC 115 | 937.328.7936
- Ron Gordon, Dean, Enrollment Services | Rhodes Hall 129 | 937.328.6095
- Natalie Johnson, Associate Dean, Greene County Campuses | Greene Center G108 | 937.429.8926
- Lisa Castle, Student Services, Bellefontaine | Admissions Office | 937.328.6484
- At the Springfield campuses, call a cadet if you need a safety escort, jump start or if you’ve been locked out of your car.

Parking Enforcement and Penalties

Parking permits are not required for students. Any vehicle ticketed for a Clark State violation that displays a current Clark State permit will have the fine charged to the permit holder. If the fines assessed are not paid within ten days, a hold will be placed on the permit holder’s account, which will prevent the permit holder (if a student) from registering for the following term. Fines can be paid in the Cashier’s Office in the TLC Rotunda.

The College partners with the Springfield City Police Department to provide safety and security services. Violations are subject to Clark State fines and penalties or City of Springfield fines, penalties, and a possible court appearance depending upon the nature of the violation.

Clark State violations and fines

Parking on grass, sidewalk, loading zone or other restricted area: \$25

Student in faculty/staff lot: \$20

Improper parking: \$20

Parking in visitor designated spaces: \$10

City of Springfield violations and fines include the following:

- Handicapped parking without displaying a permit issued by the State of Ohio
- Parking in fire lane

- Disobeying traffic control device
- Reckless operation

These fines are set and controlled by the City of Springfield.

Other violations that could be cited and require a court appearance include speeding, operating vehicle on walkway or grass, driving under suspension, DUI, no valid driver license, failure to stop, refusing to cooperate, giving false information, and obstruction of official business.

Eagle Alerts

Eagle Alerts are a free emergency text messaging service. In the event an emergency or severe weather condition affects the campus or classes, an alert will be sent to the mobile numbers and/or email addresses that you can enter here. Your Clark State email address is always included in these alerts. You may specify additional email addresses and mobile phone numbers to receive alerts.

Eagle's Nest Restaurant

The Eagle's Nest Café offers specialty drinks, Seattle's best coffee, smoothies, "To-Go" items (such as assorted salads, sandwiches, yogurt parfaits, vegetables/dip), pastries and beverages. The Eagle's Nest Café is located in the Rafinski Student Center.

Wellness Center

The Wellness Center is available for any Clark State student, faculty member, or staff member to use. A wide array of cardiovascular equipment as well as strength training equipment is available. The Clark State gymnasium is also available for recreational use and must be entered through the Wellness Center. Locker rooms and showers are available for use. Access to the Wellness Center and gymnasium is only allowed after showing Clark State identification and signing in at the desk inside the Wellness Center. The hours of operation are Monday-Thursday, 8 a.m. – 6 p.m. and Friday, 8 a.m.-5 p.m.

IT Help Center

The IT Help Center will help you with all types of technology issues, such as problems with Blackboard, WebAdvisor, myClarkState student portal, computers on campus, student account access, etc. Phone support and Live Web Chat are available 24/7/365. Contact the IT Help Center at 1.866.223.0387, visit online at help.clarkstate.edu or in person on the second floor of Rhodes Hall.

Student Printing

Each enrolled student is provided \$7.50 in a printing account to print documents on campus each semester. Black and white pages will be charged against the student's printing account at a rate of 5 cents (\$0.05) per page printed (150 pages of black and white prints). Students who exceed the \$7.50 allocation for the semester can add additional funds for printing by purchasing a pre-paid top-up card from the Bookstore. Money placed into the students' printing accounts by the student will carry over from one term to the next. However, once the money is placed into the printing account, it cannot be refunded.

Each term, the College will refresh all enrolled student accounts with \$7.50 (150 pages of black and white prints). Unused pages do NOT carry over from one term to another. The value placed in the students' printing accounts by Clark State will be used before any carryover funds added by the student are used.

A lack of funds in a student's printing account will not be considered a valid reason for not meeting deadlines for submitting coursework.

Campus Safety and Security

The Campus Police Department for Springfield campuses is staffed by officers from the Springfield Police Department. The College also employs cadets to assist with patrolling campus grounds and facilities in addition to providing safety escorts and battery jump starts. The Beavercreek campus is staffed by a private security firm. The Bellefontaine campus follows the procedures established by Ohio Hi-Point, including having the Bellefontaine Police Department respond in case of emergencies. The College maintains a close working relationship with the Springfield Police Department, the Clark County Sheriff's Office, the Bellefontaine Police Department and the Beavercreek Police Department as well as other federal, state and local law enforcement agencies. The College is committed to campus safety and security. Part of the College's mission is to provide a safe and secure environment for students, employees and visitors on campus.

Student ID

Student IDs are generated at the Clark State Library on the Leffel Lane campus, front desk at the Greene Center and at the Bellefontaine campus. Library barcodes are found on the backside of student IDs. Your ID will automatically be renewed each term when you register for classes.z

Online or distance students may contact the Library at 937.328.6022 to have their barcode sent via student email.

College Policies and Procedures

Complaint Process

All incidents of sex discrimination should be reported to enable the College to take immediate action to eliminate the discrimination, prevent its recurrence, and address its effects. In order to enable the College to respond effectively and to stop instances of sex discrimination, including but not limited to: sexual harassment, sexual assault and sexual violence, all College employees must, within twenty-four (24) hours of receiving the information, report information they have about alleged or possible sex discrimination to the Title IX Coordinator or Deputy Coordinator (hereafter collectively referred to as "Title IX Coordinator"). Individuals who are victims of sex discrimination are encouraged to promptly report the incident to the local law enforcement. If the individual is incapacitated for any reason, a report should be made on behalf of the victim. Complaints of sex discrimination should be made to the Title IX Coordinator. There are several avenues available for submitting a complaint: the complainant can (1) leave a private voice message for the Title IX Coordinator; (2) send a private email to the Title IX Coordinator; (3) submit a letter to the Title IX Coordinator; or (4) make the complaint in person to the Title IX Coordinator; or (5) submit the online Sex Discrimination form. The Title IX Coordinator will provide for the prompt, thorough, reliable, and impartial investigation of all complaints and will afford a prompt and appropriate resolution. Once a complaint of sex discrimination is made, an investigation of the report shall be pursued within seven (7) calendar days.

- The Clark State Title IX Coordinators are: Title IX Coordinator:
- Laura Whetstone, Director, Human Resources | Rhodes Hall 210C | 937.328.7958 | whetstonel@clarkstate.edu
- Title IX Deputy Coordinator: Ron Gordon, Dean, Enrollment Services | Rhodes Hall 129 | 937.328.6095 | gordonr@clarkstate.edu
- Title IX Deputy Coordinator: Nina Wiley, Dean, Student Engagement and Support Services | Sara T. Landess Technology and Learning Center 115 | 937.328.7936 | wileyn@clarkstate.edu
- Title IX Deputy Coordinator: Yolanda Hall, Senior Human Resources Generalist | Rhodes Hall 210D | 937.328.6125 | hally@clarkstate.edu
- Title IX Deputy Coordinator: Natalie Johnson, Associate Dean, Greene County Campuses | Greene Center 108 | 937.429.8926 | johnsonn@clarkstate.edu

To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible:

- The name, department, and position of the person or persons allegedly causing the sex discrimination, including but not limited to sexual harassment, sexual assault, and sexual violence or retaliation.
- A description of the incident(s), including the date(s), location(s), and the presence of any witnesses, or potential witnesses.
- Any other information the complainant believes to be relevant to the sex discrimination or retaliation.

Sexual Discrimination and Title IX Policy

Clark State Community College is committed to providing a safe, collegiate, working and learning environment that promotes personal integrity, civility, and mutual respect and that is free of discrimination, harassment or adverse treatment on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. Clark State Community College considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination, including but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students or third parties. [For additional information, please check the Title IX tab on my.ClarkState.edu.](#)

Responsible Use of Technology Policy

Clark State Community College provides students, faculty and staff with access to technology resources as an integral part of the educational environment. This includes but is not limited to computers, telephones, pagers, printers, fax machines, PDAs, digital cameras, copiers, TV/VCRs, DVD/CD-Rom, video and audio cassettes, scanners, as well as access to information via the Internet and the College network. These technologies are intended for instructional, research and administrative activities of the institution and are designed to facilitate communication and learning.

Members of the Clark State community, i.e., all College employees, students and Board members, are expected to use technology in a manner consistent with state and federal laws, the mission of the College and other official College documents such as the policy and procedures of the College, the College catalog, and student handbook, etc.

Users of the College technology resources agree to:

- Comply with all federal, state, other applicable laws and College policies and procedures.
- Use resources responsibly.
- Protect the integrity of the physical and software facilities.
- Respect the rights and privacy of other users.
- Respect data belonging to others.
- Use only those technology resources that they are authorized to use and only in a manner and to the extent authorized.
- Protect the integrity of their own user accounts.

Illegal activities of any kind shall not be tolerated. Such activities include but are not limited to:

- Acquiring, uploading, downloading or possessing any material that is considered child pornography.
- Harassment
- Libel
- Any act that violates copyright laws.
- Unauthorized access to the network (“hacking”).
- Impersonating other individuals.
- Creating, using or distributing virus programs or programs that attempt to scan or exploit network security and/or other vulnerabilities.

Smoke-Free Environment/Alternative Nicotine Policy

Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment, including but not restricted to, cigarettes, electronic cigarettes, cigars, or pipes. Alternative nicotine product means an electronic cigarette or any other product or device that consists of or contains nicotine that can be ingested into the body by any means, including but not limited to, chewing, smoking, absorbing, dissolving, or inhaling; excluding chewing gum or patch. The Board of Trustees of Clark State Community College, in an effort to protect the health, safety and welfare of students, employees, and visitors to the College, prohibits smoking and the use of alternative nicotine products on all campuses and in other enclosed areas owned or leased by the College and in all vehicles owned or leased by the College pursuant to chapter 3794 of the Revised Code. Smoking and use of tobacco products by patrons (not employees) is allowed in designated areas that are within fifty feet of the Performing Arts Center Complex. Smoking or use of tobacco products is strictly prohibited on campus property except smoking is allowed in personal vehicles parked on campus owned property, but subject to landlord policies on rented space. The implementation and administration of this policy shall be under the direction of the vice president for business affairs.

Failure to Comply

Violation of any of the Clark State responsible use of technology policies and procedures may result in disciplinary action

Violators of these regulations may be ejected from Clark State owned or controlled property and subject to criminal prosecution and/or College discipline.

Student Rights and Responsibilities/Code of Conduct Policy

Clark State Community College is an academic community in which all persons – students, faculty, administration and staff – share responsibility for its growth and continued welfare. As members of the College community, students can reasonably expect that the following rights shall be respected by all College offices, programs, employees and organizations.

Clark State Community College further encourages all members of the College community to endorse, support and abide by the following statement of values which this community has deemed fundamental to its mission and integral to its growth.

Speech/Expression/Press

Students may express themselves freely on any subject provided they do so in a manner that does not violate this policy. Students, in turn, have the responsibility to respect the rights of all members of the College in exercising these freedoms.

Non-Discrimination

No agent or organization of Clark State Community College shall discriminate against any student for reasons of race, religion, ethnic or national origin, gender, sex, age, disability, marital status, political or social affiliation, or sexual orientation. In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

Student Privacy Policy (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, also called the Buckley Amendment, is designed to protect the privacy of students' records and to establish rights for students to inspect and review their records. The act requires each educational institution to inform students of these rights. General information and procedures implemented by Clark State Community College are in compliance with the act. Students should be familiar with the act and with College procedures. The act and implementing rules involve both access to and release of information from student educational records.

Definitions:

Educational records are all records maintained at the College containing information relating to a student.

FERPA rights transfer from parent to student when a student reaches the age of 18 or when a student begins to attend a post-secondary institution, regardless of age.

Student Privacy Procedures

Access to Educational Record

All Clark State students have access to and the right to inspect and review their educational records in accordance with the procedures hereinafter established with the following exceptions:

- Parent's financial records or information relating thereto.
- Records reflecting medical treatment provided to students. Such records may, however, be reviewed by an appropriate professional of the student's choice.

Request to review records must be in writing.

Challenges to Contents of Records

Students have the right to challenge the contents of their educational records; to request corrections of any inaccurate, misleading, or inappropriate data; and to insert into the records an explanation regarding the contested item.

Objections to information in educational records shall be addressed to the registrar who shall schedule a discussion of the items of concern to the student. Should the objection not be resolved to the satisfaction of the student, he or she may take the matter to the dean of enrollment services and (in absence of resolution satisfactory to the student) to a formal hearing in accordance with established student grievance procedures.

Release of Information

Clark State Community College designates the following as directory information and may release this information without the student's consent:

- Student's name.
- Student's address.
- Student's telephone number.
- Student's e-mail address.
- Student's major.
- Student's participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Student's inclusive dates of enrollment.
- Student's enrollment status
- Student's degrees and awards received (to include honor rolls).
- Most recent previous educational agency or institution attended.

Students may request that the College not release this information. This request must be made in writing at the Records and Registration Office.

General Restrictions on Release of Information

Clark State shall not release personally identifiable information from educational records without the student's consent except with respect to the following:

- Other school officials, faculty members and local educational agencies provided they have a legitimate educational interest therein.
- Other educational institutions which the student desires to attend.
- Certain federal and state officials in connection with applications for or receipt of financial aid or in connection with audit and evaluations of government programs.
- State and local officials required to have knowledge pursuant to state law adopted prior to November 19, 1974.
- Organizations conducting educational studies provided such studies do not permit identification of students outside the agency conducting the study.
- College accrediting organizations as required by their functions.
- Appropriate individuals in emergency situations involving health and safety.
- Parents who have documented that their child is legally dependent as defined by the Internal Revenue Service Code or who have obtained a signed consent from their child.
- In response to court order or subpoena following notification to the student.

Additional Requirements

Names of agencies which have requested or obtained access to a student's records shall be kept on file in the student's educational records and shall be made available upon request of student.

Academic Integrity Procedures

Clark State Community College is committed to providing educational opportunities that promote academic, professional and personal growth in students. Students are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. Activities of academic dishonesty corrupt the process of acquiring the knowledge and developing the skills necessary for success in any profession; such activities are considered a violation of the Student Code of Conduct and are therefore prohibited.

Academic integrity is the responsibility of both the student and the faculty.

- The AIHP consists of six panel members – three faculty members representing three different divisions), one academic dean and two students. The dean and faculty members shall be appointed by the Provost/SVPAA and should not be familiar with the student's academic integrity violation(s). The dean shall serve as chair. The office of the dean of student support services is responsible for the selection of the student representatives. The AIHP hearing shall provide the student and college faculty/staff an opportunity to present views, call witnesses, and present documents and other evidence. An advocate of the student's choice may accompany the student to the hearing but the advocate is not permitted to address the panel or to provide legal counsel. The College shall be represented by the instructor(s) of the course(s) giving rise to the incident(s) and/or the dean(s) of the division(s) with which the course(s) are affiliated. The panel shall convene within ten working days of receiving the request.
- The AIHP shall provide written notification of its decision within five working days of the hearing via use of the AIHP form and may attach additional explanation as appropriate. Students may appeal the decision in writing to the SVPAA within five working days. Students who fail to attend or reschedule the AIHP hearing forfeit their rights to appeal the panel's decision.
- If the student appeals the decision of the AIHP to the Provost/SVPAA, the Provost/SVPAA shall review the appeal and communicate the decision to the student within five working days in writing. The decision of the Provost/SVPAA is final.
- If the alleged academic violation or the sanction of the academic violation cannot be resolved prior to the deadline for reporting final grades to the registrar, the instructor of the class, with the advice and counsel of the division dean, shall assign a grade of "N."



SPRINGFIELD, LEFFEL LANE LOCATION

570 East Leffel Lane | Springfield, Ohio 45505

SH - Shull Hall

ASC - Applied Science Center

- Athletics
- Health, Human and Public Services Division Office
- Mercy Primary Care at Clark State
- Wellness Center
- Gym

TLC - Sara T. Landess Technology and Learning Center

- Admissions
- Career Services
- Cashiers Office
- Financial Aid
- Records and Registration

RH - Rhodes Hall

- Arts and Sciences Division Office
- Counseling
- Human Resources
- IT Help Center
- Office of Student Support
- Student Life Suite

Student Academic Support Center:

- Advising
- Accessibility Services
- ABLE/GED
- Communication Lab
- New Student Orientation
- TRIO
- Tutoring

RSC - Karen E. Rafinski Student Center

- Bookstore
- Eagle's Nest Restaurant

LRC

- Business and Applied Technologies Division Office
- Business Office
- Security National Bank Community Rooms 207/209



Parking lots are designated on the map in yellow.

We are a tobacco-free campus!

Please be courteous, and do not smoke or use tobacco products on Clark State grounds.



SPRINGFIELD, DOWNTOWN LOCATIONS

- BEC - Brinkman Educational Center**
100 South Limestone Street
 - Workforce Development
 - Commercial Transportation Training Center
- PAC - Performing Arts Center**
300 South Fountain Avenue
- TST - Turner Studio Theatre**
300 South Fountain Avenue
- HBC - Hollenbeck Bayley Creative Arts and Conference Center**
275 South Limestone Street



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BEAVERCREEK LOCATION

3775 Pentagon Boulevard | Beaver Creek, OH 45431

GC - Greene Center

- First Floor
 - Accessibility Services
 - Bookstore
 - GED/ABLE
 - Placement Testing
 - Success Center
- Second Floor
 - Advising
 - Cashier
 - Financial Aid
 - Records and Registration



Parking lots are designated on the map in yellow.

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DIRECTORY

DEPARTMENTS

Admissions.....	937.328.6028
Arts and Sciences.....	937.328.6030
Beavercreek Campus, The Greene Center.....	937.429.8819
Bookstore.....	937.328.6099
Business Technologies.....	937.328.6037
Campus Police.....	937.328.3856
Cashier.....	937.328.6048
Financial Aid.....	937.328.6034
IT Help Center.....	1.866.223.0387
Library.....	937.328.6022
Ohio Hi-Point Career Center & Logan County.....	937.328.6484
Placement Testing, Springfield.....	937.328.6049
Placement Testing, Beavercreek.....	937.429.8921
Public Health & Human Services.....	937.328.6058
Records and Registration.....	937.328.6015

HELPFUL LINKS

Website: www.clarkstate.edu

Blackboard: bb.clarkstate.edu

MyClarkState Student Portal: my.ClarkState.edu

Catalog: clarkstate.edu/academics/academic-catalog

Class Schedule: clarkstate.edu/academics/class-schedule

Syllabi: clarkstate.edu/academics/class-syllabi

College Credit Plus: clarkstate.edu/admissions/admissions-for-college-credit-plus/

Transferology: transferology.com/welcome.htm

Virtual Bookstore: clarkstate.ecampus.com

 Are you ready?

www.clarkstate.edu

Springfield | Beavercreek | Bellefontaine | Xenia | Online