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ABOUT US

Columbus State Community College makes every effort to present accurate/current information at the time of this publication. However, the college reserves the right to make changes to information contained herein as needed. The online college catalog is deemed the official college catalog and is maintained at www.csc.edu. For academic planning purposes, the online catalog should be consulted to verify the currency of the information presented herein.

ACCREDITATION

Columbus State Community College is accredited by The Higher Learning Commission, Member-North Central Assn. (NCA), 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604-1413, (312) 263-0456 or (800) 621-7440, www.nca.org.

Nondiscrimination Policy (Ref. Policy 3-42, 3-43)

<https://www.csc.edu/about/policies-procedures/3-42.pdf>

<https://www.csc.edu/about/policies-procedures/3-43.pdf>

Columbus State Community College is committed to maintaining a workplace, academic environment, and athletic environment free of discrimination and harassment. Therefore, the college shall not tolerate discriminatory or harassing behavior by or against em-

ployees, faculty members, vendors, customers, students or other persons participating in a college program or activity on the basis of sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression. Further, the college shall take affirmative action to ensure that Columbus State policies and practices are non-discriminatory and to advance employment and educational opportunities for veterans, individuals with disabilities, women, and minorities.

Reasonable Accommodations (Ref. Policy 3-41)

<https://www.csc.edu/about/policies-procedures/3-41.pdf>

It is Columbus State Community College policy to make reasonable accommodations, which will provide otherwise qualified applicants, employees, and students with disabilities equal access to participate in opportunities, programs, and services offered by the college.

Students in need of an accommodation due to a physical, mental or learning disability can contact Disability Services, Eibling Hall 101 or 614-287-2570 (VOICE/TTY). On the Delaware Campus, see Student Services in Moeller Hall or call (740)203-8345.

COLUMBUS STATE IS TOBACCO FREE

Columbus State Community College strives to enhance the general health and wellbeing of its students, faculty, staff and visitors. We desire to support individuals to be tobacco free, achieve their highest state of health and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco free environment.

As of July 1, 2015, smoking and the use of tobacco has been prohibited in or on all college-owned, operated or leased property including vehicles. The policy includes indoor and outdoor use of all tobacco products, smoke or smokeless, including e-cigarettes.

<https://www.csc.edu/about/policies-procedures/13-13.pdf>

Directory

DEPARTMENT/OFFICE/SERVICE	LOCATION	PHONE
Academic Opportunities for Study Abroad	WD 1079	287-2852
Admissions	MA 101	287-2669
Advising Services	AQ 116	287-2668
Athletics and College Recreation	DE 134	287-5092
Campus Tours	MA 101	287-2669
Career Services	NH 108	287-2782
Cashiers and Student Accounting	RH 2nd Fl	287-2414
Center for Workforce Development	WD 317	287-5000
Columbus State Bookstore (DX)	DX Bldg.	287-2427
Columbus State Police Department	DE 047	287-2525
Columbus State Foundation	LO	287-2436
Community and Civic Engagement	WD 342	287-2511
Conference Center	WD	287-5500
Counseling Services	NH 010	287-2818
Delaware Campus (Moeller Hall)	Stud. Serv.	740-203-8345
Developmental Education	AQ 215	287-5193
Disability Services	EB 101	287-2570
Dual Enrollment	WD 1009	287-5169
Dublin Center	DB	287-7050
Financial Aid	RH Ground Fl	287-2648
Fitness Center	DE 082	287-5918
Food Court and Services	DE 1st Fl	287-2483
Gahanna Center	GH/CH	287-2000
GED Preparation Program	WD 1090	287-5858
Global Diversity and Inclusion	FR 223	287-5648
Health Records Office	UN 053	287-2450
Human Resources	RH 115	287-2408
IT Support Services	CO-LL	287-5050
Language Institute	WD 1090	287-5858
Library	CO	287-2465
Marysville Center	ML	937-644-1616
Noncredit Registration Office	WD 1090	287-5858
Parking	DE 047	287-2525
Pickaway Center (Teays Valley H.S.)	PC	740-983-5086
Records and Registration	MA 201	287-5353
Regional Learning Centers	WD 1096	287-2696
Reynoldsburg Center	RC	287-7200
Southwest Center (Bolton Field)	SW	287-7102
South-Western Center (Grove City)	GC	801-3385
Student Assistance Center	MA 225	287-5538
Student Engagement and Leadership	NH 116	287-2637
Student IDs	DE 047	287-2525
Student Life	EB 201	287-5299
Telephone Information Center	TIC	287-5353
Testing and Talent Assessment Center	WD 223	287-5750
Testing Center (Delaware Campus)	MO	740-203-8383
Testing Services (Columbus Campus)	AQ 002	287-2478
Tolles Center	TC	287-2696
Transfer Center	AQ 126	287-2847
Transitional Workforce	WD 1090	287-5858
TRiO Programs	FH 223	287-5777
Tutoring Services	AQ 241	287-2232

DEPARTMENT/OFFICE/SERVICE	LOCATION	PHONE
Military and Veteran Services	DE 156	287-2644
Westerville Center	WV	287-7000

ARTS & SCIENCES PROGRAMS	LOCATION	PHONE
Biological and Physical Sciences	NH 432	287-2122
Communication	UN 048	287-3680
Developmental Education	AQ 215	287-5193
English	NH 420	287-2531
Humanities	NH 408	287-5043
Mathematics	DH 415	287-5313
Modern Languages	FR 206A	287-5400
Psychology	TL 309	287-2040
Social Sciences	TL 309	287-5005

CAREER & TECHNICAL PROGRAMS	LOCATION	PHONE
Accounting	DE 259	287-5420
Architecture	DH 205	287-5030
Automotive Technology	DE 259	287-5318
Aviation Maintenance Technology	SW	287-7100
Business Management	DE 259	287-5351
Business Office Administration	DE 259	287-5351
Civil Engineering Technology	DH 205	287-5030
Computer Science	EB 312	287-5009
Construction Management	DH 205	287-5030
Digital Design and Graphics	EB 401	287-3697
Digital Photography	EB 401	287-5045
Electro-Mech. Engineering Technology	DH 205	287-5350
Electronic Engineering Technology	DH 205	287-5350
Engineering Technologies Certificates	DH 205	287-5350
Environmental Sci., Safety and Health	DH 205	287-5030
Finance	DE 259	287-5420
Geographic Information Systems	DH 205	287-5030
Heating, Ventilating and A/C Technology	DE 243	287-2657
Human Resources Management	DE 240	287-5351
Interactive Media	EB 401	287-5010
Landscape Design and Management	DH 205	287-5030
Marketing	EB 401	287-2559
Mechanical Engineering Technology	DH 205	287-5350
Quality Assurance Technology	DH 205	287-5350
Real Estate (includes Appraisal)	WD 1099	287-5397
Skilled Trades Technology	DE 259	287-5211
Supply Chain Management (Logistics)	EB 401	287-5175

HEALTH & HUMAN SERVICES DIV.	LOCATION	PHONE
Criminal Justice	FR 206B	287-2591
Dental Hygiene	UN 308	287-2597
Early Childhood Dev. and Education	UN 4th floor	287-2540
Emergency Medical Services Technology	GA 001	287-3812
EMS/Fire Science	GA 001	287-3812
Fire Science	GA 001	287-3812
Health Information Mgmt. Technology	UN 308	287-2541
Hospitality Management	EB 136	287-5126

HEALTH & HUMAN SERVICES DIV.	LOCATION	PHONE
Interpreter Education Program	UN 4th floor	287-2540
Massage Therapy/Entrepreneurship	UN 576	287-5786
Medical Assisting	UN 308	287-3638
Medical Laboratory Technology	UN 308	287-5099
Mental Hlth./Addiction Std./ Dev. Disabilities	UN 5th floor	287-2540
Multi-Competency Health	UN 308	287-5099
Nursing	UN 508	287-2506
Paralegal Studies	FR 206B	287-2591
Radiography/Medical Imaging	GR 109	287-5215
Respiratory Care	UN 308	287-2633
Sport and Exercise Studies	DE 007	287-2189
Sterile Processing Technology	GR 109	287-5215
Surgical Technology	GR 109	287-5215
Veterinary Technology	VT 104	287-5135

Building Codes

AQ	Aquinas Hall
AV	Aviation Facility (Bolton Field)
CH	Clark Hall (Gahanna Ctr.)
CO	Columbus Hall
CT	Center for Teaching & Learning Innovation
DA	Delaware Admin. Bldg.
DB	Dublin Center
DE	Delaware Hall
DH	Davidson Hall
DX	Bookstore/Discv. Exchg. Bldg.
EB	Eibling Hall
ET	Electrical Trades Center
FR	Franklin Hall
GA	375 N. Grant Ave.
GC	South-Western Center
GH	Gahanna Center
GR	389 N. Grant Ave
LO	Long St. Bldg.
MA	Madison Hall
ML	Marysville Center
MO	Moeller Hall (Delaware Academic Bldg.)
NH	Nestor Hall
PC	Pickaway Center (Teays Valley H.S.)
PG	Parking Garage
RC	Reynoldsburg Center
RH	Rhodes Hall
SW	Southwest Center (Bolton Field)
SX	366/370 6th St.
TC	Tolles Center
TL	Center for Technology and Learning
UN	Union Hall
VT	384 N. 6th St.
WD	Center for Workforce Development
WV	Westerville Center

Regional Learning Centers

Jeffrey A. Akers, Director
 RLC Office Location: DA 128
 740-203-8212

DUBLIN CENTER (DB) DUBLIN INTEGRATED EDUCATION CENTER

6805 Bobcat Way
 Dublin, OH 43016

614-287-7050

General Hours:

Monday – Thursday 8:00 am - 10:00 pm

Friday 8:00 am - 5:00 pm

Saturday 8:00 am - 1:00 pm

Services Available:

Academic advising, testing center – placement, academic and vendor testing, open Computer Lab, and tutoring

REYNOLDSBURG CENTER (RB)

6699 East Livingston Ave.
 Reynoldsburg, Ohio 43068

614-287-7200

General Hours:

Monday – Thursday 8:00 am - 10:00 pm

Friday 8:00 am - 4:00 pm

Services Available:

Academic advising, testing center (placement, academic and vendor testing) open Computer Lab, and tutoring

SOUTHWEST CENTER AT BOLTON FIELD (SW)

5355 Alkire Road
 Columbus, Ohio 43228

614-287-7102

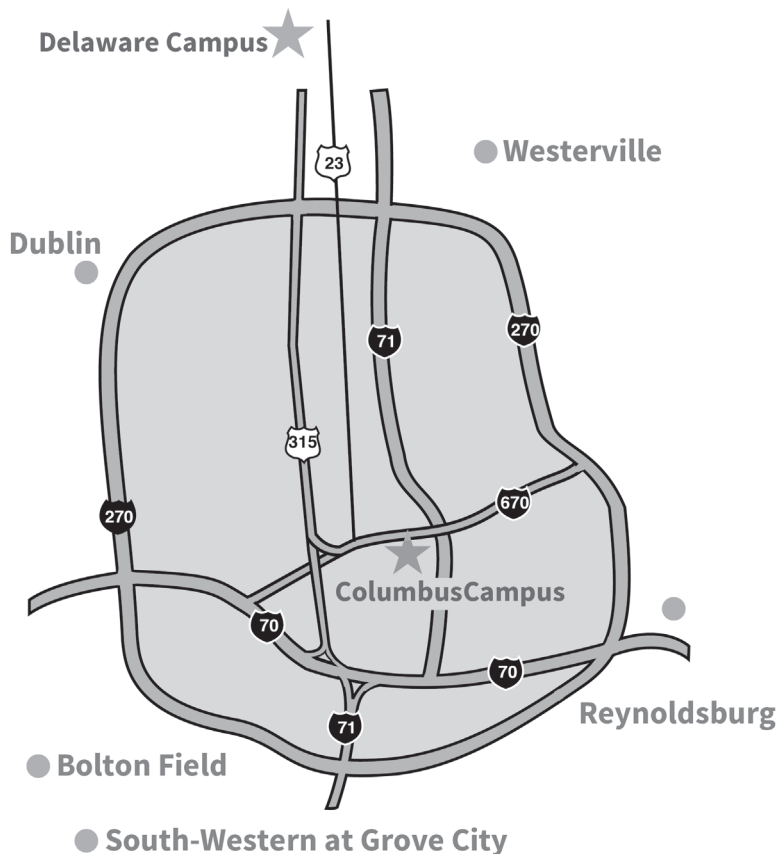
General Hours:

Monday – Thursday 8:00 am - 10:00 pm

Friday 8:00 am - 2:00 pm

Services Available:

Bookstore and open Computer Lab



SOUTH-WESTERN CENTER AT GROVE CITY (GC) SOUTHWEST CAREER CENTER

4750 Big Run South Road
 Grove City, Ohio 43123

614-287-7200

Hours:

Open an hour before and an hour after course meeting times.

WESTERVILLE CENTER (WV)

7233 & 7207 Northgate Way
 Westerville, Ohio 43082

614-287-7000 or 614-287-7020

General Hours:

Monday – Thursday 8:00 am - 10:00 pm

Friday 8:00 am - 5:00 pm

Saturday 8:00 am - 1:00 pm

Services Available:

Academic advising, testing center (placement and academic testing), open Computer Lab, and tutoring

Academic Calendars

AUTUMN SEMESTER 2017

AUGUST 28 – DECEMBER 16, 2017

MAY 8, 2017 (M)	Autumn Semester 2017 Registration Opens
JUNE 29, 2017 (TH)	Readmission Deadline for Academic Dismissal and Academic Review-AU17
AUGUST 21, 2017 (M)	Admissions Application Deadline for Full Term, First 8-week Term and First 5-week Term for Autumn Semester 2017
AUGUST 22, 2017 (T)	Ohio Residency Reclassification Priority Processing Deadline for Autumn Semester 2017
AUGUST 25, 2017 (F)	Faculty Convocation
AUGUST 28, 2017 (M)	Full Term, First 8-week Term and First 5-week Term classes begin
SEPTEMBER 4, 2017 (M)	Labor Day Observed – Campuses closed
SEPTEMBER 12 - 25, 2017	Admissions Application Period for Second 8-week Term, Second 5-week Term and Third 5-week Term for Autumn Semester 2017
SEPTEMBER 17, 2017 (SU)	Last day to drop from First 5-week Term classes
SEPTEMBER 19, 2017 (T)	Day of Service – Offices closed, no day classes
SEPTEMBER 22, 2017 (F)	AU17 Petition to Graduate due in Student Central by 4:30 pm
SEPTEMBER 29, 2017 (F)	Last day to drop from First 8-week Term classes
OCTOBER 1, 2017 (SU)	First 5-week Term classes end – grades due 10/03/17 before 11:00 pm
OCTOBER 2, 2017 (M)	Second 5-week Term classes begin
OCTOBER 8, 2017 (SU)	Last day to remove Incompletes (I) incurred Summer Semester 2017
OCTOBER 13, 2017 (F)	Staff Convocation – Offices will open at 11:00 am
OCTOBER 21, 2017 (S)	First 8-week Term classes end – grades due 10/23/17 before 11:00 pm
OCTOBER 22, 2017 (SU)	Second 8-week Term classes begin
OCTOBER 22, 2017 (SU)	Last day to drop from Second 5-week Term classes
NOVEMBER 2, 2017 (TH)	Last day to drop from Full Term classes
NOVEMBER 5, 2017 (SU)	Second 5-week Term classes end – grades due 11/07/17 before 11:00 pm
NOVEMBER 6, 2017 (M)	Third 5-week Term classes begin
NOVEMBER 10, 2017 (F)	Veterans Day Observed – Campus closed
NOVEMBER 16, 2017 (TH)	Readmission Deadline for Academic Dismissal and Academic Review-SP18
NOVEMBER 22-26, 2017	Thanksgiving Holiday Observed – Campuses closed (W, TH, F, S, SU)
NOVEMBER 24, 2017 (F)	Last day to drop from Second 8-week Term classes
NOVEMBER 26, 2017 (SU)	Last day to drop from Third 5-week Term classes
DECEMBER 10, 2017 (SU)	Third 5-week Term classes end – grades due 12/12/17 before 11:00 pm
DECEMBER 15, 2017 (F)	Graduation Ceremony
DECEMBER 16, 2017 (S)	Full Term and Second 8-week Term classes end – grades due 12/18/17 before 11:00 pm
DECEMBER 16, 2017 (S)	Autumn Semester 2017 ends

Please refer to the college website www.csc.edu for additional detailed information. Note the Financial Aid deadline dates.

*Instructor signature required to add a course after the term begins.

Note: Tuition refunds are based upon the percentage of time elapsed in each course. If the course is dropped before 10% of the time elapsed in the course,

a 100% tuition refund will be issued. If the course is dropped before 20% of the time elapsed in the course, a 50% tuition refund will be issued.

Note: A course must be dropped before 20% of the course has elapsed in order to avoid a “W” appearing on the academic transcript.

Columbus State Community College reserves the right to change this calendar if appropriate.

SPRING SEMESTER 2018**JANUARY 15 – MAY 12, 2018**

OCTOBER 16, 2017 (M)	Spring Semester 2018 Registration Opens
NOVEMBER 16, 2017 (TH)	Readmission Deadline for Academic Dismissal and Academic Review-SP18
DECEMBER 25, 2017 (M)	Christmas Day Observed – Campuses closed
DECEMBER 26-31, 2017 (T-SU)	Winter Break – Campuses closed
JANUARY 1, 2018 (M)	New Year’s Day Observed – Campuses closed
JANUARY 8, 2018 (M)	Admissions Application Deadline for Full Term, First 8-week Term and First 5-week Term for Spring Semester 2018
JANUARY 10, 2018 (W)	Ohio Residency Reclassification Priority Processing Deadline for Spring Semester 2018
JANUARY 15, 2018 (M)	Dr. Martin Luther King, Jr. Day Observed – Campuses closed
JANUARY 15, 2018 (M)	Full Term, First 8-week Term and First 5-week Term begins
JANUARY 16, 2018(T)	**First day of classes for Full Term, First 8-week Term and First 5-week Term
JAN. 30 - FEB. 12, 2018	Admissions Application Period for Second 8-week Term, Second 5-week Term and Third 5-week Term for Spring Semester 2018
FEBRUARY 4, 2018 (SU)	Last day to drop from First 5-week Term classes
FEBRUARY 09, 2018 (F)	SP18 Petition to Graduate due in Student Central by 4:30 pm
FEBRUARY 16, 2018 (F)	Presidents Day Observed – Campuses closed
FEBRUARY 16, 2018 (F)	Last day to drop from First 8-week Term classes
FEBRUARY 18, 2018 (SU)	First 5-week Term classes end – grades due 02/20/18 before 11:00 pm
FEBRUARY 19, 2018 (M)	Second 5-week Term classes begin
FEBRUARY 25, 2018 (SU)	Last day to remove Incompletes (I) incurred Autumn Semester 2017
MARCH 10, 2018 (S)	First 8-week Term classes end – grades due 03/12/18 before 11:00 pm
MARCH 12-17, 2017 (M-S)	Spring Break – No classes
MARCH 15, 2018 (TH)	Last day to drop from Second 5-week Term classes
MARCH 18, 2018 (SU)	Second 8-week Term classes begin
MARCH 26, 2018 (M)	Last day to drop from Full Term classes
MARCH 29, 2018 (TH)	Readmission Deadline for Academic Dismissal and Academic Review-SU18
APRIL 1, 2018 (SU)	Second 5-week Term classes end – grades due 04/03/18 before 11:00 pm
APRIL 1, 2018(SU)	Easter Observed – Campuses closed
APRIL 2, 2018 (M)	Third 5-week Term classes begin
APRIL 19, 2018 (TH)	In-Service Day – Offices closed, no day classes
APRIL 20, 2018 (F)	Last day to drop from Second 8-week Term classes
APRIL 22, 2018 (SU)	Last day to drop from Third 5-week Term classes
MAY 6, 2018 (SU)	Third 5-week Term classes end – grades due 05/8/18 before 11:00 pm
MAY 11, 2018 (F)	Graduation Ceremony
MAY 12, 2018 (S)	Full Term and Second 8-week Term classes end – grades due 05/14/18 before 11:00 pm
MAY 12, 2018 (S)	Spring Semester 2018 ends

Please refer to the college website www.cscs.edu for additional detailed information. Note the Financial Aid deadline dates.

*Instructor signature required to add a course after the term begins.

Note: Tuition refunds are based upon the percentage of time elapsed in each course. If the course is dropped before 10% of the time elapsed in the course,

a 100% tuition refund will be issued. If the course is dropped before 20% of the time elapsed in the course, a 50% tuition refund will be issued.

Note: A course must be dropped before 20% of the course has elapsed in order to avoid a “W” appearing on the academic transcript.

Columbus State Community College reserves the right to change this calendar if appropriate.

SUMMER SEMESTER 2018**MAY 28 – AUGUST 11, 2018**

FEBRUARY 19, 2018 (M)	Summer Semester 2018 Registration Opens
MARCH 29, 2018 (TH)	Readmission Deadline for Academic Dismissal and Academic Review-SU18
MAY 15, 2018 (T)	Ohio Residency Reclassification Priority Processing Deadline for Summer Semester 2018
MAY 21, 2018 (M)	Admissions Application Deadline for Full Term and First 5-week Term for Summer Semester 2018
MAY 28, 2018 (M)	Memorial Day Observed – Campuses closed
MAY 28, 2018 (M)	Full Term and First 5-week Term begins
MAY 29, 2018 (T)	**First day of classes for Full Term and First 5-week Term
JUNE 4 - 25, 2018	Admissions Application Period for First 8-week Term and Second 5-week Term for Summer Semester 2018
JUNE 8, 2018 (F)	SU18 Petition to Graduate due in Student Central by 4:30 pm
JUNE 11, 2018 (M)	First 8-week Term begins
JUNE 17, 2018 (SU)	Last day to drop from First 5-week Term classes
JUNE 28, 2018 (TH)	Readmission Deadline for Academic Dismissal and Academic Review-AU18
JULY 1, 2018 (SU)	First 5-week Term classes end – grades due 07/03/18 before 11:00 pm
JULY 2, 2018 (M)	Second 5-week Term begins
JULY 4, 2018 (W)	Independence Day Observed – Campuses closed
JULY 8, 2018 (SU)	Last day to remove Incompletes (I) incurred Spring Semester 2018
JULY 12, 2018 (TH)	Last day to drop from Full Term classes
JULY 13, 2018 (F)	Last day to drop from First 8-week Term classes
JULY 22, 2018 (SU)	Last day to drop from Second 5-week Term classes
AUGUST 4, 2018 (S)	First 8-week Term classes end – grades due 08/06/18 before 11:00 pm
AUGUST 5, 2018 (SU)	Second 5-week Term classes end – grades due 08/07/18 before 11:00 pm
AUGUST 11, 2018 (S)	Full Term classes end – grades due 08/13/18 before 11:00 pm
AUGUST 11, 2018 (S)	Summer Semester 2018 ends

Please refer to the college website www.csc.edu for additional detailed information. Note the Financial Aid deadline dates.

**Classes begin for Terms that start on a Holiday.

Note: Tuition refunds are based upon the percentage of time elapsed in each course. If the course is dropped before 10% of the time elapsed in the course,

a 100% tuition refund will be issued. If the course is dropped before 20% of the time elapsed in the course, a 50% tuition refund will be issued.

Note: A course must be dropped before 20% of the course has elapsed in order to avoid a “W” appearing on the academic transcript.

Columbus State Community College reserves the right to change this calendar if appropriate.

ACADEMICS

Academic Programs

Associate of Arts Degree (AA) Associate of Science Degree (AS)

Columbus State's Associate of Arts and Associate of Science degrees are designed as transfer degrees. They fulfill the first two years of a bachelor's degree for students who plan to transfer to pursue a bachelor's degree.

Upon graduating with an AA or AS degree, students are guaranteed admission and credit transfer to any public college or university in Ohio. Additional transfer agreements with private colleges and our Preferred Pathway partners expand transfer options even further.

Students who intend to transfer will declare "Associate of Arts" or "Associate of Science" as their major at Columbus State.

Associate of Applied Science Degree (AAS)

Associate of Technical Studies Degree (ATS)

The Associate of Applied Science provides a two-year degree intended to lead directly into a career field. Columbus State offers more than 200 AAS degree programs. Students graduating with an AAS may have transfer opportunities with selected universities, which should be discussed with an academic advisor.


Associate of Technical Studies are individualized degrees, structured by working with the student's Program Chair and academic advisor.

Students in career programs will choose from the following majors.

BUSINESS AND HOSPITALITY SERVICES

Accounting

Business Management

- Business Management 
- Entrepreneurship

Business Office Administration

- Administrative Assistant
- Medical Administrative Assistant

Finance

Hospitality Management

- Baking & Pastry Arts
- + Culinary Apprenticeship
- Hotel, Tourism & Event Management
- Restaurant & Foodservice Management

Human Resources Management

Marketing

- Digital Marketing 
- Marketing 

Real Estate

COMPUTER SCIENCE, INFORMATION TECHNOLOGY AND DESIGN

Computer Science

- Cyber Security
- Game Developer
- Information Tech Support Technician
- Management Information Sciences
- Network Administrator
- Software Developer
- Web Developer

Digital Design and Graphics

Digital Photography

Interactive Media

- Interactive Media 
- Video Game Art and Animation

CONSTRUCTION AND SKILLED TRADES

Construction Management

Construction Trades

- Carpenter
- Electrician
- Equipment Operator
- HVAC Technician
- Low Volt Specialist

Environmental Science, Safety and Health Technology

Geographic Information Systems

Heating, Ventilating and Air Conditioning Technology




Landscape Design and Management

Skilled Trades Technology

- Apprenticeship Partnership Programs:
Carpentry, Electrician, Millwright, Operating Engineer, Sheet Metal
- Facilities Maintenance
- Welding

EDUCATION, HUMAN SERVICES AND PUBLIC SAFETY

Criminal Justice

- Probation & Supervision 
- Criminal Justice 
- Law Enforcement—Academy
- Law Enforcement—Professional 

Early Childhood Development and Education

+ Emergency Medical Services Technology (Paramedic)

+ Emergency Medical Services/Fire Science

+ Fire Science (Professional)

+ Interpreter Education Program

Paralegal Studies

Social and Human Services

Sport and Exercise Studies

- Physical Education
- Physical Education—Coaching

ENGINEERING, MANUFACTURING AND ENGINEERING TECHNOLOGY

Architecture

Automotive Technology

- Automotive Technology
- + FORD ASSET Program
- Automotive Service Management


Aviation Maintenance Technology Civil Engineering Technology

- Civil
- Survey

Electro-Mechanical Engineering Technology Electronic Engineering Technology

Mechanical Engineering Technology

Supply Chain Management

- Logistics Engineering Technology
- Supply Chain Management 
- Supply Chain Management—International Commerce

HEALTH SCIENCES

+ Dental Hygiene

+ Health Information Management

Technology

Hospitality Management

- + Nutrition & Dietetics

+ Massage Therapy/Entrepreneurship

+ Medical Assisting

+ Medical Imaging/Radiography

+ Medical Laboratory Technology

Multi-Skilled Health

- Multi-Skilled Health
- Health Care Management

+ Nursing (RN)

+ Respiratory Care

Sport and Exercise Studies

- Exercise Science
- Exercise Science—Athletic Performance
- Recreation and Leisure Studies
- Sport Management
- Wellness and Health Promotion

+ Sterile Processing Technology

+ Surgical Technology

+ Veterinary Technology

Certificate Programs

Certificate programs at Columbus State offer the opportunity to earn career credentials through intensive study in a discipline or specialty. Many certificates can be completed in as few as one or two semesters.

BUSINESS AND HOSPITALITY SERVICES

Accounting

- Accounting Concentration (*CPA Preparation*) 
- Taxation Specialist 

Business Management

- Business Operations Analysis
- Entrepreneurship 
- Automotive Technology
- Hospitality 
- Real Estate
- Sport Management

Foundations of Business

Advanced Foundations of Business

Foundations of Insurance

Managing Interpersonal Skills

+ = Additional admissions requirements

 = Available Online

Non-Profit Management

Pre-MBA

Project Management

Business Office Administration

Bookkeeping

Office Specialist

Finance

Banking Fundamentals

Hospitality Management

Baking

Casino Management

Meeting and Event Management

Human Resources Management

Marketing

Digital Marketing

Customer Service

Electronic Marketing

Pre-MBA

Retail Management

Social Media

Real Estate

Real Estate Pre-Broker

Real Estate Pre-Licensure

Real Estate Professional

Real Estate Property Management

COMPUTER SCIENCE, INFORMATION TECHNOLOGY AND DESIGN

Computer Science

Business Intelligence

Cisco Certified Network Administrator

CCNA Routing & Switching

Computer Literacy

Cyber Security

Database Specialist

Management Information Systems

Mobile Game Apps

Network Administrator

Software Developer

Digital Design & Graphics

Adobe Illustrator

Adobe InDesign Advanced

Adobe Photoshop Advanced

Digital Design

Digital Painting

Digital Photography

Advanced Digital Photography

Basic Digital Photography

Intermediate Digital Photography

Black and White Film

Business of Photography

Off-Camera Flash

Photoshop for Photographers (Basic, Intermediate, Advanced)

Interactive Media

Digital Video and Sound

CONSTRUCTION AND SKILLED TRADES

Construction Management

Building Information Modeling

Estimating/Bidding

Facility Conservation and Energy

Management

Field Supervision

Residential Construction Management

Environmental Science, Safety and Health Technology

Health & Safety/Hazardous Waste Operations

Occupational Health and Safety

Sustainable Building

Water/Wastewater Technology

Geographic Information Systems

Heating, Ventilating and Air Conditioning Technology

Controls

High Pressure Boiler License Training Program

Large Commercial

Residential/Light Commercial

Test and Balance

Landscape Design and Management

Landscape

Skilled Trades Technology

Apprenticeship Readiness: Carpentry, Electrician, Plumbing, Welding

Facilities Maintenance

Facilities Modules: Carpentry, Electrician, Plumbing, Welding

Intermediate Pipe & Plate Tig Welder

Intermediate Pipe Welder I, II

Intermediate Welder

EDUCATION, HUMAN SERVICES AND PUBLIC SAFETY

Criminal Justice

Basic Peace Officer

Crime Scene Investigations

Homeland Security

Professional Law Enforcement Officer

Early Childhood Development and Education

Childhood Development Associate (CDA)

Early Childhood Aide

Early Childhood Education and Administration

Emergency Medical Services Technology

+ Emergency Medical Technician (EMT)

+ Paramedic

+ RN to Paramedic Bridge

Fire Science

Firefighter I & II

Fire & Emergency Services Higher Education

Fire Inspector

Red Cross Lifeguard & Waterfront Rescue

Interpreter Education Program

American Sign Language/Deaf Studies

Multi-Skilled Health

+ Addiction Studies

Paralegal Studies

Paralegal Studies (Post Baccalaureate Option)

Social and Human Services

+ Advanced Addiction Studies

+ Advanced Mental Health

Human Services Assistant

Prevention

Sport and Exercise Studies

Exercise Specialist

Youth Coaching

ENGINEERING, MANUFACTURING AND ENGINEERING TECHNOLOGY

Architecture

3D Visualization

Architectural CAD Drafting

Architectural Design

Automotive Technology

Automotive Management

Automotive Service Technician

Ford Maintenance & Light Repair

Maintenance & Light Repair

Master Automotive Service Technician

Aviation Maintenance Technology

Aviation Maintenance Technician (Airframe)

Aviation Maintenance Technician

(Powerplant)

Civil Engineering Technology

Bridge to Fundamental Surveying

(Post-Associate degree)

Landscape Surveying

Surveying

Electro-Mechanical Engineering Technology

Manufacturing Equipment Technician

Engineering Technologies

Computer Aided Drafting Technician

CNC (Computer Numerical Controls)

Engineering Technician

Mechanical Engineering Technology

Manufacturing Engineering Technician

Supply Chain Management

LINCS (Leveraging Integrated Networking, Coordinating Supplies)

Supply Chain Management—International

Commerce

HEALTH SCIENCES

Health Information Management Technology

+ Health Data Analyst Post HIMT

Health Information Management Technician

+ Medical Coding

Massage Therapy

+ Massage Therapy

+ Massage Therapy Advanced Techniques

+ Medical Assisting

Medical Imaging/Radiography

GXMO Radiography/Medical Imaging

Medical Laboratory Technology

+ Med Lab Tech Clinical Laboratory Assisting

Multi-Skilled Health

+ Addiction Studies

+ Basic EKG

+ Health Care Manager

+ Pharmacy Technician

+ Phlebotomy

Nursing

Complementary Care

+ Nurse Aid Training Program

+ Patient Care Assistant

+ Patient Care Skills

+ Practical Nursing Program (LPN)

+ Registered Nurse First Assistant

+ Train the Trainer Nurse Aide

+ Sterile Processing Technology

+ Surgical Technology

COLUMBUS STATE

ADMISSIONS

Madison Hall, Ground Floor

550 East Spring Street

Columbus, Ohio 43215

(614) 287-2669 or (614) 287-5353

Toll free in the U.S. (800) 621-6407

www.csc.edu

Institutional Learning Goals

Central to the mission of Columbus State Community College is the provision of general education studies for all degree programs. General education, or “Institutional Learning,” is made up of measurable knowledge and skills that serve as the foundation for success in society and in the student’s discipline or vocation.

Columbus State’s Institutional Learning Goals are an important part of the curriculum, and the faculty of the college have determined that these goals include the following outcomes, or results:

1. **Critical Thinking** : Apply critical and creative reasoning, including diverse perspectives to address complex problems.
2. **Ethical Reasoning**: Identify, assess, and develop ethical arguments from a variety of perspectives² and engage in the ethical use of technology and information
3. **Quantitative Skills**: Demonstrate mathematical and statistical knowledge through solving equations, interpreting graphs and being to work with other forms of numeric data.
4. **Scientific Literacy**: Identify and apply the use of science/scientific methods to advance knowledge in contemporary society.
5. **Technological Competence**: Utilize knowledge and skills to properly incorporate technology into one’s discipline.
6. **Communication Competence**: Demonstrate the ability to communicate effectively in both written and unwritten forms
7. **Cultural and Social Awareness**: Recognize democratic values and civic/community responsibilities associated with a socially, politically, economically and historically diverse world.
8. **Professional & Life Skills**: Recognize, and/or demonstrate skills and activities that enhance professional values, teamwork and cooperation.

Career and Technical Programs

ASSOCIATE OF APPLIED SCIENCE ASSOCIATE OF TECHNICAL STUDIES CERTIFICATE PROGRAMS

Technical degree programs are designed to prepare students for immediate employment upon graduation. Programs of Study usually can be completed within two years for students enrolled full time. Agreements offering 2+2, 3+1 and online pathways have been developed with public and private four-year partners that allow students to transfer to a baccalaureate degree program in specific areas. Baccalaureate degree completion information is available in the Transfer Agreements page at <http://www.csc.edu/academics/transfer>. Within many of the technologies, short-term certificate programs are offered which qualified students can complete in less than two years.

Arts and Sciences/ Transfer Programs

ASSOCIATE OF ARTS ASSOCIATE OF SCIENCE THE OHIO TRANSFER MODULE

The Associate of Arts and Associate of Science degrees are specifically designed to allow for the transfer and application of all college-level credits earned at Columbus State to the bachelor’s degree requirements of most colleges and universities. The Associate of Science degree requires completion of additional math and science courses, which are the foundation for further study in Science, Technology, Engineering, and Mathematics disciplines.

Agreements have been developed with public and private four- year partners which guarantee admission and the application of all college-level courses taken in the Associate of Arts and Associate of Science degree programs at Columbus State to the bachelor’s degree requirements at those institutions. Baccalaureate degree completion information is available at <http://www.csc.edu/academics/transfer>.

Completion of the Associate of Arts and Associate of Science degrees at Columbus State ensures completion of the Ohio Transfer Module (OTM). This guarantees the application of a minimum of 37 semester hours to the General Education Requirements of all state-supported institutions in Ohio. Those students who complete the A.A. or A.S. degree are to be given preferential consideration for admission to all Ohio public colleges.

In 2005, at the urging of the Ohio Legislature, all publicly supported state institutions in Ohio agreed to enhance transfer opportunities for Ohio residents by establishing Transfer Assurance Guides (TAGs), which guarantee the transfer and application of disciplinary courses to specific baccalaureate majors.

Graduation Requirements

Catalog Rights

In order for a student to be considered a candidate for an associate degree, he/she must have completed all the requirements for that degree as described in the official College Catalog in effect at the time the student enrolled in the program leading to that degree. If the requirements for the degree change while the student is enrolled in a degree program, the original requirements will apply to the student until he/she earns the degree or for a period of three years from the time the student initially enrolled in the program. If the student does not receive a degree within three years of initial enrollment, and there is a change in the degree requirements, the Senior Vice President for Academic Affairs shall decide what requirements the student shall meet in order to be awarded a degree. These catalog rights are also applicable to the Ohio Transfer Module and Ohio Transfer Assurance Guides.

ASSOCIATE OF ARTS DEGREE

ASSOCIATE OF SCIENCE DEGREE

1. All students must satisfactorily complete at least 61 credit hours of approved courses, a minimum of 20 hours of which must be completed at Columbus State. Approved courses are designated below. Satisfactory completion requires a final grade of A, B, C, or D. Transfer credit may be awarded for courses in which a "C" or better has been earned at other accredited institutions, or a "D" or better from public Ohio institutions, if the course level equivalencies have been approved by the Dean of Arts and Sciences. Courses listed in the "Transfer Module" or "Transfer Assurance Guides" of an Ohio college have been pre-approved for credit toward a Columbus State degree. Credits by examination, proficiency credit, nontraditional credit, and transfer credit do not apply toward meeting residency credit hour requirements.
2. In order for a student to be considered a candidate for an associate degree, he/she must have earned a cumulative 2.000 grade point average for all college level courses completed at Columbus State Community College. . Grade point averages are calculated on the following scale: A=4, B=3, C=2, D=1, E=0. Number equivalencies are not assigned for grades other than these.
3. All students must complete the following 30 hours of General Education Requirements, as well as 31 hours of additional coursework as specified in the following lists.
4. All students must complete a Petition to Graduate with the Office of the Registrar by the published deadline date for the intended semester of graduation.

Associate of Arts Degree

PLEASE NOTE: Students are responsible for knowing and following all prerequisites. Use the CSCC catalog to identify prerequisites for all courses. Self-selection of courses or other changes to the approved degree program could adversely affect graduation, transfer to a 4-year institution, and financial aid.

First Year Experience **1 hr required**

Choose one:

COLS 1100	First Year Experience Seminar	1
COLS 1101	College Success Skills	1

English **3 hrs required**

Choose one:

ENGL 1100	Composition I	3
ENGL 1101	Composition IW	3

Intermediate Composition **3 hrs required**

Choose one:

ENGL 2367	Composition II	3
ENGL 2567	Composition II: Gender & Identity	3
ENGL 2667	Comp II: American Working Class Identity	3
ENGL 2767	Comp II: Writing About Science/Technology	3

Mathematics **3 hrs required**

Choose one:

MATH 1116	Math for Liberal Arts	3
MATH 1130	Business Algebra	5
MATH 1148	College Algebra	4

OR

MATH FOR PRIMARY & MIDDLE SCHOOL TEACHERS*

MATH 1125	Concepts of Math for Teachers I	5
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AND

MATH 1126	Concepts of Math for Teachers II	5
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*Both MATH 1125 & 1126 must be completed to fulfill the math requirement

Historical Study **6 hrs required**

HIST 1111	European History to 1648	3
HIST 1112	European History since 1648	3
HIST 1151	American History to 1877	3
HIST 1152	American History since 1877	3
HIST 1181	World Civ I to 1500	3
HIST 1182	World Civ II since 1500	3
HIST 2223	African-Am Hist I to 1877	3
HIST 2224	African-Am Hist II since 1877	3

Social & Behavioral Sciences **9 hrs required**

PART I

Choose one course from two different categories:

INDIVIDUALS & GROUPS

ANTH2201	World Prehistory	3
ANTH2202	Peoples & Culture	3

PSY 1100	Introduction to Psychology	3
PSY 2261	Child Development	3
SOC 2210	Sociology of Deviance	3
SOC 2380	American Race & Ethnic Relations	3

ORGANIZATIONS & POLITICS

ECON2201	Principles of Macroeconomics	3
POLS 1100	Intro to American Government	3
POLS 1200	Comparative Politics	3
SOC 1101	Introduction to Sociology or	3
SOC 1500	Intro to Rural Sociology	3

HUMAN, NATURAL & ECONOMIC RESOURCES

ECON2200	Principles of Microeconomics	3
GEOG2750	World Regional Geography	3
GEOG2400	Economics & Social Geography	3
POLS 1300	International Relations	3

PART II

Choose one of the following courses or an additional course from Part I:

ECON 1110	Intro to Economics	3
PSY 2200	Educational Psychology	3
PSY 2325	Social Psychology	3
PSY 2331	Abnormal Psychology	3
PSY 2340	Human Growth & Development	3
PSY 2551	Adolescent Psychology	3
SOC 2202	Social Problems	3
SOC 2209	Soc. Of Criminal Justice System	3
SOC 2309	Law & Society	3
SOC 2330	Marriage & Family Relations	3
SOC 2410	Soc. Aspects of Criminology	3

Literature, Cultures & Ideas, Visual/Performing Arts **6 hrs required**

PART I

Choose one course from the following:

LITERATURE

CLAS 1222	Classical Mythology	3
ENGL 2201	British Literature I	3
ENGL 2202	British Literature II	3
ENGL 2220	Intro to Shakespeare	3
ENGL 2260	Intro to Poetry	3
ENGL 2274	Intro to Non-Western Literature	3
ENGL 2276	Women in Literature	3
ENGL 2280	The English Bible as Literature	3
ENGL 2281	African American Literature	3
ENGL 2290	U. S. Literature I	3
ENGL 2291	U. S. Literature II	3

CULTURES & IDEAS

CLAS 1224	Classical Civilization: Greece	3
CLAS 1225	Classical Civilization: Rome	3
CLAS 1226	Classical Civilization: Byzantium	3
ENGL 2270	Intro to Folklore	3
HUM 1270	Comparative Religions	3
PHIL 1101	Intro to Philosophy	3
PHIL 1130	Ethics	3
PHIL 2270	Philosophy of Religion	3

VISUAL/PERFORMING ARTS

HART 1201	History of Art I	3
HART 1202	History of Art II	3
HART 1260	World Cinema	3
HUM 1160	Music & Art Since 1945	3
MUS 1251	Survey of Music History	3
THEA 1100	Intro to Theatre	3

PART II

Choose one of the following courses or an additional course from Part I.

ART 1205	Beginning Drawing	3
ART 1206	Two Dimensional Design	3
ART 1207	Three Dimensional Design	3
ART 2275	Beginning Painting	3
COMM2245	Introduction to Film	3
ENGL 2240	Intro to Science Fiction	3
ENGL 2261	Intro to Fiction	3
HUM 1100	Intro to Humanities	3
THEA 2215	Fundamentals of Script Analysis	2
THEA 2230	Intro to Dramatic Literature	3

Natural Sciences**7 hrs required**

Choose two. At least one must have a lab. (N = No lab)

BIOLOGICAL SCIENCES

ANTH 2200	Intro to Bio Anth. (N)	3
BIO 1111	Intro to Biology	4
BIO 1112	Human Biology	4
BIO 1113	Biological Sciences I	4
BIO 1114	Biological Sciences II	4
BIO 1125	Plant Biology	4
BIO 1127	Intro to Environmental Science	4
BIO 2215	Intro to Microbiology	4
BIO 2301	Human Physiology	4

PHYSICAL SCIENCES

ASTR 1141	Life in the Universe (N)	3
ASTR 1161	The Solar System (N)	3
ASTR 1162	Stars & Galaxies (N)	3
ASTR 1400	Astronomy Laboratory	1
CHEM 1100	Chemistry & Society (N)	5
CHEM 1111	Elementary Chem I	4
CHEM 1112	Elementary Chem II	4
CHEM 1171	General Chemistry I	5
CHEM 1172	General Chemistry II	5
CHEM 1200	Intro General/Organic Chemistry	5
GEOG 1900	Weather & Climate	4
GEOG 2300	Intro to Physical Geography	3
GEOL 1101	Intro to Earth Science	4
GEOL 1105	Geology/National Parks (N)	3
GEOL 1121	Physical Geology	4
GEOL 1122	Historical Geology	4
GEOL 1151	Natural Disasters (N)	3
PHYS 1103	World of Energy (N)	3
PHYS 1200	Alg-Based Physics I	5
PHYS 1201	Alg-Based Physics II	5
PHYS 1250	Calc-Based Physics I	5
PHYS 1251	Calc-Based Physics II	5

Additional Requirements to Complete Degree:

To complete the Associate of Arts degree, take additional credits to meet the 61 semester hour requirement.

RECOMMENDED ELECTIVE:

ASC 1190 Critical Thinking for Arts & Sciences 1 hr

To view the full list of courses that apply to the Associate of Arts degree, go to:

www.csc.edu/academics/transfer/degrees.shtml

Associate of Science Degree

PLEASE NOTE: Students are responsible for knowing and following all prerequisites. Use the CSCC catalog to identify prerequisites for all courses. Self selection of courses or other changes to the approved degree program could adversely affect graduation, transfer to a 4-year institution, and financial aid.

First Year Experience **1 hr required**

Choose one:

COLS 1100	First Year Experience Seminar	1
COLS 1101	College Success Skills	1

ENGLISH **3 HRS REQUIRED**

Choose one:

ENGL 1100	Composition I or	3
ENGL 1101	Composition IW	3

INTERMEDIATE COMPOSITION **3 HRS REQUIRED**

Choose one:

ENGL 2367	Composition II	3
ENGL 2567	Composition II: Gender & Identity or	3
ENGL 2667	Comp II: American Working Class Identity	3
ENGL 2767	Comp II: Writing About Science/Technology	3

HISTORICAL STUDY **3 HRS REQUIRED**

Choose one:

HIST 1111	European History to 1648	3
HIST 1112	European History since 1648	3
HIST 1151	American History to 1877	3
HIST 1152	American History since 1877	3
HIST 1181	World Civilization I to 1500	3
HIST 1182	World Civilization II since 1500	3
HIST 2223	African-Am History I to 1877	3
HIST 2224	African-Am History II since 1877	3

Social & Behavioral Sciences **6 hrs required**

Choose one course from two different categories:

INDIVIDUALS & GROUPS

ANTH 2201	World Prehistory	3
ANTH 2202	Peoples & Culture	3
PSY 1100	Introduction to Psychology	3
PSY 2261	Child Development	3
SOC 2210	Sociology of Deviance	3
SOC 2380	American Race & Ethnic Relations	3

ORGANIZATIONS & POLITICS

ECON 2201	Principles of Macroeconomics	3
POLS 1100	Intro to American Government	3
POLS 1200	Comparative Politics	3
SOC 1101	Introduction to Sociology or	3
SOC 1500	Intro to Rural Sociology	3

HUMAN, NATURAL & ECONOMIC RESOURCES

ECON 2200	Principles of Microeconomics	3
GEOG 2750	World Regional Geography	3
GEOG 2400	Economics & Social Geography	3
POLS 1300	International Relations	3

Literature, Cultures & Ideas, Visual/Performing Arts **3 hrs required**

Choose one course from the following:

LITERATURE

CLAS 1222	Classical Mythology	3
ENGL 2201	British Literature I	3
ENGL 2202	British Literature II	3
ENGL 2220	Intro to Shakespeare	3
ENGL 2260	Intro to Poetry	3
ENGL 2274	Intro to Non-Western Literature	3
ENGL 2276	Women in Literature	3
ENGL 2280	The English Bible as Literature	3
ENGL 2281	African American Literature	3
ENGL 2290	U. S. Literature I	3
ENGL 2291	U. S. Literature II	3

CULTURES & IDEAS

CLAS 1224	Classical Civilization: Greece	3
CLAS 1225	Classical Civilization: Rome	3
CLAS 1226	Classical Civilization: Byzantium	3
ENGL 2270	Intro to Folklore	3
HUM 1270	Comparative Religions	3
PHIL 1101	Intro to Philosophy	3
PHIL 1130	Ethics	3
PHIL 2270	Philosophy of Religion	3

VISUAL/PERFORMING ARTS

HART 1201	History of Art I	3
HART 1202	History of Art II	3
HART 1260	World Cinema	3
HUM 1160	Music & Art Since 1945	3
MUS 1251	Survey of Music History	3
THEA 1100	Intro to Theatre	3
THEA 2230	Intro to Dramatic Literature	3

OTHER OPTIONS

ENGL 2240	Intro to Science Fiction	3
HUM 1100	Intro to Humanities	3

Mathematics/Statistics **6 hrs required**

Two courses required.

MATHEMATICS

MATH 1130	Business Algebra	5
<i>OR</i>		
MATH 1148	College Algebra	4
MATH 1131	Calculus for Business	6
MATH 1149	Trigonometry	4
MATH 1150	Precalculus	6
MATH 1151	Calculus I	5
MATH 1152	Calculus II	5
MATH 1172	Engineering Mathematics A	5
MATH 2153	Calculus III	5
MATH 2173	Engineering Math B	5
MATH 2174	Linear Algebra & Differential Eq.	5
MATH 2255	Elementary Differential Equations	4
MATH 2366	Discrete Math Structures	5
MATH 2415	Ordinary & Partial Differential Eq.	4
MATH 2568	Linear Algebra	4

STATISTICS

STAT 1450	The Practice of Statistics.....	4
STAT 2430	Business Statistics.....	5
STAT 2450	Intro to Statistical Analysis.....	4
STAT 2470	Probability & Statistics for Eng./Sci.....	4

Natural Sciences**10 hrs required***Two courses must have a lab**(N = No lab)***BIOLOGICAL SCIENCES**

ANTH 2200	Intro to Bio Anth. (N).....	3
BIO 1113	Biological Sciences I.....	4
BIO 1114	Biological Sciences II.....	4
BIO 1127	Intro to Environmental Science.....	4
BIO 2215	Intro to Microbiology.....	4
BIO 2301	Human Physiology.....	4

PHYSICAL SCIENCES

CHEM 1111	Elementary Chemistry I.....	4
CHEM 1112	Elementary Chemistry II.....	4
CHEM 1171	General Chemistry I.....	5
CHEM 1172	General Chemistry II.....	5
CHEM 1200	Intro General/Organic Chemistry.....	5
GEOG 1900	Weather & Climate.....	4
GEOL 1121	Physical Geology.....	4
GEOL 1122	Historical Geology.....	4
PHYS 1200	Algebra-Based Physics I.....	5
PHYS 1201	Algebra-Based Physics II.....	5
PHYS 1250	Calculus-Based Physics I.....	5
PHYS 1251	Calculus-Based Physics II.....	5

Additional Math or Science*Take one additional course. Select from:***MATHEMATICS/STATISTICS**

MATH 1131	Calculus for Business.....	6
MATH 1149	Trigonometry.....	4
MATH 1150	Precalculus.....	6
MATH 1151	Calculus I.....	5
MATH 1152	Calculus II.....	5
MATH 2153	Calculus III.....	5
MATH 2255	Elementary Differential Equations.....	4
MATH 2568	Linear Algebra.....	4
STAT 1450	The Practice of Statistics.....	4
STAT 2430	Business Statistics.....	5

BIOLOGICAL SCIENCES

ANTH 2200	Intro to Bio Anth. (N).....	3
BIO 1107	Human Biology.....	4
BIO 1111	Intro to Biology.....	4
BIO 1113	Biological Sciences I.....	4
BIO 1114	Biological Sciences II.....	4
BIO 1125	Plant Biology.....	4
BIO 2215	Intro to Microbiology.....	4
BIO 2301	Human Physiology.....	4
BIO 2302	Human Pathophysiology.....	3
BIO 2300	Human Anatomy.....	4

PHYSICAL SCIENCES

ASTR 1161	The Solar System (N).....	3
ASTR 1162	Stars & Galaxies (N).....	3
CHEM 1111	Elementary Chem I.....	4
CHEM 1112	Elementary Chem II.....	4
CHEM1113	Elements of Org/Biochem.....	4
CHEM 1171	General Chemistry I.....	5
CHEM 1172	General Chemistry II.....	5
CHEM1200	Intro Gen/Organic Chemistry.....	5
GEOG 1900	Weather & Climate.....	4
GEOG 2300	Introduction to Physical Geography.....	3
GEOL 1101	Intro to Earth Science.....	4
GEOL 1121	Physical Geology.....	4
GEOL 1122	Historical Geology.....	4
GEOL 1151	Natural Disasters.....	3
PHYS 1200	Alg-Based Physics I.....	5
PHYS 1201	Alg-Based Physics II.....	5
PHYS 1250	Calc-Based Physics I.....	5
PHYS 1251	Calc-Based Physics II.....	5

Additional Requirements to Complete Degree

To complete the Associate of Science degree, take additional credits to meet the 61 semester hour requirement.

RECOMMENDED ELECTIVE:

ASC 1190 Critical Thinking for Arts & Sciences 1hr

To view the full list of courses that apply to the Associate of Science degree, go to:

www.csc.edu/academics/transfer/degrees.shtml

Associate of Applied Science Degree

REQUIREMENTS OF ALL GRADUATES

1. The satisfactory completion of 60 – 65 semester credit hours as required by the particular plan of study.
2. In order for a student to be considered a candidate for an associate degree, he/she must have earned a cumulative 2.000 grade point average for all college level courses completed at Columbus State Community College.
3. The completion of no fewer than 20 of the required semester credit hours, including no fewer than 14 credit hours in technical courses approved by the department chairperson, while in attendance at Columbus State Community College. Credits by examination/ proficiency, nontraditional credit, and transfer credit do not apply toward meeting residency credit hour requirements.
3. All students must file a completed “Petition to Graduate” with Records and Registration by the published deadline date of their intended semester of graduation. Refer to “[Petition to Graduate](#)” on page 33 of this catalog for complete details.

GENERAL EDUCATION REQUIREMENTS

Each program has a required plan of study (Go to <https://catalog.csc.edu/programs> for listings). Please refer to the plan of study for each program for the exact courses required to fulfill 15 semester hours in the following general education categories.

A minimum of six semester hours must be found in the following two categories:

- At least one course (three semester credit hours) in the English Composition & Oral Communication area (e.g., First Writing, Second Writing, Public Speaking)
- At least one course (three semester credit hours) in the Mathematics, Statistics & Logic area (e.g., Algebra, Trigonometry, Calculus, Statistics, Formal/Symbolic Logic)

A minimum of six semester hours must come from the following three categories, and at least two of the three categories must be represented.

- At least one course (three semester credit hours) in the Arts & Humanities area (e.g., Art History, Ethics, History, Literature, Philosophy, Religion, Ethnic or Gender Studies)
- At least one course (three semester credit hours) in the Social & Behavioral Sciences area (e.g., , Com-

munication, History, Economics, Political Science, Psychology, Sociology)

- At least one course (three semester credit hours) in the Natural Sciences area (e.g., Anatomy, Biology, Chemistry, Environmental Science, Physics, Physiology)

BASIC STUDIES REQUIREMENTS

Each technical program requires completion of at least 15 semester credit hours in Basic Studies. Basic Studies are those that provide students with the scientific and theoretical foundations of their technology, or those that provide students with an understanding of the legal, social, economic, or political environments within which they will practice their technology. Courses that fulfill the Basic Studies requirements vary from program to program. Please refer to the plan of study for each program to determine the courses to fulfill the requirement.

TECHNICAL STUDIES REQUIREMENTS

Each technical program requires completion of 30 – 35 semester credit hours in courses clearly identifiable with the technical skills, proficiency, and knowledge required for career competency. Technical studies requirements also vary from program to program; they are also listed in the following section by program.

Students need to work closely with an assigned advisor to assure they meet all requirements for graduation. The student is responsible for meeting all requirements.

Associate of Technical Studies Degree

“DESIGNING YOUR OWN DEGREE”

APPLICATION PROCEDURES

The Associate of Technical Studies degree program enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any one of the college's technical programs. This is accomplished by selecting courses from up to four different technical disciplines, thereby fashioning a coherent technical program. In order to be considered for admission to this program, an applicant must:

1. Demonstrate a level of maturity and motivation which gives promise of successfully handling the responsibilities inherent in this program.
2. Satisfy the general admission requirements of Columbus State Community College.
3. Prepare and submit the Associate of Technical Studies (A.T.S.) application, which includes the proposed program of study.

To prepare and submit the A.T.S. application, applicants should first call Advising Services to set up an appointment with an academic advisor, (614) 287-2668. The advisor will then provide the student with an application. Next, the student should submit the application draft, which includes a personal statement and rationale for the A.T.S. program.

The application will then be reviewed and the degree content will be developed by the Office of the Dean of

Career and Technical Programs. Upon final approval, the Dean's Office will identify the faculty advisor(s) or others with whom the student will work for his/her A.T.S. program.

Columbus State reserves the right not to approve any A.T.S. request that, in the opinion of the appropriate department chair or dean, does not contain depth, rigor, and coherence at levels comparable with existing career and technical degree programs.

GRADUATION REQUIREMENTS OF ALL A.T.S. GRADUATES

1. Satisfactory completion of 60 – 73 semester credit hours.
2. In order for a student to be considered a candidate for an associate degree, he/she must have earned a cumulative 2.000 grade point average for all college level courses completed at Columbus State Community College.
3. Completion of no fewer than 20 of the required credit hours, including no fewer than 14 credit hours in technical courses approved by the department chairperson(s), while in attendance at Columbus State Community College. Credits by examination/ proficiency, nontraditional credit, and transfer credit do not apply toward meeting residency credit hour requirements.
4. All students must file a completed “Petition to Graduate” with Records and Registration by the published deadline date of their intended semester of graduation. Refer to “[Petition to Graduate](#)” Section of this catalog for complete details.

College Credit Plus/Dual Credit

Center for Workforce Development 1003
Columbus Campus
614-287-5349

csc.edu/CCP

Columbus State welcomes middle and high school students who meet the eligibility requirements for both admission to the College and enrollment in college courses prior to high school graduation. Students interested in the Dual Credit/College Credit Plus (CCP) program must follow the steps required by their school district to fulfill all high school graduation requirements, and they must complete the College enrollment process to successfully earn free*, transcribed college credit.

Students should consult with their high school counselor to learn which courses meet graduation requirements and discuss with a College advisor which courses within a particular program of study are available to CCP students. College Credit Plus students are expected to enroll in a cohesive set of college classes that are part of a pathway leading to a credential and a career. High school and college GPA, academic record, and financial aid opportunities will be impacted by participation in CCP. Dual credit students have the same rights, privileges, and responsibilities as any other college students and are held to the same standards.

** Free to Ohio residents and students attending public schools. Nonpublic and home-schooled students must apply for funding through the Ohio Department of Education. Non-Ohio residents are ineligible for funding but have the option to self-pay.*

Ohio Transfer Policy

INSTITUTIONAL TRANSFER

The Ohio Board of Regents in 1990, following a directive of the 119th Ohio General Assembly, developed the Ohio Articulation and Transfer Policy to facilitate each student's ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125th Ohio General Assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy. While all state-assisted colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Board of Regents will establish a transfer clearinghouse to receive, annotate, and convey transcripts among state-assisted colleges and universities. This system is designed to provide standardized information and to help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

OHIO TRANSFER MODULE (OTM)

The Ohio Board of Regents' Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college or university's General Education curriculum in A.A., A.S., and baccalaureate degree programs. Students in Associate of Applied Science (A.A.S.) degree programs may complete some individual transfer module courses within their degree program or continue beyond the degree program to complete the entire transfer module. The Transfer Module contains 54 – 60 quarter hours or 36 – 40 semester hours of course credit in English composition (minimum 5–6 quarter hours or 3 semester hours); mathematics, statistics and formal/ symbolic logic (minimum of 3 quarter hours or 3 semester hours); arts/humanities (minimum 9 quarter hours or 6 semester hours); social and behavioral sciences (minimum of 9 quarter hours or 6 semester hours); and natural sciences (minimum 9 quarter hours or 6 semester hours). Oral communication and interdisciplinary areas may be included as additional options. Additional elective hours from among these areas make up the total hours for a completed Transfer Module.

Courses for the Transfer Module should be 100- and 200-level General Education courses commonly completed in the first two years of a student's course of study. Each state-assisted university, technical and community college is required to establish and maintain an approved Transfer Module.

Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Transfer Module course(s) or the full Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional General Education Requirements at the institution to which they transfer. For example, a student who completes the Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Transfer Module portion of Institution R's General Education program. Institution R, however, may have General Education courses that go beyond its Transfer Module. State policy initially required that all courses in the Transfer Module be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Transfer Module courses on a course-by-course basis.

TRANSFER ASSURANCE GUIDES

Transfer Assurance Guides (TAGs) comprise Transfer Module courses and additional courses required for an academic major. A TAG is an advising tool to assist Ohio university, community, and technical college students planning specific majors to make course selections that will ensure comparable, compatible, and equivalent learning experiences across the state's higher education system. A number of area-specific TAG pathways in the arts, humanities, business, communication, education, health, mathematics, science, engineering, engineering technologies, and the social sciences have been developed by faculty teams.

TAGs empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged.

Students who complete Columbus State's degree requirements in Communication, Mathematics, Humanities, Biological and Physical Sciences, and Social and Behavioral Sciences will automatically have completed the Transfer Module.

Transfer Module

(36-40 hours minimum)

English Composition

COLLEGE COMPOSITION 3 HRS REQUIRED

Choose one:

ENGL 1100	Composition I	3
ENGL 1101	Composition IW	3

INTERMEDIATE COMPOSITION 3 HRS REQUIRED

ENGL 2367	Composition II	3
ENGL 2567	Comp II Gender & Identity	3
ENGL 2667	Comp II American Working-Class Identity	3
ENGL 2767	Comp II Writing About Science/Technology	3

Mathematics and Logical Analysis

Select a minimum of one course.

MATHEMATICS 3 HRS REQUIRED

MATH 1116	Math for Liberal Arts	3
MATH 1130	Business Algebra	5
MATH 1131	Calculus for Business	6
MATH 1148	College Algebra	4
MATH 1149	Trigonometry	4
MATH 1150	Pre-Calculus	6
MATH 1151	Calculus I	5
MATH 1152	Calculus II	5
MATH 2153	Calculus III	5
MATH 2255	Elementary Differential Equations	4
MATH 2568	Linear Algebra	4
PHIL 1150	Introduction to Logic	3
STAT 1450	The Practice of Statistics	4
STAT 2430	Business Statistics	5

Biological & Physical Sciences 6 hrs required

Select two courses. At least one must contain a lab.

(N = No lab).

BIOLOGICAL SCIENCES

ANTH 2200	Intro. to Biological Anthropology (N)	3
BIO1101	Fund. of Human Anatomy & Physiology (N)	3
BIO 1107	Human Biology	4
BIO 1111	Introduction to Biology	4
BIO 1113	Biological Sciences I	4
BIO 1114	Biological Sciences II	4
BIO 1125	Plant Biology	4
BIO 1127	Intro to Environmental Science	4
BIO 2215	Introduction to Microbiology	4
BIO 2300	Human Anatomy	4
BIO 2301	Human Physiology	4
BIO 2302	Human Pathophysiology (N)	3
HORT 1130	Plant Sciences	3

PHYSICAL SCIENCES

ASTR 1141	Life in the Universe (N)	3
ASTR 1161	The Solar System (N)	3
ASTR 1162	Stars and Galaxies (N)	3
ASTR 1400	Astronomy Lab	1

CHEM 1111	Elementary Chemistry I	4
CHEM 1112	Elementary Chemistry II	4
CHEM 1113	Elements Organic/Biochemistry	4
CHEM 1171	General Chemistry I	5
CHEM 1172	General Chemistry II	5
CHEM1200	Intro to General and Organic Chemistry	5
ESSH 1101	Introduction to Environmental Science, Safety, and Health (N)	3
GEOG 1900	Introduction to Weather and Climate	4
GEOG 2300	Introduction to Physical Geography (N)	3
GEOL 1101	Introduction to Earth Science	4
GEOL 1105	Geology and National Parks (N)	3
GEOL 1121	Physical Geology	4
GEOL 1122	Historical Geology	4
GEOL 1151	Natural Disasters (N)	3
PHYS 1103	World of Energy (N)	3
PHYS 1200	Algebra-Based Physics I	5
PHYS 1201	Algebra-Based Physics II	5
PHYS 1250	Calculus- Based Physics I	5
PHYS 1251	Calculus- Based Physics II	5

Arts/Humanities 6 hrs required

Choose two courses. One must be historical study.

HISTORICAL STUDY

HIST 1111	European History to 1648	3
HIST 1112	European History since 1648	3
HIST 1151	American History to 1877	3
HIST 1152	American History since 1877	3
HIST 1181	World Civilization I to 1500	3
HIST 1182	World Civilization II since 1500	3
HIST 2223	African-American History I before 1877	3
HIST 2224	African-American History II since 1877	3

LITERATURE, CULTURE AND IDEAS, VISUAL/ PERFORMING ARTS

ARCH 2100	History of Architecture	3
CLAS 1222	Classical Mythology	3
CLAS 1224	Classical Civilization: Greece	3
CLAS 1225	Classical Civilization: Rome	3
CLAS 1226	Classical Civilization: Byzantium	3
ENGL 2201	British Literature I	3
ENGL 2202	British Literature II	3
ENGL 2220	Introduction to Shakespeare	3
ENGL 2240	Introduction to Science Fiction	3
ENGL 2260	Introduction to Poetry	3
ENGL 2270	Introduction to Folklore	3
ENGL 2274	Introduction to Non-Western Literature	3
ENGL 2276	Women in Literature	3
ENGL 2280	The English Bible as Literature	3
ENGL 2281	African-American Literature	3
ENGL 2290	U.S. Literature I	3
ENGL 2291	U.S. Literature II	3
HART 1201	History of Art I	3
HART 1202	History of Art II	3
HART 1260	World Cinema	3
HUM 1100	Introduction to Humanities	3
HUM 1160	Music and Art since 1945	3

HUM 1270	Comparative Religions	3
MUS 1251	Survey of Music History	3
PHIL 1101	Introduction to Philosophy	3
PHIL 1130	Ethics	3
PHIL 2270	Philosophy of Religion	3
THEA 1100	Introduction to Theatre	3
THEA 2230	Introduction to Dramatic Literature	3

Social and Behavioral Sciences 6 hrs required

Choose two courses.

ECONOMICS

ECON 1110	Introduction to Economics	3
ECON 2200	Principles of Microeconomics	3
ECON 2201	Principles of Macroeconomics	3

GEOGRAPHY

GEOG 2300	Introduction to Physical Geography	3
GEOG 2400	Economic and Social Geography	3
GEOG 2750	World Regional Geography	3

POLITICAL SCIENCE

POLS 1100	Introduction to American Government	3
POLS 1200	Comparative Politics	3
POLS 1250	State & Local Government	3
POLS 1300	International Relations	3

PSYCHOLOGY

PSY 1100	Introduction to Psychology	3
PSY 2200	Educational Psychology	3
PSY 2261	Introduction to Child Development	3
PSY 2325	Social Psychology	3
PSY 2331	Abnormal Psychology	3
PSY 2340	Human Growth and Development	3
PSY 2551	Adolescent Psychology	3

SOCIOLOGY/ANTHROPOLOGY

ANTH 2201	World Prehistory	3
ANTH 2202	Peoples and Culture	3
SOC 1101	Introduction to Sociology	3
SOC 1500	Introduction to Rural Sociology	3
SOC 2202	Social Problems	3
SOC 2210	Sociology of Deviance	3
SOC 2309	Law and Society	3
SOC 2330	Marriage and Family Relations	3
SOC 2380	American Race and Ethnic Relations	3
SOC 2410	Sociological Aspects of Criminology	3

CONDITIONS FOR TRANSFER ADMISSION

1. Ohio residents with associate degrees from state-assisted institutions and a completed, approved Transfer Module shall be admitted to a state institution of higher education in Ohio, provided their cumulative grade point average is at least 2.0 for all previous college-level courses. Further, these students shall have admission priority over out-of-state associate degree graduates and transfer students.

2. When students have earned associate degrees but have not completed a Transfer Module, they will be eligible for preferential consideration for admission as transfer students if they have grade point averages of at least a 2.0 for all previous college-level courses.
3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in an A.A. or A.S. degree program but have earned 60 semester or 90 quarter hours or more of credit toward a baccalaureate degree with a grade point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students.
4. Students who have not earned an A.A. or A.S. degree or who have not earned 60 semester hours or 90 quarter hours of credit with a grade point average of at least a 2.0 for all previous college level courses are eligible for admission as transfer students on a competitive basis.
5. Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

ACCEPTANCE OF TRANSFER CREDIT

To recognize courses appropriately and to provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college-level courses completed in and after Fall 2005 from Ohio state-assisted institutions of higher education. Students who successfully completed A.A. or A.S. degrees prior to Fall 2005 with a 2.0 or better overall grade point average would also receive credit for all college-level course they have passed. (See Ohio Articulation and Transfer Policy, Definition of Passing Grade and Appendix D.) While this reflects the baseline policy requirement, individual institutions may set equitable institutional policies that are more accepting. Pass/Fail courses, credit by examination courses, experiential learning courses, and other nontraditional

credit courses that meet these conditions will also be accepted and posted to the student record.

RESPONSIBILITY OF STUDENTS

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Students should use the Transfer Module, Transfer Assurance Guides, and Transferology for guidance in planning the transfer process. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

APPEALS PROCESS

Following the evaluation of a student transcript from another institution, the receiving institution shall

provide the student with a statement of transfer credit applicability. At the same time, the institution must inform the student of the institution's appeals process. The process should be multi-level and responses should be issued within 30 days of the receipt of the appeal.

The Columbus State Community College appeals process begins after the student with previous college credit receives an email, which indicates that some previous coursework may not be applicable to the student's new degree. The email explains the procedure for requesting a second evaluation of the transcript. If the re-evaluation is not satisfactory to the student, the student may then appeal by asking the Registrar to initiate the next step in the appeals process, which consists of a review of the transcript and supporting documentation by the department housing the academic discipline of the course(s) in question. Appeals denied at the department level will automatically be forwarded to the Dean of Arts and Sciences for a final decision on behalf of the college. If the appeal is denied at this level, the student will be advised in writing of the reasons for the denial and how to appeal to the state level.

Fulfillment of the Associate of Arts or Associate of Science degree requirements assures fulfillment of Transfer Module requirements.

Columbus State Community College Transfer Agreements

Columbus State Community College has transfer relationships with many institutions. Student should contact the four-year college or university to confirm that the degree being pursued at Columbus State is the best fit to transfer and achieve the student's long term educational goals.

College Partners

These institutions are academic partners with Columbus State and offer Preferred Pathways® to a four year degree:

- The Ohio State University
- Franklin University
- Ohio University Otterbein University
- Ohio Dominican University
- Ohio Wesleyan University
- Miami University
- Capital University
- Columbus College of Art and Design

In addition, Columbus State has transfer agreements with many other higher education institutions.

For the most current list of Institutional Agreements, and details and information on program to program agreements, please see the articulation database at <http://www.csc.edu/academics/transfer>.

Online Learning

<https://www.csc.edu/academics/online-learning>

Columbus State's online courses offer an alternative to traditional on-campus learning. With online/distance learning, students from around the city—or across the globe—can take classes using online technologies, unlimited by time and place.

GETTING STARTED

On CSCC's "Online Learning" webpage, students can find information on getting started with distance learning, the current courses and programs being offered, tips for online learning, and more.

Columbus State has an online Blackboard Orientation to help students become familiar with our learning management system before enrolling in an online class. To access the Blackboard Orientation, see <https://www.csc.edu/academics/online-learning/get-started-online.shtml>

IMPORTANT NOTICE FOR DISTANCE LEARNING STUDENTS:

Certain online courses may require some face-to-face learning experiences, such as testing at a proctored testing site.

ON-CAMPUS TESTING REQUIREMENTS

Many Columbus State online courses require that quizzes or tests are completed in a proctored environment. Review your course syllabi as well as Blackboard to determine the proctoring requirements for each of your courses, then determine which of the proctoring options below may apply to your needs based on your proximity to a Columbus State Community College location.

If you live within Columbus State's four-county service area: (Franklin, Delaware, Union, Madison) Columbus State has five testing locations available for exam proctoring. They are located at the Columbus Campus, the Delaware Campus, and three of our Regional Learning Centers: Dublin, Westerville and Reynoldsburg.

For more information on hours of operation, locations, and policies, go to: www.csc.edu/services/testing-center.

If you live outside of Columbus State's four-county service area: (Franklin, Delaware, Union, Madison) and it is more than 45 miles to drive to one of our testing locations, there is a process that may enable you to complete exams near your current location. Locate a testing site (a college, university, library, etc.) within

an area that is convenient for you, then complete and submit an electronic Out of City Proctor Request Form, so that the process may begin. Detailed information and the requirements for this process are located at the following link: <http://www.csc.edu/services/testingcenter/distance-learning-testing.shtml>.

We strongly encourage you to begin the Out of City process as soon as possible to ensure that your exams get delivered for administration within the testing window established by your instructor(s). For efficient and quality service to be provided, please submit Out of City Proctor Requests to Testing Services no later than the first two weeks of the semester. For questions about the Out Of City process, please contact the Distance Learning – Out of City Specialist through email at dloctest@csc.edu or call (614) 287-5675.

Types of Distance Learning Courses

WEB (ONLINE)

Web course instruction is delivered completely online, although most online courses require testing at one of the Columbus State testing sites. Students located outside of the Central Ohio area may be proctored at authorized institutions, with the approval of their instructor. To participate in an online course, a student must have access to a computer and the Internet, coupled with basic computer knowledge. A student may use a computer at home, at a campus lab, a library, or elsewhere. Some online courses require real-time, online collaboration at specific dates and times using web conferencing. Please consult the course syllabus or academic department for details and technical requirements for your computer.

BLENDED (ONLINE AND FACE-TO-FACE)

A blended course is an online course with required real-time, face-to-face sessions. Blended course instruction is split between learning activities online and in a specified location, based on course content. To participate in the online portion of a blended course, a student must have basic computer knowledge along with access to a computer and the Internet. (Please consult the course syllabus or academic department for details and technical requirements for your computer.) A student may use a computer at home, at a campus lab, a library or elsewhere. The face-to-face sessions require meetings at dates and times specific to each different blended course. The face-to-face sessions may be held in a campus classroom, lab or at an external location, such as a clinical site for health-related classes.

Some online or blended courses may employ webconferencing. Webconferencing is an online learning mo-

dality which allows for real-time interaction between the instructor and students using the home computer. Students are expected to be available at prearranged times to participate in this type of real-time distance learning. Some examples of the use of this technology are advising, tutoring, group work, lecture delivery, and real time instructor-student interaction. Participants will be required to have audio/microphone capabilities on their home computer.

SERVICE LEARNING COURSES AT COLUMBUS STATE

A service learning course offers experiential education in which students learn and are exposed to course content in a “hands-on” manner. Students participate in an organized service activity that meets identified community needs in a manner that connects the course content with an enhanced sense of civic responsibility. Service-learning offers the participants the opportunity to address the concerns, needs, and hopes of communities. It is a dynamic process in which a student’s personal and social growth is interwoven into their academic and cognitive development.

Distance Learning Degree Programs and Certificates

The following list indicates online degrees and certificate programs. Any degree or certificate that requires a practicum, clinical, or other course that requires placement, could entail face-to-face attendance to complete the course. This list is subject to change. View the list via the online catalog for updates.

ACCOUNTING

Associate of Applied Science in Accounting
Certificate of Accounting Concentration

ARTS AND SCIENCES

Associate of Arts

BUSINESS MANAGEMENT

Business Management Degree
Advanced Foundations of Business
Business Operations Analysis Certificate
Foundations of Business
Foundations of Insurance
Managing Interpersonal Skills Certificate
Non-Profit Management Certificate
Project Management Certificate

BUSINESS OFFICE APPLICATIONS

Bookkeeping Certificate
Office Specialist Certificate

CRIMINAL JUSTICE

Associate of Applied Science in Criminal Justice

Associate of Applied Science in Probation and Supervision

Associate of Applied Science in Law Enforcement Professional Track

Homeland Security Certificate

DIGITAL DESIGN AND GRAPHICS

Associate of Applied Science in Digital Design and Graphics

Digital Illustrator Certificate

Digital InDesign Advanced Certificate

Digital Photoshop Advanced Certificate

Digital Painting Certificate

Associate of Applied Science in Interactive Media Degree

Basic Video & Sound Certificate

Associate of Applied Science in Interactive Media, Video Game Art & Animation

DIGITAL PHOTOGRAPHY

Associate of Applied Science in Digital Photography

Basic Digital Photography Certificate

Basic Photoshop for Photographers Certificate

Intermediate Digital Photography Certificate

Intermediate Photoshop for Photographers Certificate

Advanced Photoshop for Photographers Certificate

Business of Photography Certificate

ENVIRONMENTAL SCIENCE, SAFETY AND HEALTH

Sustainable Building Certificate

FINANCE

Associate of Applied Science in Finance

GEOGRAPHIC INFORMATION SYSTEMS

Associate of Applied Science in Geographic Information Systems

Geographic Information Systems Certificate

HEALTH INFORMATION MANAGEMENT TECHNOLOGY

Associate of Applied Science in Health Information Management Technology

Medical Coding Certificate

Health Data Analyst Certificate-Post HIMT

Associate Degree

Health Information Management Technician Certificate

Health Care Manager Certificate

MARKETING

Marketing Associate Degree

Digital Marketing Degree

Digital Marketing Certificate

Electronic Marketing Certificate

Pre-MBA Certificate

Retail Management Certificate

Social Media Certificate

Real Estate Pre-Licensure Certificate
Real Estate Pre-Broker Certificate

SPORT AND EXERCISE STUDIES

Associate of Applied Science in Sports Management
Associate of Applied Science in Recreation and
Leisure Studies
Coaching certificate

SUPPLY CHAIN MANAGEMENT

Associate of Applied Science in Supply Chain
Management
Supply Chain Management Certificate
International Commerce Major
International Commerce Certificate

Online Learning Courses

**The following programs of study/departments
offer fully online courses:**

Anthropology
Architecture
Arts and Sciences
Astronomy
Automotive Technology
Biology
Business Management
Business Office Administration
Chemistry
Classics
Clinical Laboratory Assisting
Communication
Computer Science
Construction Management
Criminal Justice (Law Enforcement)
Dental Hygiene
Developmental Education
Digital Design and Graphics
Digital Photography
Early Childhood Development and Education
Economics
Education
Electro-Mechanical Engineering Technology
Electronic Engineering
Emergency Medical Services Technology
English
English as a Second Language
Environmental Science, Safety and Health
Financial Management
Fire Science
French
Geographic Information Systems
Geography
Geology

Health Information Management Technology
Heating, Ventilation and Cooling
History
Hospitality Management
Human Nutrition
Human Resources Management
Humanities
Information Technology Support Technician
Interactive Media
Interpreter Education Program
Landscape Design and Management
Massage
Marketing
Mathematics
Mechanical Engineering Technology
Medical Imaging
Medical Laboratory Technology
Multi-Competency Health
Music
Nursing Certificate
Nursing
Paralegal Studies
Philosophy
Physics
Political Science
Practical Nursing
Psychology
Quality Assurance Technology
Real Estate
Skilled Trade Technologies
Social and Human Services
Sociology
Spanish
Sport and Exercise Studies
Statistics
Supply Chain Management
Surveying
Theatre
Veterinary Technology

Grades and Academic Procedures

Grades & Academic Progress

GRADES

At the end of each semester, and upon the completion of course requirements, the instructor reports a letter grade indicating the quality of a student's work. Points for each semester hour of credit attempted are assigned according to the following system:

GRADE DEFINITIONS	GRADE NOTATION	GRADE POINTS PER ACADEMIC CREDIT HOUR	CREDIT AWARDED
High Achievement	A	4	Yes
Good Achievement	B	3	Yes
Satisfactory Achievement	C	2	Yes
Below Satisfactory	D	1	Yes
Failing	E	0	No
Satisfactory	S	0	Yes
Unsatisfactory	U	0	No

OTHER MARKS

Incomplete (I): When circumstances beyond the control of a student or a faculty member prevent the completion of course requirements during the course, an "I" (Incomplete) may be recorded until the final grade is established. An Incomplete is indicated only when the student has arranged for that grade with the faculty member and specific arrangements have been made for fulfilling the course requirements. Coursework must be completed within six weeks after the beginning of the next semester. If a new grade is not submitted by the faculty member by that time, a grade of "E" is automatically recorded.

Transfer Credit (K/KD): To receive credit for a course taken at another college or university, a student must request that an official copy of the transcript from each previous institution attended be sent to the Office of the Registrar before the student's second semester of attendance has elapsed. An official transcript is one that is in a sealed envelope bearing the other institution's official letterhead and/or logo; is printed on official, secure paper that has been signed and sealed by the other college or university; and has not been opened prior to being submitted to Columbus State Community College. The official transcript copy becomes and remains the property of the college. Please see the information on the Ohio Transfer Policy in this catalog. Transfer credit does not apply to meeting residency credit hour requirements. Transfer credit (K/KD) will

not be removed from the Columbus State Community College academic transcript once the transfer credit is awarded to the student.

Proficiency Examination (X): A student may, upon the department chairperson's approval of the student's petition, be permitted to take a proficiency examination for credit. Permission is given only in cases when it is evident that previous experience or study warrants. A \$50 nonrefundable fee will be charged for each proficiency examination. Nursing students may take proficiency examinations only after they have been accepted into the Nursing Technology. Proficiency examinations do not apply to meeting residency credit hour requirements.

Audit (R): A student may audit a course for informational instruction only and with the understanding that credit may not be granted or later claimed as a result for the audited course. The course may be taken at a later date for credit. Neither proficiency nor non-traditional, transfer, or waiver credit will be given for a course that has been audited. Audit status is declared at the time of registration and no later than the fifteenth calendar day of the semester. The audit status cannot be declared after the fifteenth calendar day of the semester. Once the audit status for a course is declared, the status cannot be changed back to a credit status during the semester or after the semester has ended. Any student wishing to audit a course is required to register for the course in the same manner as all other students and pay regular fees. The instructor will record a grade of "R" for the audited course.

Nontraditional Credit (N): Nontraditional credit through Prior Learning Assessment (PLA) may be awarded by the appropriate department chairperson for a student's documented life experiences that provide evidence of knowledge equivalent to that of a required course. If a portfolio is required, a fee of \$50 will be charged for portfolio evaluation. Nontraditional credit does not apply to meeting residency hour requirements. Approved nontraditional credit is posted to the transcript after the student has completed one course at Columbus State.

Withdrawal (W): A course must be dropped before 20% of the course has elapsed to avoid a "W" appearing on the academic transcript. Withdrawals after 20% and before 61% of the course has elapsed is recorded as a "W" on the academic transcript. Refer to www.csc.edu for specific semester date information. See "Course Drop/Withdrawal Procedure" in this catalog section.

Administrative Withdrawal (AW): This is a withdrawal that requires a petition and which documents extenuating circumstances for approving the course

withdrawal past the 61% deadline. The credit for this course will not be calculated into the student's GPA. See "Administrative Withdrawal" in this section of the catalog.

No Grade Reported (): A blank space indicates that the instructor did not report a grade. The instructor must report a grade within six weeks after the beginning of the next semester, otherwise a final grade of "E" is automatically recorded. A student receiving a () should contact his/her instructor.

Incorrect Grade Reported: A student who believes a grade reported is incorrect should contact his/her instructor. If the grade is determined to have been incorrectly reported, the instructor must submit a Grade Change Form/Request for Updated Transcript to the Office of the Registrar to update the student's transcript.

GRADE REPORT

Grades are issued by the instructor via the Web. Once grades are issued by the instructor, the student can view the grades via a secure site at www.csc.edu. An individual who is not enrolled in a course at the time of grade reporting is not eligible to register for the course and receive a grade after the course ends.

ACADEMIC STANDING

Each active student's record is reviewed at the close of each semester. If a student's academic record (all courses attempted with a grade received) does not meet the Standards of Satisfactory Academic Performance, the student is subject to being placed on academic warning, academic probation, or academic dismissal. The entire record, including each grade in each credit course attempted, is used to determine academic standing. See the Standards of Satisfactory Academic Performance below.

Standards of Satisfactory Academic Performance

TOTAL GPA CREDITS	GPA
1 - 16	1.50
17 - 32	1.60
33 - 43	1.75
44 - 54	1.90
55 hours or more	2.0

CALCULATING GRADE POINT AVERAGE

The basis for determining scholastic standing is the cumulative grade point average (GPA). The college uses a 4.0 scale (A=4.0, B=3.0, C=2.0, D=1.0, E=0.0). The grade point average is calculated by first multiplying credit hours for each course by the grade point value earned for the course. See the example in the chart below (credit hours x grade point value = total grade points

earned for a course). Divide the total grade points earned for all courses attempted by the total credit hours for all courses attempted to determine cumulative grade point average.

EXAMPLE:

COURSE	CREDIT HOURS	COURSE GRADE RECEIVED	GRADE POINT VALUE	COURSE GRADE POINTS
Composition (ENGL 1100)	3	A	4	3x4 = 12
Med Term (MULT 1110)	2	B	3	2x3 = 6
Human Physiology (BIO 2232)	4	C	2	4x2 = 8
Hematology I (MLT 1120)	2	A	4	2x4 = 8
Respond/Emer (MULT 1130)	2	B	3	2x3 = 6
Total Credit Hours:	13		Total Grade Points:	40
40 Total Grade Points ÷ 13 Total Credit Hours =				3.08 GPA

DEAN'S LIST

To recognize outstanding scholastic achievement, a Dean's List is compiled each semester. To qualify for the Dean's List, a student must complete a minimum of 6 credit hours and earn a grade point average of 3.5 or higher in that semester. All credits must be in courses included in the calculation of the GPA. No student is eligible for the Dean's List who has a grade of "I."

CLASS ATTENDANCE

Students are expected to attend all of their scheduled classes. Official attendance policies are defined by each college department. It is the student's responsibility to check with the instructor to clarify the absence policy for his/her class. If a student decides to stop attending a class, it is important to officially withdraw from the class by completing a Registration Add/Drop Form, or call 614-287-5353, or call the Delaware Campus at 740-203-8000, within the deadline dates. If withdrawal procedures are not completed, a failing grade (E) will be issued for the class. Also see Withdrawal Procedure section.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress is defined as progress in credit courses taken at the college that result in the credit hour to grade point average ratio as specified by the Standards of Satisfactory Academic Performance.

Academic Standing

Academic Warning: For any semester in which a student's grade point average for the term drops below 2.000, he/she will be placed on academic warning.

Academic Probation: A student who is beyond his/her first semester is placed on academic probation when his/her cumulative grade point average is below that designated by the Standards of Satisfactory Academic Progress. The student will be restricted from registering for classes until he/she meets with an academic advisor in Advising Services for academic intervention. This restriction also applies to students on academic probation who have already registered for classes for the next semester and attempt to add a class. During the meeting, an Academic Probation Form will be completed to designate what difficulties led the student to be placed on academic probation, to provide recommendations for improved grades the next semester, and to promote academic success at the college. A student who has been placed on academic probation will have 24 additional credit hours (over two or more terms) to raise his/her cumulative grade point average to that designated by the Standards of Satisfactory Academic Progress.

Academic Dismissal: A student will be academically dismissed from the college if, after being placed on academic probation and registering for 24 additional credit hours (over 2 or more semesters), the student's cumulative grade point average remains below the designated Standards of Satisfactory Academic Progress. A student who is academically dismissed from the college **will not be permitted to enroll the following semester**. If the student has already registered for the next semester, his/her **courses will be dropped and the student will not be permitted to attend**. The student may petition for readmission according to college procedures.

READMISSION AFTER DISMISSAL

Petition for Readmission (First Dismissal)

A student petitioning for readmission must submit a Petition for Academic Readmission, **prior to the semester for which the student seeks readmission**. At least two college reviewers will determine conditions under which the student may return. One reviewer must be an academic advisor; the second must be the student's academic department chairperson or designee. For undeclared, transient/guest, transfer, and pre-health students, the second reviewer will be an academic advisor, Advising Services administrator, or their designee.

If a student is readmitted to the college, the student then is able to schedule classes and pay fees. The student **must make satisfactory progress in accordance with the Standards of Satisfactory Academic Performance and meet the conditions as specified on the petition for academic readmission**.

Petition for Academic Review (Second Dismissal)

A student will be placed on academic review if, after being dismissed from the college, both the student's term and cumulative GPA fall below the designated requirement. A student placed on academic review will not be permitted to enroll the following two semesters. If the student has already registered for the next semester, his/her courses will be dropped and the student will not be permitted to attend. The student may petition for academic review according to college procedures.

Dismissal after Academic Review (Third Dismissal)

Failure to satisfy the requirements of the academic review board will result in a third academic dismissal. A student dismissed for the third time may apply for readmission after they are separated from the college long enough to meet the required time of non-attendance condition of the Fresh Start Rule.

Readmission Deadline for Academic Dismissal and Academic Review

The readmission deadline for Academic Dismissal and Academic Review falls approximately sixty days prior to the start of the term for which readmission is sought. Specific dates are found in the academic calendars located within this catalog.

Prior Learning Assessment

Columbus State Community College has a comprehensive policy that allows students to apply previous learning from a variety of sources toward completion of a college degree. However, it is important that students understand that the college grants credit for demonstrated learning, not merely for previous experience or employment. In order to obtain credit, the student must be able to provide sufficient documentation to verify the prior learning experiences, along with providing evidence that he/she has mastered the competencies included in that learning experience. Prior learning experiences that can be considered for college credit are:

Transfer Credit: Previous college coursework from an accredited college or university can be applied for credit toward a comparable course at Columbus State.

Standardized Testing: Mastery of knowledge or skills measured by a nationally accepted standardized

examination (such as CLEP, licensing and certification examinations).

Articulation Credit/Advanced Placement Agreements: College-level learning achieved and documented while participating in a program in which the college has made previous arrangements to accept the coursework for credit, if specific curriculum and performance outcomes standards have been met. (See *AP Credit below.)

Formal Training: College-level, noncredit training experiences that, singly or in combination, cover the competencies of one or more college courses (such as continuing education courses, company training programs, professional seminars).

Military Training: College-level learning obtained while a member of the U.S. Armed Forces that directly relates to knowledge and skills included in existing coursework can be granted in accordance with the American Council on Education (A.C.E.) guidelines.

Life Experience Learning: College-level learning from sources other than those listed above that can be documented /demonstrated (such as self-study and work experience).

***AP/Advanced Placement Credit:** 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.

Beginning in the Fall Term 2009:

- Students obtaining an Advanced Placement (AP) exam score of 3 or above will be 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 towards graduation where such elective credit options exist within the academic major.
- Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.
- In academic disciplines containing highly dependent sequences (STEM: Sciences, Technology, Engineering and Mathematics), students are strongly encouraged to confer with college/university advising staff

to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence (Ohio Board of Regents).

Because course content and technology may change rapidly, departments may determine a time that can lapse between the acquisition of learning and when the credit is being sought. This may vary depending upon the course.

Students who wish to request nontraditional credit through prior learning assessment must complete the Request for Nontraditional Credit Form and meet with the chairpersons of the department offering the course for which nontraditional credit is requested for a preliminary interview.

Fresh Start Rule

The Fresh Start Rule is intended to help students who were unsuccessful in their previous academic attempts and who voluntarily left Columbus State Community College and returned after a substantial period of time. In general, a student with courses in which grades of "D," "E" or "U" were earned, may be eligible to have the grades expunged from the student's record; the course(s) remain on the transcript. A student may use the rule one time. An information sheet providing the complete requirements for the Fresh Start Rule and petition is available via the Web at www.csc.edu.

Course Drop/Withdrawal Procedure

Students may drop a course before 61% of the course has elapsed. Please see the Semester Calendar on the web for the specific deadlines. To drop a class, it is the responsibility of the student to initiate the process with the college using the college website, www.csc.edu; calling the Telephone Information Center, 614-287-5353; or submitting a completed Registration Add/Drop Form to Student Central, Madison Hall on the Columbus Campus or the Student Services Center on the Delaware Campus or a regional learning center during business hours. Failure on the part of a student to follow drop procedures will result in an "E" (failing grade) being recorded for the course or courses on the grade report.

Administrative Withdrawal

A student, as the result of documentable extenuating circumstances that prevented the student from following academic withdrawal procedures, may be eligible to petition to for an administrative withdraw from courses and have those grades changed to "AW." Students

must provide adequate third-party documentation that explains the extenuating circumstances. More information is available at www.csc.edu.

Repeating Courses

A student may repeat a course. Only the repeated course grade received will be used to compute the overall grade point average. However, both grades shall remain a part of the student's permanent record. Veterans and other financial aid recipients should check with the Financial Aid Office before repeating a course for which credit has been earned.

Program of Study Change

Students may call the Telephone Information Center, at 614-287-5353, to change their program of study if the new program of study does not have a separate application procedure (such as many of the health related fields). Students may also request a program of study change on the Columbus Campus in Student Central in Madison Hall or on the Delaware Campus in the Student Services Center in Moeller Hall. Students transferring from one technology program to another shall not be required to carry the technical grade point average of the previous technical courses as a part of the technical grade point average of the new technical program. However, the grade point average of all courses taken will remain part of the official transcript record. Only those courses comprising the curriculum of the new technology will be considered when calculating the technical and nontechnical grade point averages for determining eligibility to graduate.

Degree Audit Report

The Degree Audit Report System (DARS) is an important advising tool that helps students determine progress toward completion of their degree or certificate program requirements. DARS provides a written report of courses in progress, courses completed, and courses remaining for completion of certificate or degree requirements. It also reflects technical and nontechnical graduation grade point averages for technical programs and the graduation grade point average for the Associate of Arts and Associate of Science degrees. An academic advisor can help the student interpret this report. Regular use of the DARS report will assist the student in making prudent course selections. Students may view or print copies of their DARS report at www.csc.edu.

Student Status

Students are considered first-year status when they have successfully completed up through and including 30 credit hours as recognized by the college. A student shall be considered second-year after having satisfactorily completed greater than 30 credit hours of coursework as recognized by the college.

A full-time student is one who is registered for 12 or more credit hours during a semester. A part-time student is one who is registered for 11 or fewer credit hours during a semester.

Graduating

PETITION TO GRADUATE

Each student who wishes to graduate must obtain a Petition to Graduate form online from www.csc.edu at the beginning of the semester prior to the one in which the student intends to graduate. (*See note below regarding summer semester graduates.) The student must meet with his or her academic advisor or faculty advisor for the evaluation of all course work completed, review of cumulative grade point averages, and review of courses for which he or she is registered the current semester to determine eligibility for graduation. The Petition to Graduate form must be turned in to Student Central in Madison Hall by the published deadline date for the intended semester of graduation before 4:30 p.m. The student will be notified of graduation eligibility.

Petition to Graduate deadline dates are available on the web at www.csc.edu

***NOTE:** A graduation ceremony will not be held for summer semesters. Students graduating during summer semester can only attend the autumn semester graduation ceremony.

GRADUATION REQUIREMENTS

Graduation requirements for technical and transfer programs are listed in the 'Graduation Requirements' section in this catalog.

GRADUATION HONORS

Grade calculations through the semester of graduation determine the appropriateness of posting "Honors" on the graduate's transcript and Summa Cum Laude, Magna Cum Laude, or Cum Laude on the diploma. Verification of the completion of graduation requirements will be done after grades have been issued. Please allow 10 weeks for delivery of the diploma via mail. Graduates' grade point averages and honors designations printed in the graduation program are based on calculations of

all grades through the semester prior to their graduation semester. Honors categories are as follows:

*** SUMMA CUM LAUDE (WITH GREATEST PRAISE)	4.000–3.950 GPA
** MAGNA CUM LAUDE (WITH GREAT PRAISE)	3.949–3.800 GPA
* CUM LAUDE (WITH PRAISE)	3.799–3.500 GPA

COMMENCEMENT

A formal graduation ceremony is held at the end of autumn semester and spring semester. All students who have petitioned to graduate are invited to attend. Students who petition to graduate summer semester will be invited to attend only the autumn semester graduation ceremony. Diplomas are not distributed during the ceremony. Diplomas will be issued after the verification of graduation requirements is complete. (Allow 10 weeks from the date of the commencement ceremony for delivery of the diploma via mail.) Caps and gowns are required standard attire for the ceremony and are available through the college Bookstore. Students graduating with honors are distinguished by wearing gold honor cords. Summa Cum Laude graduates are further distinguished by wearing engraved honor medallions. Class remarks are offered by the graduate attending the ceremony who has maintained a 4.0 cumulative grade point average (GPA) with the largest number of credit hours completed at Columbus State Community College. The 4.0 graduate attending the ceremony with the second largest number of credit hours completed at Columbus State leads the pledge of allegiance.

REPLACEMENT DIPLOMAS

To obtain a replacement diploma, submit an Official Request for Replacement Diploma Form, available at www.csc.edu or in the Office of the Registrar. Send the form along with a \$15 replacement fee to: Cashiers and Student Accounting, 550 E. Spring Street, Columbus, Ohio 43215. The replacement diploma will be sent to your current address via certified mail. Please allow 12 weeks for delivery.

Student Rights under the Family Educational Rights and Privacy Act of 1974 as Amended

1. **Definition of Education Record**
Under the Act, “education records” mean, with certain exemptions as listed below, those records, files, documents, and other materials that contain information directly related to a student and are maintained by any unit of the college. The following categories of information are exempted and are not considered to be “education records”:
 - a. Records made by college personnel that are in the sole possession of the maker and are not accessible or revealed to any other person
 - b. Records maintained by the college Public Safety Department
 - c. Medical and counseling records used solely for treatment; medical records may be personally reviewed by a physician of the student’s choice.
2. **Right to Inspect and Review**
Each student is granted the right to inspect and review all his or her education records except the following:
 - a. Financial records of parents
 - b. Confidential letters and statement of recommendations for admission, employment or honorary recognition placed in education records after Jan. 1, 1975, for which a student has signed a waiver of his or her right of access recorded by the Act.
3. **Waiver of Rights of Access**
A student may waive his or her right of access to confidential letters and statements of recommendation. If the student signs a waiver, he or she shall be notified, upon request, of the names of all persons making confidential recommendations. Waivers are valid only so long as they are made for the purposes stated in Paragraph 2b. The college may not require a student to waive his or her right of access accorded by the Act for receipt of college benefits or services.
4. **Location of Education Records**
Columbus State Community College does not maintain education records in any one central office. Academic education records are maintained in the Admissions Office, Financial Aid Office, and the Office of the Registrar. Other college departments maintain education records (e.g., Disability Services, Advising Services). Questions regarding the location of individual student records should be directed to the Office of the Registrar.

5. Procedures for Inspection and Review

- a. Requests to review records must be made in writing separately to each office maintaining records.
- b. If any material or document in the education record of a student includes information on more than one student, the right extends to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.
- c. Periodically, student records are reviewed and expunged, and only records that are necessary to determine education status and demography are maintained indefinitely. Pertinent documents of Columbus State Community College students will be microfilmed or scanned periodically and the originals destroyed.
- d. All submitted and generated student education record information, documentation, and material becomes and remains the property of Columbus State Community College.

6. Right to Challenge Information in Records

Students have the right to a hearing to challenge the content of their records on the grounds the information contained therein is inaccurate, misleading, inappropriate, or in violation of their privacy or other rights. The hearing process includes an opportunity for the correction or deletion of such information and to insert into such records written explanations by the student regarding the content of such records.

Note: The right to challenge grades does not apply under the Act unless the grade assigned was inaccurately recorded.

7. Procedures for Hearings to Challenge Records

Students challenging information in their records must submit in writing a request for a hearing to the appropriate office maintaining the records, listing the specific information in question and the reasons for the challenge. Hearings shall be conducted, with a decision rendered in writing, within a reasonable period of time after the challenge is filed.

Hearings will be conducted and a decision rendered by a college official who does not have a direct interest in the outcome of the hearing. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge as referenced in paragraph 6. It shall be the responsibility of the office maintaining the record in question to ensure the hearing is conducted in accordance with the provisions of the Act and with-

in applicable Columbus State Community College procedures. Students may appeal the decision of the hearing officer. Appeals shall be in writing and submitted to the Dean of Enrollment Services within 10 days of the student's notification of the decision of the hearing officer. The appeal shall be heard and decided, with a decision rendered in writing within a reasonable period of time.

8. Consent for Release

Written consent must be obtained from students for the release of education records or information that makes it possible to identify the student with reasonable certainty. The consent statement shall specify which records are to be released, the reasons for release, for how long, and to whom the records will be released. Written consent must be obtained from each department. An informed consent form is kept on file in each department from which the record was requested. A copy of the informed consent form shall be made available to the student if he or she requests. Columbus State Community College, in all good faith, will not release non-directory information to individuals and organizations outside of the college without the student's written permission, except when required by law.

The requirement for written consent does not apply to the following:

- a. Requests from officials of Columbus State Community College (faculty, staff, administrators and designated agents of the college) who have a legitimate educational interest on a "need-to-know" basis.
- b. Requests in compliance with a lawful subpoena or judicial order; students shall be notified of all such subpoenas or orders in advance of compliance.
- c. Requests in connection with a student's application for, or receipt of, financial aid.
- d. Request by state or federal authorities and agencies specifically exempted from the prior consent requirements by the Act—organizations conducting studies on behalf of the college if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification is destroyed when no longer needed.
- e. Information submitted to accrediting organizations
- f. In the case of emergencies, the college may release information from education records to appropriate persons in connection with an

emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

- g. Requests from officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll.
- h. Requests for “directory information.” (See item 9)

Note: The College will not unilaterally send student records to other educational institutions. Students transferring from the college or making application to other educational institutions must request an official transcript be sent to the other institution. A student may request official transcripts via the link to Credential Solutions on the Registrar’s web page.

9. Directory Information

Columbus State Community College, in accordance with the Act, has designated the following categories of information about students as public information:

Name

Address (home/present)

Telephone Number (home)

Program of Study/Technology

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Enrollment status (less than half-time, half-time, part-time, full-time, over full-time, inclusive dates and semesters of enrollment)

Degrees, certificates, transfer module and awards received (including Dean’s List and other honors)

Most recent previous educational agency or institution attended.

NOTE: Students have the right to have this directory information withheld from the public if they so desire. Each student who desires that directory information be withheld shall so indicate by completing the Request to Withhold Personal Information From Directory form available at www.csc.edu.

10. Inquiries Outside Columbus State Community College

The college receives many inquiries for directory information from a variety of sources, including friends, spouses, parents, other relatives, prospective employers, institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold directory information. Columbus State Community College, in all good faith, will not release non-directory information to individuals and organizations outside of the college without the student’s written permission, except when required by law.

11. Record of Access

- a. Each office maintaining and releasing student records shall maintain a record, kept with the education records of each student, which will indicate all parties, other than those specified in paragraph 8 above, who have requested or obtained access to the education records and specifically the legitimate interest that each such party has in obtaining this information.
- b. Columbus State Community College, in all good faith, will not release personal information about students except on the condition the party to which the information is being transferred will not permit access by a third party without the consent of the student, except when required by law.

12. Complaints

Any student who has reason to believe the college is not complying with the Act should inform the Vice President of Enrollment Services and Marketing Communications and the U.S. Department of Education in writing. The Vice President of Enrollment Services and Marketing Communications shall promptly review all such allegations.

13. Questions

Students should direct questions concerning their understanding of the Act to the Registrar.

Honors Program

The Honors Program at Columbus State Community College is committed to providing high-achieving, high-potential students with opportunities for personal, educational, and professional growth through academically enriching experiences and coursework. The Honors Program seeks to engage students through scholastic rigor, foster a diverse community of service and friendship, stimulate collegiate exploration and development, facilitate experiences that enrich cultural understanding, and prepare students for future excellence throughout their lives.

Students in the Honors Program will be invited to engage in specialized research/projects and participate in various co-curricular activities to supplement their Honors classes. Honors students will receive a variety of Honors-specific benefits including: one-stop registration, faculty mentorship, enhanced transfer opportunities to four-year degree-granting institutions, and additional scholarship opportunities.

Honors course offerings include, but are not limited to:

COLS 1100

PSY 1100 and 2340

SOC 1101

MATH 1151

BIO 1111 and 1113

CHEM 1171 and 1172

HIST 1151 and 1152

ENG 1100 and 2367

PHIL 1130

Honors Program members who complete their studies at Columbus State Community College and meet specified qualifications will become eligible for final Honors Program acknowledgement on transcripts and/or diplomas as well as recognition at graduation.

For more information, including admission and graduation requirements, see www.csc.edu/honors

Phi Theta Kappa Honor Society

Alpha Rho Epsilon Chapter at Columbus State

Phi Theta Kappa is recognized by the American Association of Community Colleges as the official community college honor society. Phi Theta Kappa remains an active member of the affiliated council of the AACC.

Columbus State's chapter (Alpha Rho Epsilon) was established to recognize and encourage scholarship,

provide opportunities for service and leadership development, present a forum for the exchange of ideas, and stimulate fellowship among students.

Phi Theta Kappa at Columbus State also offers direction to student members, and non-members, concerning applying for valuable scholarships to continue their education.

Society of the Compass

The Society of the Compass, created in honor of the college's 50th Anniversary in 2013, allows faculty and staff to recognize graduating students who have demonstrated extraordinary achievements during their time at Columbus State. Membership in the Society of the Compass represents the successful achievement and navigation of the four points that serve as the foundation of the Society's Creed: Nobility, Excellence, Service, and Wisdom. Faculty and staff members may nominate eligible students, and those nominees submit applications to the Society of the Compass Committee for consideration. Recipients of the award are inducted to the Society at the end of each academic year (Spring Semester), and recognized during the Spring commencement ceremony.

For more information, see <https://www.csc.edu/academics/departments/society-of-compass/>.

Academic Study Abroad Opportunities

Email: lschneid@csc.edu

Phone: 614-287-2512

Columbus State offers study abroad courses that promote learning in multiple locations, mostly outside the United States. The Study Abroad office works in partnership with faculty to support study abroad experiences as part of specific courses offered at Columbus

State. Past destinations have included Guatemala, Greece, Jamaica, China, Mexico, the American Southwest (sovereign Native American nations) and Japan. Some of these courses also incorporate service learning opportunities. Availability of class offerings is dependent upon the approved travel proposals of lead faculty, and factors such as number of participants and international safety issues. For information on current study abroad course opportunities and travel requirements, contact the Study Abroad office by email at lschneid@csc.edu, phone at 614-287-2512, or visit the website www.csc.edu/academics/study-abroad/index.shtml.

Fees

Note: All fees are subject to change based upon action by the Board of Trustees. For current fees, including instructional, technology and general fees, refer to the college website, www.csc.edu

Tuition

SEMESTER ACADEMIC FEES

Ohio Residents

Ohio residents are charged a combined instructional and general fee of \$142.93, which includes a \$122.43 instructional fee and a \$20.50 general fee, which includes a \$7 career services fee.

Non-Ohio, U.S. Residents

Non-Ohio, U.S. residents are charged a combined instructional and general fee of \$308.03 which includes a \$277.03 instructional fee and a \$31.00 general fee, which includes a \$7 career services fee.

International Students

International students are charged a combined instructional and general fee of \$368.24, which includes a \$329.74 instructional fee and a \$38.50 general fee, which includes a \$7 career service fee

Other Academic Fees

LAB FEES

Lab fees are charged to cover the cost of supplies and materials used by the student in labs. The cost of student limited professional liability insurance, required in certain health technologies, will be included in the lab fee.

APPLICATION, RECORDS AND ID FEE

(One time) \$50

The one-time, nonrefundable, \$50 Application, Records and ID fee covers the cost of enrolling at the college, including application and permanent record maintenance and a student identification card. The Application, Records and ID fee will appear and be due for payment on the schedule and fee statement for the academic semester in which the student initially registers for a class, even if the class is dropped or cancelled. This fee is assessed to all students, including transient/guest students.

Please Note: If you are a returning student who has not previously paid the Application, Records and ID fee or a matriculation fee, this fee will also be assessed to your account upon registering for any class(es).

INSTRUCTIONAL AND GENERAL FEES

The resident credit hour fee of \$142.93 (at time of publication for the spring 2018) is based upon a \$122.43 instructional fee and a \$20.50 general fee which includes a \$7 Career Service fee. The general fee defrays the cost of registration, student activities services, and student support services of a non-instructional nature. Fees for non-Ohio residents and international students reflect a similar prorated instructional and general fee amount.

TECHNOLOGY AND FACILITIES FEE

The Technology and Facilities Fee will be applied during autumn and spring semesters at the time of registration and is based on the number of credit hours registered. This fee is used to maintain technology infrastructure, to expand technology-enhanced learning and student services, and to modernize outdated facilities. Fees will be adjusted when courses are added or dropped in accordance with the fee schedule below and in accordance with the College's withdrawal and refund guidelines.

Please note: All fees are subject to change based upon action by the Board of Trustees. For current instructional and general fee listings, refer to the college website.

PRIOR LEARNING ASSESSMENT FEE

Students with life experience that has provided learning similar to academic course outcomes may request a review of that experience by the appropriate academic department chairperson.

A nonrefundable \$50 fee is charged to review the information and/ or portfolio.

PROFICIENCY EXAMINATION FEE

Students who believe they possess the knowledge contained in a course may request of the academ-

ic department to take a proficiency examination. A nonrefundable \$50 fee is charged for each proficiency examination to be taken and is payable at Cashiers and Student Accounting prior to taking the exam. Information concerning proficiency examinations may be obtained by contacting the chairperson of the department offering the course for which the exam is to be taken.

TRANSIENT/GUEST STUDENT FEES

Transient/Guest students (those who are taking one or more courses to transfer back to another college or university) complete the same application and follow the same registration process as other students taking courses for credit. The instructional, general, lab and appropriate residency status fees shall be charged for courses taken. The one-time, nonrefundable \$50 Application, Records and ID fee covers the cost of enrolling at the college, including application and permanent record maintenance, and a student identification card. The Application, Records and ID fee will appear and be due for payment on the schedule and fee statement for the academic semester in which the student initially registers for a class, whether the class is dropped or cancelled. *It is recommended that transient/guest students receive approval from their home institution to take specific Columbus State Community College courses to ensure transferability and applicability of the credit at their home institution.*

Fee Payment

Students can access their class schedule online after logging in at CougarWeb.csc.edu (under "Academic Profile," select "My Schedule"). Students can also check their charges or make a payment at the same website under "Financial Information." Fee payment deadlines are listed at www.csc.edu under Quick Links, (select "Academic Calendar"). All fee payment information is posted at www.csc.edu or emailed to student email accounts (see Email in the Additional Services to Students section of this catalog).

No invoices or statements are mailed, so it is important that student email accounts are checked regularly to avoid missing billing notices, account information, and other important communications.

FEE PAYMENT OPTIONS

Columbus State offers a variety of payment options through Student Self-Service.

Making partial payments with balance paid in full by the posted fee payment deadline, with no set-up charge, no minimum/ fixed payment amounts, and no scheduled payment dates

A tuition extended payment plan option is available. This payment plan option has a \$15 set-up fee, fixed payment amounts, and scheduled payment dates where some payments will be scheduled after the posted fee payment deadline but the final payment(s) will be due before the end of the term. Down payment is due immediately.

A deferred payment plan option is available. This payment plan option has a \$115 plan set up fee to be paid immediately to defer tuition payments by the posted fee payment deadline due before the end of the term

See details on www.csc.edu.

Fees not paid by the published semester deadline dates will result in the student's schedule being dropped.

NOTE: Financial aid may not automatically be adjusted for registration activity after the fee payment deadline. Additionally, students adding classes after the 100% refund period should contact the Financial Aid Department to insure that financial aid is adjusted correctly.

REFUNDS

The instructional, general and lab fees are refundable for student-initiated drops in accordance with the following guidelines:

Instructional and general fee refunds are based upon the percentage of time elapsed in each course. If the course is dropped with 10% of the time elapsed in the course, a 100% refund of instructional and general fees will be issued.

If the course is dropped with 20% of the time elapsed in the course, a 50% refund of instructional and general fees will be issued.

Lab fees may be refundable based upon the same percent of refund issued for instructional and general fees.

No refunds are given if beyond 20% of the time for the course has elapsed.

Check www.csc.edu for refund deadlines.

A total refund of instructional, general and lab fees is made when a course is cancelled or closed and the student does not elect, or is not permitted, to enroll in another course or section.

If there are extenuating circumstances that have prevented the student from dropping his or her class(es) within the 100% or 50% refund periods and warrant exception to the refund procedure, the student must complete the tuition refund request form. All tuition refund requests submitted by the deadline along with the statement of explanation, written and signed by the student, and supporting third-party documentation are reviewed and approved or denied by a committee. All requestors are notified of the committee's decision via USPS mail.

Refund requests submitted after the following dates will not be considered:

Autumn Semester – February 15th of the **following** calendar year

Spring Semester – August 15th of the **same** calendar year

Summer Semester – November 15th of the **same** calendar year

The Tuition Refund Request form is available at www.csc.edu.

RELEASE OF RECORDS AND TRANSCRIPTS

Columbus State Community College, in all good faith, will not release non-directory information to individuals and organizations outside of the college without the student's written permission, except when required by law. Students may request that an official Columbus State transcript be sent to organizations and individuals outside of the college by completing the Transcript Request Form available at www.csc.edu. A photo ID is required for the student or individual picking up the transcript in person. Transcripts will not be released to an individual other than the student without detailed written permission signed by the student specifying the name of the person picking up the transcript. If a past due balance is owed to the college, Columbus State will not release an official transcript for or to a student until the balance is paid in full.

The Family Educational Rights and Privacy Act of 1974, as amended, governs the maintenance and release of records. A copy of the regulations is available in the Records and Registration Department, or by sending a written request, including the student's signature to that department.

NON-RESIDENT, INTERNATIONAL, AND RESIDENT STATUS FOR TUITION PURPOSES

All public, state-supported institutions are required to report enrollment data to the State of Ohio according to Section (F)(4) of the Ohio Administrative Code, Section 3333-1-10. A student's residency status, i.e., Non-Resident, International, or Resident, is initially determined by the information he or she provides at the point of application for admission to Columbus State Community College.

According to the Residency Rule 3333-1-10, Section (F)(5), it is incumbent upon a person to apply for a change in residency, and his or her failure to do so as soon as he or she is entitled to a change shall preclude the granting of residency retroactive to that date. A change in residency shall be prospective only from the date such application is received. A change in residency status under this section is never automatic, and must be initiated by an application for such a change by the person seeking it. Please be advised that retroactive residency re-classifications are not allowed under the guidelines of the Residency Rule.

If a student is designated as a non-resident, he or she may qualify for in-state residency by meeting specific qualifications. A Residency Re-classification Application must be completed, important verification documentation submitted, and residency determination approved prior to the first day of the semester for which the student desires reclassification to be effective.

For dates to submit application and supporting materials for Ohio Residency for Tuition Purposes go to: www.csc.edu/services/registrar/residency.shtml

To inquire about the residency status process, please call 614-287-5533.

PARKING PERMITS

All motor vehicles, including motorcycles, parked on all Columbus State locations must have a current Columbus State parking permit. Permits can be purchased online or from Cashiers and Student Accounting, located on the second floor of Rhodes Hall, Columbus Campus. Call 614-287-5353 for more information.

To receive a permit, a student must have paid tuition and fees, including the parking fee, for that term. A new permit must be purchased **each semester. Each student is limited to one parking permit per semester. Permit fees are not pro-rated, are nonrefundable, and cost \$35.00 per semester.**

For college parking regulations and information, refer to the Columbus State Police section of this catalog or visit the parking webpage at: csc.edu/services/parking/student-parking.shtml.

ADMISSIONS

Admissions

General Information

Location:

Madison Hall, Lower Level
Columbus Campus

Telephone: (614) 287-2669

Email: admissions@cscc.edu

HOURS OF OPERATION

Admissions Office hours:

Mon, Tues, & Thurs 8 a.m. – 5 p.m.
Wednesday 8 a.m. – 6 p.m.
Friday 9:30 a.m. – 4:30 p.m.
Last Saturday of the month 9 a.m. to 12 p.m.

Admissions Specialist walk-in hours:

Mon, Tues, & Thurs 10 a.m. – 12 p.m. *and*
3 p.m. – 4 p.m.
Wednesdays 10 a.m. – 12 p.m. *and*
3 p.m. – 5 p.m.
Fridays 10 a.m. – 12 p.m. *and*
3 p.m. – 3:30 p.m.
Last Saturday of the month 9 a.m. – 11 a.m.

The last walk-in will be taken one (1) hour before the Admissions Office closes.

The Admissions Office is open for extended hours during certain periods of the semester. Check the website for current hours.

Prospective and new students are invited to begin the enrollment process in Admissions, located in the lower level of Madison Hall. International Student Services is also located in this area. Our Admissions Specialists assist prospective and new students with the application and admission process and provide information on programs of study and next steps for enrollment, including required documents, applying for financial aid, placement testing, new student programs, and fee payment options. In Admissions, you will also find information about the many services and resources available to help students succeed at Columbus State and the countless opportunities to get involved in campus activities and organizations. For more information, contact the Admissions Office at (614) 287-2669 or admissions@cscc.edu, or view online resources at www.cscc.edu/admissions.

Student Services staff members are also available in Moeller Hall on the Delaware Campus to help prospective and new students with admissions and other enrollment-related services. For more information,

visit Student Services in Moeller Hall or call (740) 203-8345. Learn more at www.cscc.edu/delaware.

Admission Policy

Columbus State Community College is committed to the principle of providing each student access to quality educational programs and lifelong learning. An application for admission is required for all applicants pursuing enrollment in academic credit courses.

This application is not required for students enrolled exclusively in noncredit courses. Information provided on the Columbus State Community College admissions application is used to determine initial admission status. Additional documentation is required for certain applicant categories, such as international, College Credit Plus, applicants with misconduct at a previous institution, or those with a criminal background.

Specific information about each category is maintained in the Admissions Office. Applicants not meeting established requirements may be denied admission or may have admission deferred to a future term. Admission procedures, including changes in conditions of admission status, will be adopted and implemented by the college.

Admission to a specific program of study for the purpose of earning a degree or certificate shall be according to requirements and procedures established for the specific program of study and adopted by the college. Admission to the college does not ensure admission to a particular program of study. Many academic programs have established additional requirements that must be fulfilled prior to acceptance. For specific information, applicants are encouraged to contact the Admissions Office or refer to an academic department's online resources. For some students, prerequisite credit and/or noncredit coursework in mathematics, reading, science, and/or writing may be needed prior to enrolling in certain courses and programs. While most degree programs can be completed in two years of full-time study, it may take longer for some students, including those who need developmental courses and those attending on a part-time basis.

Applicants are required to complete one or more of the following assessments of college readiness in reading and writing in order to become eligible to register for courses (individual course prerequisites must still be met):

ACCUPLACER placement tests – reading and writing sections (ALEKS math and ACCUPLACER science tests also recommended).

ACT Test – English (not writing) and Reading subtests (math and science subtests also recommended). Appli-

cants with an ACT English subscore of 18 and a Reading subscore of 22 are exempt from placement testing.

AP (Advanced Placement) – credit for ENGL 1100 and MATH 1151, 1152, or STAT 1350 (must submit AP transcript verifying completion of English Composition and Literature or English Composition and Language, and Calculus AB, Calculus BC, or Statistics with a score of 3, 4, or 5). Note: If AP credit is in only one area, a college readiness assessment in the remaining area must be completed and submitted.

CLEP (College Level Examination Program) – credit for MATH Special, MATH 1116, or MATH 1151 (must submit CLEP transcript verifying completion of Algebra-Trigonometry, College Algebra, College Algebra-Trigonometry, College Mathematics, Calculus with Elementary Functions, or Trigonometry with a subject exam score of 69 or above). Note: A college readiness assessment in writing will also be required.

Transfer credit for ENGL 1100 (“D” grades not acceptable).

Applicants with a prior degree, a declared transient major, or a declared intent to participate in the college’s Good as Gold program, are not required to complete a college readiness assessment.

For more information, visit the Admissions Office, Madison Hall, Lower Level, call (614) 287-2669, or email admissions@csc.edu.

Application/Enrollment Procedures

Prospective students can learn more about the application and enrollment process at Columbus State by visiting the college website at www.csc.edu/admissions/getstarted. This webpage links you to a step-by-step guide to enrollment with links to additional information and resources for each step of the process.

Student Identification Number

A student identification number, called a Cougar ID number, is assigned to each student upon admission to the college. Social security numbers are not used as identifiers for student records. Students have access to schedules, grades, and other information related to enrollment through the CougarWeb system. Columbus State-assigned usernames and student-determined passwords allow access to CougarWeb functions. Columbus State Community College provides each student with a student email which is the college’s primary method of communication to students. For assistance with CougarWeb or email, contact IT Support Services at (614) 287-5050. (Please refer to the statement on

Family Educational Rights and Privacy Act for information on the release of student records.)

High School Transcript/GED Transcript

If required for admission to their chosen program of study or if needed as a requirement for some forms of financial aid or scholarships, students should submit a final official high school transcript and/or an official GED transcript. Check the Specific Program Admissions Information online or in the Programs of Study section of this catalog to determine if high school transcript/GED scores are required for admission to a particular program of study.

A final official high school transcript is a transcript received in the original, sealed envelope on official paper with an official seal and/or official signature verifying the date of graduation and has not been opened prior to being submitted to Columbus State Community College.

An official GED transcript is a transcript received in the original sealed envelope from the state board of education. If the student delivers the GED transcript, it must be in its original sealed envelope and not opened prior to submission to Columbus State Community College.

The final official high school transcript and/or official GED transcript should be mailed to:

Columbus State Community College
ATTN: Office of the Registrar
550 East Spring Street
Columbus, Ohio 43215

High school transcripts can also be submitted in person in the original sealed envelope from the high school to:

Columbus campus – Student Central, Upper Level, Madison Hall

Delaware campus – Student Services, Moeller Hall

All information submitted to the college relative to admission and academic status, including the final official high school transcript and/or official GED transcript, becomes and remains the property of Columbus State Community College and the original documents and/or copies of the documents will not be released unless required by law.

Previous College Transcript

An official college transcript is required of applicants who have attended other colleges or universities. An official transcript from each college attended is required

of all who are seeking transfer credit or who have completed prerequisite coursework at another institution. An official transcript is one that is in a sealed envelope bearing the other institution's official letterhead and/or logo; is printed on official, secure paper that has been signed and sealed by the other college or university; and has not been opened prior to being submitted to Columbus State Community College. The transcript(s) should be mailed from the other college(s) to:

Columbus State Community College
ATTN: Office of the Registrar
550 East Spring Street
Columbus, Ohio 43215

The transcript(s) should be submitted before the student's second semester of attendance has elapsed.

All student education record information, documentation and material submitted to Columbus State Community College, including official transcripts from other colleges and universities, becomes and remains the property of Columbus State Community College and the original documents and/or copies of the documents will not be released unless required by law. Applicants will be able to view transfer credit awarded through the Academic Profile tab on CougarWeb once their official transcripts have been evaluated by the Office of the Registrar.

Health Record

If you are accepted to, or take courses in, the following technologies or programs, you must submit a health record prior to registering for or attending technical classes: Clinical Laboratory Assisting (CLA); Dental Hygiene; EKG; EMS Paramedic; EMT and Firefighter; Medical Laboratory; NURC 1001 Nurse Aide Training Program (this course is a prerequisite for the following programs: Nursing, Practical Nursing, Respiratory, Sterile Processing and Surgical Technology); Nutrition and Dietetics; Phlebotomy; Practical Nursing (Pre-Nursing students should fill out the NURC 1001 record); Veterinary Technology; Nursing; Respiratory; Medical Imaging; Surgical Technology; Sterile Processing or Medical Assisting (Pre-Nursing, Pre-Respiratory, Pre-Surgical Tech or Pre-Sterile Processing students should fill out the NURC 1001 record).

Some health record forms can be found by accessing the Health Records Office webpage at www.csc.edu/healthrecords. Deadline dates for receipt of these health records are available online.

Applicant Information

Applicants who complete the college's placement tests and place into the first level of developmental educa-

tion in both reading and writing courses will not be eligible to enroll in credit-bearing courses until their placement levels indicate at or above college-level skills. These applicants will be referred to enroll in a community-based Aspire Ohio program and will also be provided a list of resources to review on their own to build their reading and mathematics skills. Upon completion of these programs and/or self-review, applicants will retake the college's placement tests to determine their eligibility to enroll in credit-bearing courses. All applicants may re-test (once within a two-year period and fees may apply) if they believe their original placement test scores do not accurately reflect their academic skills. Review prior to re-testing is highly encouraged. Applicants whose re-test scores remain at or below the first level of developmental education in both reading and writing will be ineligible to enroll in credit-bearing courses and will receive referral information for Aspire Ohio programs and self-review resources for remediation.

Applicants who complete the college's placement test and place into the noncredit English as a Second Language (ESL) Basic English course are required to register and successfully complete the noncredit ESL Basic English course(s) prior to enrollment in credit-bearing ESL and other courses with specific prerequisites.

Applicants who are transferring to Columbus State from another college and applicants who are transient students (students attending another college who plan to enroll at Columbus State for one or two semesters and transfer the credits back to their home institution) should obtain a copy of their transcript(s) to use when working with an academic advisor. This documentation assists advisors in recommending appropriate courses and next steps in the enrollment process. Students with transfer credit in college-level composition may not need to complete the entire set of placement tests. Students dismissed from another institution may be required to submit additional documentation to determine their admission status and conditions of enrollment at Columbus State Community College.

Applicants who are Immigrants (permanent residents, refugees, asylees) must submit documentation verifying their current immigration status to the Admissions Office. Additional documents may be requested by Columbus State before final admission is granted.

International applicants must submit documentation of their current status to International Student Services. If required for admission to their chosen program of study, applicants must also submit documentation verifying high school graduation/proof of secondary school completion. Applicants must provide documents in the original language and translated into

English. Additional documents may be requested by International Student Services before final admission is granted. For complete application procedures and deadlines, please view the Columbus State International Student Services webpage at www.csc.edu/international or contact International Student Services in the Admissions Office on the lower level of Madison Hall, at (614) 287-2074, or at istudent@csc.edu.

Applicants who are middle school or high school students interested in College Credit Plus (concurrent enrollment in college classes while still in high school or home school) must complete the College Credit Plus application for admission and complete additional required documentation to determine eligibility for these programs. For more information, contact the College Credit Plus Services Office at (614) Office at (614) 287-5349 or visit www.csc.edu/academics/college-credit-plus.

Good as Gold Educational Program

As a community service, Columbus State offers senior citizens who are 60 years old or older the opportunity to enroll in credit courses for self-enrichment – tuition free on a space-available basis – for audit (“R”) only.

Senior citizens who are 60 years old or older and who have applied and been accepted to the college and have been certified as eligible for the Good as Gold Educational Program, can register between the first and 15th day of the semester for credit courses on a space available basis and for audit (“R”) only. Good as Gold participants are responsible for payment of lab fees, books, instructional supplies, parking permits and any additional educational expenses required of other students by the fee payment deadline for the semester. If the Good as Gold student’s course(s) are dropped due to nonpayment of fees, the Good as Gold student will be unable to re-register as the registration deadline will have passed. For correct dates, please refer to the applicable semester calendar at www.csc.edu/calendar. Due to the audit status of the course(s), registration must be completed between the first and the 15th day of the semester.

Student rates to concerts and activities are available to Good as Gold students. However, financial aid is not available for Good as Gold student registrations as courses are taken for audit (“R”) only. Students cannot enroll for courses granting academic credit and audit Good as Gold courses during the same term. The course(s) the Good as Gold student selects will be added to the schedule for audit purposes only.

For more information about the “Good as Gold” program, call the Telephone Information Center at (614) 287-5353.

Felony Reporting

All applicants to the college and all current and returning students must report any un-expunged felony convictions to the Office of Student Conduct located the Center for Workforce Development, Room 1099. Documentation, including a background check and a personal statement will be required to determine admission and enrollment status. The Enrollment Review Team will review the information submitted and notify students in writing of their next steps. Applicants with an un-expunged felony conviction remain in a pending admission status until the review process is complete. Visit www.csc.edu/studentconduct or contact the Office of Student Conduct for more information at (614) 287-2104 or studentconduct@csc.edu.

Disclosure for Students Pursuing Health, Human Services, and Related Programs

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships or practicums through their program, should be aware that Columbus State Community College may require a criminal background check, fingerprinting, or drug screening prior to placement. Each student is responsible for paying for the background check or other screening process. If the college’s screening process indicates a conviction or a positive/abnormal drug screening result, the student may be disqualified from acceptance into a program or from continued participation in a clinical placement, internship, or practicum experience. Students shall further be aware that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing certification body corresponding with their intended occupation for more details. Successful completion of a program of study at the college does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student’s program of study.

New Student Programs

Columbus State offers New Student Programs at the Columbus Campus and Delaware Campus to help new students learn their next steps, get oriented to the college, and get off to a good start by equipping students with the tools necessary to achieve their goals. In these

sessions, student will experience first-term advising, proactive financial aid education, and exposure to campus resources. Students will leave feeling a connection to the Columbus State community and will be prepared to begin their academic journey. Registration is required for in-person sessions. New students will receive email invitations to these programs. For more information, contact the Center for Advising, Support, and Exploration (CASE), in Aquinas Hall 116, at (614) 287-2668, or by email at orientation@csc.edu.

Placement Testing

The Testing Center offers the ACCUPLACER and ALEKS placement tests, computerized assessments for new students, used to identify the appropriate starting level for math, reading, science, writing, and, when appropriate, English as a Second Language (ESL) courses. Developmental Education, English as a Second Language, noncredit Basic Education and/or ESL Basic English courses may be required to maximize the student's opportunity for academic and personal success. Students placing into noncredit Basic Education courses or ESL Basic English courses must register and successfully complete these courses prior to enrollment in credit-bearing courses. After completing the appropriate placement tests, students testing into credit courses will attend a New Student Program for an interpretation of their test results and assistance selecting appropriate courses for their first semester; this session also includes an introduction to the CougarWeb registration system and registration of first semester courses.

Placement testing, or an approved college readiness assessment equivalent, is required for most applicants prior to registering for classes. Please see the "Admissions Policy" section or visit www.csc.edu/need-placement for more information.

Students with transfer credit in college-level composition from an accredited institution may not need to complete all sections of the placement test. These students should have official transcripts submitted to the Office of the Registrar. They should also obtain a copy of their transcripts or other documentation verifying completed courses and contact an academic advisor in the Center for Advising Support and Exploration (CASE), located in Aquinas Hall 116, for course selection and registration information. Visit www.csc.edu/case for contact information.

Students with an ACT English (not writing) test subscore of 18 or higher and an ACT Reading test subscore of 22 or higher may be exempt from completing all or select sections of the placement test. As part of the Admissions process, students should submit their

official ACT scores to Columbus State and bring a copy of the score report when meeting with advisors. Students with AP (Advanced Placement) or CLEP (College Level Examination Program) credit may be exempt from completing all or select sections of the placement test. For more information, visit www.csc.edu/need-placement or contact the Admissions Office in the lower level of Madison Hall at (614) 287-2669 or admissions@csc.edu.

Placement testing is done on a walk-in basis; no appointment is needed. Please note that students must report for testing no later than two hours prior to the Testing Center closing time – placement tests will not be administered after this time. Testing must also be completed by closing time and no extension will be given, so please plan sufficient time for testing. A photo ID is required. In an effort to provide a distraction-free testing environment, children, food, beverages, and cell phones are not permitted in the Testing Center. Testing is offered on the Columbus Campus, the Delaware Campus (Moeller Hall), and at some regional learning centers on particular days/times. Hours of operation information can be found by clicking on "Hours of Operation" at www.csc.edu/placement. For more information, contact the Columbus Campus Testing Center in Aquinas Hall 002 at (614) 287-2478 or the Delaware Campus Testing Center in Moeller Hall at (740) 203-8383.

For information about placement testing for noncredit Basic English courses, contact the Language Institute at (614) 287-5858 or www.csc.edu/community/language-institute.

Returning Students

Students who would like to return to the college after an absence should update their academic record by completing the appropriate update form(s) with the Office of the Registrar. Forms can be found by visiting www.csc.edu/services/registrar. The student should also request that official transcripts from any other college they attended during their absence from Columbus State be forwarded to the Office of the Registrar. An official transcript is one that is 1) in a sealed envelope bearing the other institution's official letterhead and/or logo, 2) printed on official, secure paper which has been signed and sealed by the other college or university, and 3) has not been opened prior to being submitted to Columbus State Community College. For information about submitting official transcripts, visit www.csc.edu/services/registrar.

Registering For Classes

Students can register for classes through their online CougarWeb account at cougarweb.csc.edu, with a Telephone Information Center representative at (614) 287-5353, in person on the Columbus Campus at Student Central in Madison Hall, on the Delaware Campus at Student Services in Moeller Hall, or at one of the college's regional learning centers. Course additions or section changes after the start of the semester will be permitted only with the instructor's approval. Check the Academic Calendar at www.csc.edu/calendar for pertinent deadlines.

Students who wish to register for 19 or more credit hours in a semester must have the permission of their academic advisor.

Cross-Registration at Other Institutions

The Higher Education Council of Columbus (HECC) is an association of colleges and universities in Central Ohio established to develop programs that benefit its member institutions and the community at large. As a service to students, HECC member institutions have approved a system of cross-registration for regularly enrolled, full-time undergraduate students at the following colleges and universities:

- Capital University
- Central Ohio Technical College
- Columbus College of Art and Design
- Columbus State Community College
- DeVry University
- Franklin University
- Mount Carmel College of Nursing
- Ohio Dominican University
- Otterbein University
- Pontifical College Josephinum
- The Ohio State University

Cross-registration is limited to one course per term (Autumn and/or Spring only), with a maximum of three cross-registered courses during a student's academic experience. The course taken must be an enrichment class to the student's program of study at Columbus State. To participate in cross-registration, a Columbus State Community College student must be in good academic standing and maintain full-time status during the semester they are requesting permission to participate in cross-registration. The course sec-

tion requested for cross-registration must have space available as determined by the host institution. The Columbus State student does not pay tuition to the host institution but may be charged other enrollment-related fees, such as laboratory or parking fees. A grade for the course taken at a host institution will be posted only on the student's Columbus State transcript.

A Columbus State student interested in cross-registering for a course must obtain approval from their academic advisor, the Office of the Registrar at Columbus State, and from the host institution's registrar. It is the student's responsibility to make certain that the host institution's calendar, course schedule, course content, and credit are compatible with their goals and Columbus State Community College requirements. Each institution has established cross-registration deadlines which must be met to participate. For more information, contact the Office of the Registrar.

Selective Service System Registration

Under the provisions of Section 3345.32 of the Ohio Revised Code, a male student born after December 31, 1959, who is at least 18 years of age and who is classified as an Ohio resident for fee purposes by the state-assisted college or university he is attending, is required to be registered with the Selective Service System or be charged a tuition surcharge equal to that charged a nonresident student. Such a student is required to provide his Selective Service number on the Columbus State Community College admissions application if he is between the ages of 18 and 26. If said student turns 18 after completing an admissions application, he is required to provide the Selective Service number within 30 days of his 18th birthday to the Office of the Registrar. If he does not submit his Selective Service number, the student will be billed a surcharge equivalent to nonresident tuition rates. This surcharge will be billed until the Selective Service number is provided.

Students are exempt from registration with the Selective Service System on the basis of one of the following criteria:

- Female
- Under 18 years of age
- 26 years of age or older
- Currently on active duty in the U.S. Armed Forces (note: training in a Reserve or National Guard unit does not constitute active duty)
- A non-immigrant alien lawfully in the United States in accordance with Section 101a of the Immigration and Nationality Act, USC 1101, as amended

- A permanent resident of Micronesia, Marshall Islands, or Palau.

NOTE: Male students who receive federal student aid must sign a statement on the FAFSA indicating compliance with current Selective Service regulations. International students who are just entering the country and are beyond the age of 26 need to complete Selective Service verification for the Financial Aid Office and provide documentation of the date of arrival to this country.

*If you are a male who is within 30 days of becoming 18 years of age or between 18 and 26 years of age and have never applied for a Selective Service number, registration may be processed online at www.sss.gov or through a local post office. You may also contact the Selective Service System at 847-688-6888 or www.sss.gov to retrieve your Selective Service number. Report your Selective Service number to the Telephone Information Center, 614-287-5353, as soon as you receive it.

CAMPUS LIFE

Intercollegiate Athletics

Office Location: Delaware Hall 134

Telephone: 614-287-5092

Columbus State is a NJCAA DIII institution that is recognized at the conference, regional, and national levels, having produced numerous all-Americans and all-Academic award winners.

Columbus State currently fields teams in the following intercollegiate sports:

Men's Basketball
Women's Basketball

Men's Golf
Women's Golf

Men's Cross Country
Women's Cross Country

Women's Volleyball

The college also sponsors a coed cheerleading squad.

The minimum requirement to participate is that a student must be a high school graduate or have earned a General Education Diploma (GED). Student-athletes must carry a minimum of 12 credit hours per semester and maintain the required GPA to be eligible for competition.

The college adheres to the guidelines established by, and is a member of, the National Junior College Athletic Association (NJCAA). Columbus State is also a member of the Ohio Community College Athletic Conference (OCCAC). This conference status allows Cougar student athletes to compete against athletes at other two-year colleges, as well as those at some four-year institutions.

For more information about athletic programs call 614-287-5092, stop by the intercollegiate athletics office, or visit www.CSCCcougars.com

Food Services

Visit <https://www.csc.edu/campus-life/dining/> for additional information including hours of operation.

Services Offered:

Union Hall Food Court
Catering
Sips @ Davidson
"Tortillas" Food Truck
Market-C @ Delaware
Subway @ DX
Vending

Union Hall Food Court:

Located in Union Hall, the Food Court has a variety of hot food stations. You'll also find grab and go salads and sandwiches fresh rolled sushi, poke bowls, soups, snacks and beverages.

Sips @ Davidson:

Located on the first floor of Davidson Hall. Enjoy your favorite Crimson Cup drinks at Sips Cafe. Serving grab and go salads, sandwiches, pastries and more.

"Market-C" @ Delaware campus:

An automated C-store located in Moeller Hall. This self-service convenience store makes foods available at all times that Moeller Hall is open. Look for gourmet selections, premium sandwiches, pastry and snack options and Tassimo barista-style hot beverages.

Vending:

Vending Machines are located through-out Columbus state Campuses. These machines are credit card enabled for your convenience. Offering a wide variety of snacks and a large assortment of Pepsi brand beverages.

Catering:

Our Current contracted vendors are: AVI Fresh, Creative Cuisine, LA Catering, Metro Cuisine, Made From Scratch and Panera. From small events to large events, they have menus that will meet your needs exceed your expectations.

Tortillas Food Truck:

Tortillas "Delicious Mexican Street Food," is on campus through-out the semester. They are located in the courtyard in front of Delaware Hall.

Subway @ DX:

Enjoy the Nationally branded foods of Subway Restaurant at the Discovery Exchange Bookstore. Located on the Corner of Mt. Vernon and Cleveland Avenue.

Global Diversity and Inclusion Center

Columbus Campus:

Franklin Hall 223 and Madison Hall 103
614-287-2426

Delaware Campus:

Student Services in Moeller Hall
740-203-8345

The Global Diversity & Inclusion Center (GDIC) includes the offices of Diversity Services and International Student Services. It leads Columbus State's efforts, events, and initiatives to increase the awareness, equity and inclusion of students from diverse backgrounds. Our goals are to:

- Create programs and initiatives that will promote and contribute to the success and graduation of diverse students; and
- Market Columbus State Community College as an attractive institution of higher education for commu-

nity members with diverse backgrounds to pursue career and educational goals.

- Provide comprehensive support to international populations at Columbus State including student visa holders and new immigrants.

GDIC provides several opportunities for students and employees to be engaged on campus and build connections through cohort based groups like MAN Initiative, Women's Connection, Diversity Peer Educators, and the PONO diversity learning community. The department provides numerous educational workshops and trainings around a variety of social issues and diverse populations to help improve the college's collective cultural competence. International Student Services provides support services for international populations at the college including admissions, advising, and career preparation, as well as opportunities for intercultural exchanges (e.g. International Student Forum & DREAM Network). Finally GDIC host numerous cultural based celebrations and other special events at the college (e.g. Annual Martin Luther King Jr. Celebration, World Bazaar, Women's Summit, and more) throughout the year.

Recreation and Wellness

Fitness Center and Locker Rooms

Hours of Operation:

Monday – Thursday, 6:15 a.m.-7:00 p.m.
Friday 6:15 a.m.- 5:00 p.m.

Location: Lower Level of Delaware Hall, 082

Telephone: 614-287-5918

The college's Fitness Center is open to all Columbus State students, faculty and staff (with a valid college ID). The Fitness Center offers cardio and multipurpose strength equipment as well as free weights. Exercise specialists are on staff to assist in guidance as needed. Men's and women's locker rooms are located down the hall from the center, making it convenient for individuals to work out before and after classes or during lunchtime.

Intramural Sports and Open Gym

Open Gym Hours:

Monday – Friday 9 a.m. to 12 noon

Location: Delaware Hall Gymnasium

Telephone: 614-287-2083

The Intramural Sports program is an integral part of campus life. Intramural activities offer the opportunity to compete in athletic events without the time commitment of intercollegiate athletics. All students, as well as faculty and staff, with a valid Columbus State ID are eligible to compete. Intramural activities at Columbus State include basketball, volleyball, soccer, floor hockey, wiffle ball, badminton, table tennis and flag football. For more information, call 614-287-2083 or stop by the Department of College Recreation and Wellness (DE 083) or the gymnasium and speak with the Open Gym Attendant.

Recreation Classes

Hours: Vary each semester

Location: Delaware Hall 158, Exercise Studio

A variety of recreation fitness classes are offered each semester free to Columbus State students, faculty and staff (with a valid college ID). These classes tend to take place around lunch time and early evening, but vary each semester dependent on student need. Previous classes have been, but not limited to Bootcamp, Zumba, Body Bar, Kettlebell Training, Functional Training, and Yoga. The current schedule can be found on the College Recreation and Wellness webpage. There is no prior sign up required to attend a class, making it convenient for individual's schedules.

The Conditioning Center

Hours: 6:00 a.m.-5:00 p.m.

Location: Delaware Hall 083, lower level

Telephone: 614-287-3843

The Conditioning Center offers a variety of services for students, faculty and staff of Columbus State in

enhance one's wellbeing. Fitness testing/assessments, personal training, athletic conditioning and life coaching services are offered throughout the day with a minimal cost. All services are by appointment only and more information can be found on the College Recreation and wellness webpage:

www.cscs.edu/campus-life/recreation-wellness/

Self Defense Program

Hours:

Monday	5:00 p.m. – 6:30 p.m.
Thursday	10:00 a.m.– 12:00 p.m.
Friday	12 noon – 2:00 p.m.

Location:

Police Department Training Room, Delaware Hall 047

Telephone: 614-287-2083

This empowering Self Defense program is open to all Columbus State students, faculty and staff, as well as the community at large. This is a free service, with a continuous program model of varying levels of self defense techniques. The classes are run in an open and friendly team environment and no prior training is required.

Student Engagement and Leadership

Office Location: Nestor Hall 116

Telephone: 614-287-2637

Email: seal@cscs.edu

College is a time to grow, meet new people, and have fun – you can do all three when you get involved with Student Engagement and Leadership at Columbus State. From fun social events such as Week of Welcome and Spring Fling to leadership-building opportunities such as the Collegiate Leadership Conference of Ohio, there's something for every student. Check out what all is available through getting involved and learn so much about yourself and all that is to offer within our great campus community!

Student Ambassador Leadership Program

Student Ambassadors are involved all across campus, from volunteering on the Welcome Team to planning events. Through SALP, students develop into an influential community of learners and leaders. Student ambassadors represent and promote Columbus State, including, sharing their cougar pride through campus programming and working within departments and offices. These student leaders can also be seen off campus leading and participating in civic engagement opportunities.

Find out more about Student Ambassadors by asking a current Ambassador around campus, in their office in the Nestor Hall East Lounge, or by visiting the Student Engagement and Leadership Office in Nestor Hall 116.

Take the Lead: Certificate Program & Honor Roll

Student Engagement and Leadership Get recognized for participating in service and leadership opportunities at Columbus State! Students who Take the Lead and complete workshops or service projects can earn

recognition at the annual Student Leadership and Service Awards held in April each year. Students can easily track workshops and completed service hours on the Hub via your co-curricular transcript (csc.edu/hub). For more details, stop by Nestor Hall 116 or email SEaL@csc.edu.

Social Activities

Student Engagement and Leadership offers a number of special events throughout the year based on College traditions and student interests. Examples of regular programming includes Week of Welcome, Video Game Days and Spring Fling. In addition, the office collaborates with campus and community partners to offer celebrations such as Women's History Month programs, an annual Thanksgiving dinner and celebration, and other special interest activities.

Additionally, the east lounge on the first level Nestor Hall is devoted to recreation with a large-screen monitor with connections for video games. There are also ping pong and foosball tables for a quick game or two. Equipment for use with the tables is available 8:00 a.m. – 4:00 p.m. Monday through Friday.

The Delaware Campus also hosts student activities and programs to support student success. Inquire at Student Services in Moeller Hall about any upcoming events or call 740-203-8345

Recognized Student Groups

Columbus State Community College is committed to supporting student participation in groups centered on community development as well as the interests and goals of the individuals involved. Experiences in the areas of interpersonal relationships, decision-making,

and leadership related to the operations of the organization can be vital learning tools. The college encourages students to form student groups in accordance with college policies, procedures, and guidelines. In order to be recognized by Columbus State Community College and to be eligible for benefits, student groups must complete a registration/renewal annually semester and receive approval from Student Engagement and Leadership. Each year, new clubs and organizations are added to enhance campus diversity

For information about current clubs and organizations, check out the organization list on the Hub by visiting www.csc.edu/hub and clicking Organizations. Please note that the active status of some of these groups varies from year to year. To learn more about clubs, organizations, and affiliations or to start your own group, stop by Nestor Hall 116, or call 614-287-2637.

The Columbus State Hub

The Columbus State Hub is the college's online social platform where students and departments can stay connected to all the amazing things happening at Columbus State. The Hub has information about student success workshops, upcoming events, student groups, diversity programs and much more. Log onto the Hub by going to csc.edu/hub and putting in your Columbus State email credentials.

Campus Insider

The Campus Insider is your weekly dose of news at Columbus State. It is emailed out to students every Wednesday and has information related to academics, workshops, opportunities to get involved, upcoming events and much more. Check it out in your student email every Wednesday.

COMMUNITY

Academic Enrichment (AEP)/GED Preparation

315 Cleveland Ave.

Phone: 614-287-5858

The Academic Enrichment (AEP)/GED Preparation courses are designed for individuals who:

- are committed to dedicating the time and effort required to earn a GED certificate
- want to brush-up on math and/or language arts skills in preparation for a college entrance exam
- need to improve their math and/or language arts in order to advance their careers in the workplace

The classes review material from grade school through high school levels for the purpose of improving college placement test scores or as preparation for the GED exam.

The AEP/GED Preparation program is committed to providing differentiated instruction – teaching to the skill level of the student – rather than the “one room schoolhouse” approach that is commonly used. We accomplish this by offering 4 levels of language arts courses and 4 levels of math courses. Results on the TABE® placement exam determine the starting levels for each student.

Language Arts classes provide instruction in reading, writing, grammar, spelling, and vocabulary. An emphasis is placed on improving critical thinking and locating information skills. Math classes are designed

to improve skills in fundamental number functions, multi-step word problems, pre-algebra, geometry, and basic algebra.

Our Language Arts 4 and Math 4 courses are intended to help students who have earned a high school diploma or GED prepare for college entrance exams and course work. It is our intension to help students place higher on their college entrance exams and, thereby, reduce the time and money spent on developmental education coursework.

Cost per course is \$99 (fees increase to \$149 one [1] week before first day of term), plus textbooks. Course offerings include:

TWBSC0101 Language Arts 1 – Basic reading skills

TWBSC 0201 Language Arts 2 – Intermediate reading / introductory writing

TWBSC 0301 Language Arts 3 – Critical reading, grammar, short evidence-based essays

TWBSC 0401 Language Arts 4 – Expository essay writing, non-fiction reading

TWBSC 0102 Math 1 – Fundamental math (whole numbers, fractions, decimals, percents)

TWBSC 0202 Math 2 – Integers, pre-algebra, plane & solid geometry

TWBSC 0302 Math 3 – Linear equations, inequalities & coordinate geometry

TWBSC 0402 Math 4 – Solving systems of equations, quadratic formula, functions

For more information and a schedule of our upcoming placement test and class dates, call (614) 287-5858 or visit our web site at www.csc.edu/ged

Language Institute

Tara Narcross, Ph.D.

Phone: 614-287-5448

Central Ohio's increasing international connections and growing immigrant population have brought new attention to the importance of language instruction. In response to the growing need for focused language programming, the Language Institute provides non-credit courses as outlined below in Basic English as a Second Language, as well as other languages, on an open-enrollment basis and by agreement for interested organizations. Courses in language and cultural topics can be customized to meet client needs for a particular industry or cultural focus.

For information, contact the Non-Credit Registration Office at 614/287-5858 or cawdreg@cscc.edu. You may also visit our web site at www.cscc.edu/langinst

Basic English Program

The Basic English Program is a series of nine non-credit courses designed to improve understanding and use of the English language. A placement test determines the starting level. Most courses are eight weeks in length and meet for six hours each week. Morning, evening and weekend classes are available.

All levels are offered each term, along with specialized courses that focus on reading, conversation, and writing skills.

Cost per course for most Basic English courses is \$170, plus materials:

LILNG-0102	Beginning English
LILNG-0103	Basic English 3
LILNG-0104	Basic English 4
LILNG-0105	Basic English 5

LILNG-0106	Basic English 6
LILNG-0107	Basic English 7
LILNG-0108	Basic English 8
LILNG-0109	Basic English 9
LILNG-0110	Basic English 10
LILNG-0120	College Placement Test Skills

The following classes are \$100:

LILNG 0140	ESL Reading Club
LILNG 0150	Vocabulary 1
LILNG 0155	Vocabulary 2
LILNG 0160	Successful Writing Basics
LILNG 0170	Pronunciation 1
LILNG 0175	Pronunciation 2

Additional program offerings:

LICPT-0101	Introduction to Computers (\$55)
LICPT-0102	Computer Skills for College Success (\$55)

Non-Credit Language and Culture Courses

These non-credit classes are designed to develop a basic level of conversational skill and cultural understanding. Cost per course is \$110, plus materials.

LILNG-0201	Basic Spanish 1
LILNG-0202	Basic Spanish 2
LILNG 0203	Basic Spanish 3
LILNG-0220	Basic French 1

For more information, call 614-287-5858, email cawdreg@cscc.edu, come to the Non-Credit Registration Office at 315 Cleveland Ave., or visit cougarweb.cscc.edu and click on CougarWeb for Continuing Education. You may also visit our web site at www.cscc.edu/langinst

Non-Credit Registration Office

Location:

315 Cleveland Ave. (Building WD), Room 1090

Phone: 614/287-5858

E-mail: cewdreg@csc.edu

Fax: 614/287-5011

This office is a starting point for many activities related to non-credit courses and programs. Here students can find information as well as register and pay for non-credit courses such as those in the Basic English and GED programs. The knowledgeable office staff supports several programs within Community and Civic Engagement.

ESL Afterschool Communities

Flo Plagenz, Supervisor

Phone: 614-287-5868

ESL Afterschool Communities (ESLAsC) is an outreach initiative that introduces the college to the Immigrant/Refugee (I/R) community and helps underserved students discover that college is a possibility and that exciting opportunities lay ahead through education.

Our program has been made possible through a series of grants from various state and county grants. As a result, we have been serving I/R families across the Columbus metropolitan area since 2004.

Our mission is to offer community-based, comprehensive afterschool programming to I/R families within Franklin County. The afterschool programs provide a safe, caring environment where children are able to develop academic, social, and personal skills that will last a lifetime.

For more information, call 614-287-5858, email cewdreg@csc.edu, or visit our web site at www.csc.edu/workforce/eslas/

The Center for Workforce Development

The Office of Workforce Innovation

Todd Warner, Executive in Residence,
Workforce Innovation

Additional Information: workforce@csc.edu

<https://www.csc.edu/for-business/>

The Office of Workforce Innovation at Columbus State partners with the community to address workforce

and economic development needs through innovative approaches to ongoing education, talent development, customized training, organizational performance and business engagement. It is a full-service resource for businesses to provide innovative approaches to training, consulting, and education through customer-driven partnerships. This team has expertise in partnering with companies to assess organizational needs, develop and customize targeted training solutions to address a companies specific organizational challenges. For more information, or to meet with a professional training and performance consultant, email workforce@csc.edu or visit our website at www.csc.edu/for-business/.

The Ohio Small Business Development Center

Phone: 614-287-5294

The Ohio Small Business Development Center (SBDC) at Columbus State Community College is a business partner and so much more. SBDC provides entrepreneurial development assistance and high-end business consulting to start-up and existing small business owners. The SBDC office is located in the Goodale Center at the Electrical Trades Center, 947 Goodale Blvd., Columbus, Ohio. The SBDC provides consulting and training throughout nine counties in central Ohio. Consulting services are offered at “no cost” to the client and all services are provided on a nondiscriminatory basis.

The Ohio SBDC at Columbus State is unique among Ohio’s 39 centers. It is the only district in Ohio that has centralized services of the SBDC, as well as centers specializing in manufacturing, technology, Latino, and international trade, which provides consulting as well as workshops, seminars and conferences.

New and emerging entrepreneurs can tap the SBDC, an affiliate of the Center for Workforce Development, for its business expertise. The SBDC offers one-on-one consulting, networking programs, business-related classes and a familiarity with funding resources.

Manufacturing and Technology Small Business Development Center

The Manufacturing and Technology Small Business Development Center (MTSBDC) provides specialized assistance and high-end business consulting to manufacturers, technology-based companies like R&D or testing firms, as well as to individual inventors. In addition to core SBDC services, some MTSBDC specialized services include product design, prototype development, intellectual property strategies and research, market research, focus group sessions, licensing, and manufacturer partnering. The program utilizes experts and facilities from Columbus State Community College, Ohio’s colleges and universities, and federal research facilities.

International Trade Assistance Center

The International Trade Assistance Center (ITAC) provides consulting and advising in international trade and international business and logistics. Specific services include developing export strategies; preparing products or services for export; international legal considerations; product shipping, pricing, quotation and terms; methods of payment; financing export transactions; business travel abroad, and selling overseas.

For more information on any SBDC, SBDC Latino, MTSBDC, or ITAC activity, call 614-287-5294 or visit <https://sbdccolumbus.com/>.

STUDENT SERVICES

Advising Services

Columbus Campus:

Center for Advising, Support and Exploration
(C.A.S.E.) Aquinas Hall 116

Arts & Sciences Advising
Union Hall 048K

Health & Human Services Advising
Union Hall 477

Business Programs & Engineering Technologies
Advising

See www.cscce.edu/services/advising/be-advising.shtml for advisor locations

Additional service information, hours of operation and contact information for these areas can be found at www.cscce.edu/advising

Delaware Campus:

Moeller Hall, Student Services
740-203-8345 or delaware@cscce.edu

Please check online at www.cscce.edu/delaware for current Delaware Campus Advising Services hours.

Academic advisors also are available at the four regional learning centers listed below. Call ahead for hours.

Dublin Regional Learning Center
614-287-7050

Reynoldsburg Regional Learning Center
614-287-7200

Westerville Regional Learning Center
614-287-7000

Advisors offer a full range of academic advising and planning services to assist Columbus State learners:

- Interpreting placement test results
- Understanding program requirements
- Developing an academic plan for degree and/or goal completion
- Accessing college resources
- Clarifying academic policies and procedures
- Addressing academic difficulty
- Utilizing transfer resources

For more information about academic advising for new and continuing students, visit www.cscce.edu/advising.

Bookstore/Retail Center

The Columbus State Bookstore at the Discovery Exchange (DX)

Hours of Operation:

Monday – Thursday 8 a.m. – 6 p.m.

Friday 8 a.m. – 4:30 p.m.

Extended hours of operation are offered at the start of each semester

Location: 283 Cleveland Ave (corner of Cleveland and Mt. Vernon)

Telephone: 614-287-2427

Online Store: bookstore.cscce.edu

Events & Promotions: cscce.edu/bookstore

The Bookstore is dedicated to serving students by providing the required course materials, supplies, and uniforms for all Columbus State courses. A wide selection of retail products and services are available including laptops, tablets, software, electronics, supplies, apparel, gifts, COTA Bus Passes, postage stamps, fax services,

and graduation items. There is a Subway restaurant to grab breakfast or lunch and seating areas on both the 1st and 2nd levels for students to study or relax.

If you like the convenience of online ordering, the Bookstore has you covered with an easy to use and convenient website to order course materials and merchandise at bookstore.cscce.edu.

If you are a financial aid student and eligible for a book allowance, it is available for use for a limited period in the Bookstore each semester. The book allowance opens the Tuesday before the start of each semester and can be used to purchase textbooks and reference material, computer products, electronics, school supplies, academically required apparel, backpacks, and COTA Bus Passes. For more information, visit cscce.edu/disbursement.

If you have questions, need assistance, or have any suggestions email us at csbookstore@cscce.edu.

Stop in to see all that the DX has to offer!

Career Services

Location:

Nestor Hall 108 & 113
Columbus Campus

Hours of Operation:

Monday – Thursday 8 a.m. - 5 p.m.
Friday 9:30 a.m. – 4:30 p.m.

Telephone: 614-287-2782

www.csc.edu/services/careers

Career Services offers a suite of programs and services to currently enrolled students, recent alumni, faculty, staff, and employers.

Delaware Campus students can make an appointment for career advising by visiting Student Services in Moeller Hall, or by calling or by calling 740-203-8345.

Services for Students:

- Major and Career Exploration
- Career Assessments and Counseling
- Career Success Plans
- Resume Review
- Interview Coaching and Practice
- Labor Market Information Resources
- Career Development Workshops
- Job Search Strategies
- Job Postings
- Career Fairs
- Mentorship Opportunities
- Externships / Job Shadowing
- Dress for Success Referrals

STUDENT EMPLOYMENT

Student Employment is another resource available to help currently enrolled students gain valuable work experience and relieve some of the cost of completing their degree. The type of employment varies according to the student's enrollment level at the college, and whether the student was awarded Federal Work Study as a portion of their Financial Aid.

Student Employment services include:

- Job Postings (on campus and with select community partners)
- Advising on Federal Work Study Eligibility
- Professional Development Opportunities

- Services for Faculty & Staff
- Classroom Presentations
- Student Organization Presentations
- Career Services Assistance for Campus Events
 - Career Services Information/Resource Tables
 - Resume Reviews or Mock Interviews for Campus Events
- Federal & College Work Study: Hiring manager support for job postings, selection/hiring, and managing students
- Services for Employers & Community
- Career Quest Online Job and Internship Posting System
- Career Fairs
- Recruitment Tables
- Community Work Study Partnerships

To access resources available through Career Services, visit Nestor Hall 108 during posted hours of operation, or call 614-287-2782. Current students can schedule appointments online through the Starfish system.

For more information, visit the Career Services website at www.csc.edu/services/careers.

Cashiers and Student Accounting

COLUMBUS CAMPUS

Location: Rhodes Hall, second floor

Hours of Operation:

Mon, Tues, & Thurs 8 a.m. - 5 p.m.
 Wednesday 8 a.m. - 6 p.m.
 Friday 9:30 a.m. - 4:30 p.m.

The office is closed Saturdays, but opens for extended hours during fee payment periods at the beginning of each semester.

Telephone: 614-287-5658

The Cashiers and Student Accounting operation handles the following:

- All tuition and fee payments including parking permits (\$35)
- Replacement identification cards (\$4)
- Approved tuition and financial aid refunds
- Collection of outstanding balances

Postage stamps can also be purchased here.

COTA bus passes can be purchased at the Columbus State Bookstore and at the Discovery Exchange (corner of Cleveland and Mt. Vernon Avenues).

For information on a **Transcript Request**, please see www.csccl.edu/services/registrar/transcript-request.shtml.

DELAWARE CAMPUS

Location: Moeller Hall, between Student Services and The Cyber Café

Hours of Operation:

Wednesdays 1 p.m. – 5 p.m.

Telephone: 614-287-5658

On the Delaware Campus, student accounting services, including IDs and inquiries, are provided at the Business Services Office. The Delaware Campus is a cashless operation and does not have a dedicated Cashier's Office. Payments by check and money order may be placed in the drop box (around the corner from the Business Services Office); no payments are accepted at the windows. Credit card payments should be made online using CougarWeb.

Payments may also be made by **mail**, via the **Telephone Information Center at 614-287-5353**, or online using **CougarWeb**, for the Columbus and Delaware campuses as well as for all regional learning cen-

ters and distance learning classes. The mailing address is: CSCC, P.O. Box 1609, Columbus, Ohio 43216-1609.

COLLECTION OF PAST DUE BALANCES

In accordance with the Ohio Revised Code (O.R.C. §131.02), Columbus State Community College is required to certify unpaid balances to the State of Ohio, Office of the Attorney General, for collection. Students have forty-five (45) days from the date of invoice by the college to pay a past due account at the college before the account is referred for collection. At that point, the account will not be viewable on CougarWeb. Once an account is referred for collection, the amount owed will increase due to collection, interest, and other related charges assessed by the Ohio Attorney General's Office or their assigned third party collectors. Questions regarding an account in collection should initially be directed to the Office of the Ohio Attorney General at 1-888-665-5440.

If you owe a balance beyond the Fee Payment Deadline Date, a restriction may be placed on your account. If a restriction is placed, you will not be able to register for any classes or receive an official transcript until the balance is paid. Past fees due restrictions are reviewed and periodically ended for accounts that are paid in full. Students may request that their restriction be ended by contacting Cashiers and Student Accounting if their account is paid in full. The office recommends that students initiate this request when they need to register in advance of the college receiving payment in full from the Attorney General's Office, which may take up to 30 days for processing.

THIRD PARTY SPONSORS

Paperwork from a third party sponsor who pays a student's fees must be received before the fee payment deadline to ensure that the college can process the payment by the stated deadline. Vouchers, payments or other paperwork should be dropped off during regular business hours at Cashiers and Student Accounting on the Columbus Campus or the Business Services Office on the Delaware Campus; mailed to Cashiers and Student Accounting, Columbus State Community College, P.O. Box 1609, Columbus, OH 43216; or faxed to Cashiers and Student Accounting at 614-287-5985 or emailed to acctsrecv@csccl.edu. Payments or paperwork that is mailed must be received, not postmarked, by the stated deadline. Students who expect that their paperwork may not be received by the college on time should make other arrangements to pay their fees by the stated deadline and arrange for reimbursement from the sponsor. The student will be billed for any costs not paid by the sponsor.

Change of Name, Address, Telephone Number, Program of Study

Any change in a student's name, address, telephone number, or program of study must be reported so the academic record may be updated.

Name changes require that the Request for Change of Record Form, along with official documentation, such as a marriage certificate, court decree, etc., be submit-

ted to Student Central, Upper Level, Madison Hall (in person) or the Office of the Registrar (via e-mail).

Address and telephone number changes may be made by calling the Telephone Information Center at 614-287-5353, as well as in person with Student Central in Madison Hall on the Columbus Campus, on the Delaware Campus in Moeller Hall, or at one of the regional learning centers. Each student is responsible for complying with any official communication sent to the last reported address.

Program of Study changes may be made by calling the Telephone Information Center, 614-287-5353, as well as in-person (Columbus Campus) in Student Central in Madison Hall, on the Delaware Campus in Moeller Hall, or at one of the regional learning centers.

Counseling Services

Location: Columbus Campus, Nestor Hall 010

Hours of Operation:

Monday – Thursday 8 a.m. – 5 p.m.

Friday 9:30 a.m. – 4:30 p.m.

Students seeking Counseling Services should call 614.287.2818 or stop into the Counseling Services Center location in Nestor Hall Room 010 (lower level) to schedule an appointment. We are unable to accept walk-in appointments at this time.

PERSONAL COUNSELING

The Columbus State Community College (CSCC) Counseling Center provides a safe and confidential environment where students can explore personal concerns in efforts to increase life balance as established through satisfying relationships, improving academic performance, setting personal goals, gaining self-awareness and making effective and satisfying life choices. Our trained licensed mental health professionals are able to provide you with help working through an array of mental health and substance abuse issues.

WORKSHOPS

Our Clinical Mental Health Professionals are available to Faculty/Staff in need of our services to provide trainings to the Columbus State community. Some of our trainings include but are not limited to:

- Time Management
- Stress Management
- Test Anxiety
- Student Behavior in the Classroom

Staff are also available to present on a number of other mental health related topics and encourage requests for such. To have one of our staff share their knowledge and expertise with your class and/or department, please download the Presentation Request Form and submit it to the Counseling Services center.

CONSULTATION

Services for faculty and staff include consultation, in-class workshops on specific mental health topics, and information about community resources.

All counseling services are free and available to Columbus State students by appointment. Call 614-287-2818, for an appointment or stop by Nestor Hall, Room 010 to schedule an appointment.

For more information, visit the Counseling Services webpage, www.csc.edu/services/counseling

Disability Services

COLUMBUS CAMPUS

Location:

COLUMBUS CAMPUS

Eibling Hall 101

Telephone: 614-287-2570

Hours of Operation:

Intake

Monday – Thursday 8 a.m. – 5 p.m.

Friday 9 a.m. – 4:30 p.m.

Testing

Mon & Thurs 8 a.m. – 6 p.m.

Tues & Wed 8 a.m. – 5 p.m.

Friday 9 a.m. – 4:30 p.m.

DELAWARE CAMPUS

Student Services

Moeller Hall, First Floor

Hours of Operation:

Testing

Mon – Thurs 9 a.m. – 8 p.m.

Friday 9 a.m. – 5 p.m.

Saturday 9 a.m. – 3 p.m.

Telephone: 740-203-8345

Email: disability@csc.edu

www.csc.edu/disability

Columbus State Community College offers a wide range of support services to encourage the enrollment of people with disabilities. Through the Disability Services department, support services are made available to qualified students with a documented disability. Determination of eligibility for support services is based on disability documentation provided to Disability Services, by the student, from appropriate medical, educational, and psychological sources. These support services include, but are not limited to, adapted testing procedures, production of print materials in alternate formats, note taker notebooks, real-time captioning, and advocacy. In addition, Sign Language Interpreters and assistive listening devices are available for students who are deaf or hard of hearing. Assistive technology and software is also available on campus in a variety of student and classroom computer labs for student training and use in completing course requirements.

For further information or to arrange for support services, call 614-287-2570, visit Disability Services, located on the first floor of Eibling Hall on the Columbus Campus (enter through Room 101), or email disability@csc.edu. More information is available on the Web at www.csc.edu/disability.

On the Delaware Campus, Student Services will assist with referrals to Disability Services. Student Services is located on the first floor of Moeller Hall. The Phone number is 740-203-8345.

Financial Aid Resources

COLUMBUS CAMPUS

Financial Aid Office
Student Central, Madison Hall
614-287-5353

DELAWARE CAMPUS

Student Services, Moeller Hall
740-203-8345

Applying for federal student aid starts with completing the Free Application for Federal Student Aid (FAFSA) online at fafsa.ed.gov. To have the results sent to Columbus State, include our Federal code (006867). After we receive the results, you can manage the Financial Aid process, from application to completion, 24/7, from any computer. Information is easily accessible on your CougarWeb account through the Financial Aid Self-Service link where an interactive checklist provides all the steps, in proper sequence, necessary to complete the process. If you are required to complete verification, electronic forms are available to save time. Once you have completed all required steps and are eligible for aid, you can view, print, and accept and/or decline your aid all in one place.

FINANCIAL AID IS AVAILABLE IN FOUR FORMS:

Grants: Grants are awarded to students who have financial need as determined by completion of the FAFSA. Grants are often called “gift aid” because it is money that doesn’t need to be repaid (unless, for example, you withdraw from school and have to return money).

Scholarships: Scholarships are awarded on a wide variety of criteria. Generally, they do not have to be repaid; however, in certain instances, repayment might be necessary.

Loans: Loans are borrowed funds and must be paid back with interest at a later date.

Federal Work Study: Federal Work Study is a work program through which you earn money to help pay for school. Part-time jobs may be available on campus and off campus through a network of nonprofit partnerships.

VERIFICATION

Verification is the process through which the federal government requires confirmation of the accuracy of the information reported on the Free Application for Federal Student Aid (FAFSA). If you are selected for verification, you must provide clear evidence that the

information you reported on your FAFSA is true and correct.

The Financial Aid office will notify you through your student CSCC.edu email account of the necessary documents needed to complete your application.

ELIGIBILITY REQUIREMENTS FOR FEDERAL STUDENT AID

Most students are eligible for federal student aid if they meet the following criteria:

- High school graduate or possess a GED
- Enrolled in an approved program of study
- Taking classes that apply to their declared program of study
- U.S. citizen or eligible noncitizen
- Males must comply with current Selective Service requirements
- Not in default on any student loans or owe a refund on any Title IV program
- Meeting the Standards of Academic Progress (SAP) policy. This policy can be found on the Columbus State Financial Aid website under “Maintaining Financial Aid Eligibility” at csc.edu/financialaid

Need More Information?

Learn about financial aid and general financial literacy through short videos available at csc.financialaidtv.com

FINANCIAL AID DISBURSEMENTS

Available financial aid funds are transmitted toward tuition and fees beginning 10 days before the start of each semester. The status of your financial aid payments can be viewed in [CougarWeb](#) by clicking on “Manage My Account”.

Special notes about federal student loans:

First time borrowers must complete Loan Entrance Counseling. Additionally, first-time borrowers (or if it has been over 10 years) must complete a Master Promissory Note (MPN). Notification of this requirement will be listed on Financial Aid Self-Service on your [CougarWeb](#) account. You are required to use your FSA ID (Federal Student Aid ID) from the U.S. Department of Education to complete these processes.

Students who are first-time borrowers must wait 30 days after the first day of the semester to receive the first disbursement of the loan. Check [CougarWeb](#) for Advanced Funding Options. For additional information, please contact the Student Central.

For more information on disbursements, using your excess financial aid at the Bookstore, signing up for Direct Deposit, and more, please visit csc.edu/academics/tuition-and-fees/disbursement.shtml

FREEZE DATES

Columbus State uses a freeze date each term to determine a student's enrollment status for disbursing financial aid. The number of credit hours in which you are enrolled on the freeze date is used to calculate the amount of financial aid you will receive. This means that if you add or drop classes before the freeze date, the amount of financial aid you are eligible for will be affected. If classes are added or dropped after the freeze date, the financial aid award will not change.

RETURN OF UNEARNED TITLE IV FUNDS POLICY

Financial aid students who completely withdraw from all classes during a given semester may be subject to repayment of federal and state funds back to the

Department of Education. The policy states a student must attend through the 60 percent point of the semester in order to earn all federal student aid. Students who receive financial aid over and above the cost of tuition and fees (i.e., a cash (check) disbursement) and withdraw from classes during the refund period may be required to return all or part of the cash disbursement. For more information on this policy, please see "Maintaining Financial Aid Eligibility" at csc.edu/financialaid

SCHOLARSHIPS

Columbus Campus: Rhodes Hall, Lower Level

Delaware Campus: Moeller Hall, Student Services

The Columbus State Development Foundation, Inc. in conjunction with the Financial Aid Office, coordinates several hundred scholarships that are awarded annually. For a full listing of scholarships and for more information about all opportunities, please visit: csc.edu/scholarships

IT Support Services

COLUMBUS CAMPUS

Students, Faculty and Staff can get help with College owned applications and computers by calling 614-287-5050. During the Semester, they are available: Monday thru Friday: 7:30am to 10pm, Saturday 7:30 a.m. to 6 p.m., and Sunday 1 p.m. to 9pm.

Students, Faculty and Staff can get walk-up help with College owned applications and computers in the Cyber Cafe, TL building. They are open Monday-Friday 8 a.m. to 6 pm during breaks and Sunday 9 a.m. to 6 pm, Saturday 8 a.m. to 9 pm and Monday through Friday 7 a.m. to 10 pm during the semester.

DELAWARE CAMPUS

Students, Faculty and Staff can get walk-up help with College owned applications and computers in the Learning Commons of Moeller Hall. They are open Monday - Thursday 7 a.m. to 11 pm, Friday 7 a.m. to 5 pm and Saturday 8 a.m. to 4 pm.

Library and Delaware Learning Center

The Library in Columbus Hall houses resources and services to support teaching, learning and student success at Columbus State. The Library's collection includes print, multimedia, and electronic materials. In addition to the collection in the main stacks, there are collections of reference, course reserve materials, legal reference, periodicals (magazines and journals), microforms, and newspapers. The library website (library.csc.edu) serves as a gateway to the Library's electronic resources.

Through Columbus State's membership in the Ohio-LINK network, library users on both the Columbus and Delaware campuses and at the regional learning centers have access to materials that may be requested online from the libraries of more than 120 Ohio colleges and universities. (Must be a current student with an active Cougar ID number to access these resources.) In addition to the Library's collection of print periodical titles, users can search more than 180 online research databases. Many of these databases provide links to full-text articles and may be accessed both on and off campus. The Electronic Journal Center alone provides access to more than 20 million full-text articles from scholarly journals. Reference assistance is available on the second floor of the Library, and students are encouraged to ask for help in starting their research or in using a particular resource.

In the Library, there are over 100 student computers (including handicap-accessible workstations), as well as copiers. We offer group study rooms for students (1st floor) and quiet study spaces (3rd floor). Current students with a photo ID can check out a laptop computer on loan from the Circulation Desk on the first floor. The Multimedia Support Center staff are able to provide audio and video recording of events in our studio space, which is available for students, faculty and staff. The MSC Staff can provide assistance with video shoots, audio recordings, special events, scanning, and Media Creation software.

For more information about the Library, call:

The Circulation Desk at 614-287-2465

Reference Services at 614-287-2460

Multimedia Support Center at 614-287-2472.

Delaware Campus students can visit the Learning Center in Moeller Hall for library services or technical assistance. Librarians are available to help students conduct research for their class assignments and use electronic materials. The Learning Center has a core reference collection and course reserves. Students can check out a laptop computer, graphing calculator, or headphones with an active Cougar ID.

Through a partnership between the Columbus State Community College Library and Delaware County District Library (DCDL) students can sign up for a DCDL library card and check out and request DCDL materials at the Learning Center.

For more information about library services on the Delaware Campus: 740-203-8183.

Military and Veteran Services

Location: Delaware Hall, Room 156

Hours:

Monday - Thursday 8 a.m. – 5 p.m.

Friday 9:30a.m. – 4:30p.m.

Phone: (614) 287-2644

G.I BILL OFFICE

Location: Union Hall, Room 48

Hours:

Monday - Thursday 8 a.m. – 4:30 p.m.

Friday 10:30a.m. – 3:30p.m.

Phone: (614) 287-2644

Toll Free: 1 (800) 621-6407

The Columbus State Community College Military & Veterans Services Department is committed to providing our veteran students and family members receiving VA Education Benefits, with the guidance needed for you to successfully complete your education here at Columbus State. It is our Mission to facilitate the

transition of veterans and their families from military to College life.

Our department serves more than one thousand student veterans and their families receiving educational benefits through various GI Bill programs and other military tuition assistance programs. Columbus State offers a variety of associate degree and certificate programs that prepare students for the next level of academic achievement and/or career attainment. Military and Veteran Services supports student veterans in achieving academic goals so they can move easily and effectively into the competitive workforce.

In compliance with Ohio Revised Code §3345.422, and in support of our Student Veterans and Military Service Members, Columbus State Community College will open a Priority Registration Period for Student Veterans and Military Service Members beginning one week prior to the opening of registration to the general student population. During the priority registration time frame, Veterans and currently serving Military Service Members may register for classes. We would recommend that Veterans and currently serving Military Service Members register as soon as possible so that any issues encountered can be brought to the attention of campus staff.

Columbus State Police Department

COLUMBUS CAMPUS

Location: Delaware Hall 047

Telephone: 614-287-2525 **Emergencies - Dial 911**

Available: 24 hours a day, 7 days a week

DELAWARE CAMPUS

Location: Administration Building, Room 133-A

Telephone: 614-287-2525 **Emergencies - Dial 911**

Available:

Monday – Thursday 7 a.m. – 11 p.m.

Friday 7 a.m.-5 p.m.

Saturday 7 a.m. – 4 p.m.

Sunday Closed

POLICE, SECURITY, SPECIAL SERVICES, AND PARKING ENFORCEMENT

The Columbus State Police Department is responsible for law enforcement, parking enforcement, campus safety, emergency management, crime prevention, and security. Columbus State Police Officers, along with Security Specialists, provide law enforcement and security staffing. Additional layers of security blanketing the Columbus Campus include; Columbus Police Officers and the Discovery Special Improvement District patrol units. The latter patrol units are the result of the college's participation in a unique Discovery District neighborhood security partnership.

POLICE DEPARTMENT STAFFING

The Columbus and Delaware campuses are staffed by Columbus State Police Officers, Security Specialists, and Communications Technicians.

POLICE OFFICERS

Columbus State Police Officers are certified by the Ohio Attorney General's Office, Ohio Peace Officers Training Council and have full arrest authority, granted by the Ohio Revised Code, Section 3345.04. On the Columbus Campus the Police Department is in Delaware Hall, Room 047 and on the Delaware Campus, in the Administration Building, Room 133-A. The Administration Building is on the Winter Road side of the campus. The Police Department provides the following services:

- Crime prevention, education, and patrol of campus
- Investigation of crimes, threats, harassment, disruptive or offensive actions, and campus disorder

- Investigation of forced entry, theft or vandalism, and other criminal activity
- Security escorts (call 614-287-2525)
- First aid
- Enforcement of state laws and college policies
- Emergency Notifications and Timely Warnings

COMMUNICATIONS CENTER

Columbus State Communications Center is staffed by non-sworn members of the Police Department. Some of the duties performed by the Communications Technicians include: central monitoring of campus alarm systems, customer service, issuance of ID cards for students and staff, answering telephone calls for service, dispatching appropriate resource(s), conducting vehicle registration, operator license checks, and conducting wanted-persons checks via the Law Enforcement Automated Data System (LEADS).

Safety and Security

Security handles a myriad of functions. Members have no arrest authority and provide non-police supplemental patrol of the campus. Safety and Security consists of five specialty areas:

1. Parking Enforcement and Special Services
2. Access Control,
3. Life and Property Alarm Systems
4. Safety
5. Emergency Management

CAMPUS HOURS

Columbus Campus general hours:

Monday – Friday 7:00 a.m. – 11:00 p.m.

There are varying class hours on weekends and some holidays. Buildings generally close at 6:00p.m. on weekends except for special events. Classes may be delayed or canceled, so check the college website, email, and local media for changes due to weather or emergencies. In addition, Rave text alerts will also be sent to students and employees who have registered cell phones.

Delaware Campus normal operating hours:

Monday –Thursday 7:00 a.m. – 11:00 p.m.

Friday 7:00 a.m. – 5:00 p.m.

Saturday 7:00 a.m. – 4:00 p.m.

Sunday Closed

The Delaware Campus is staffed by Columbus State Police Department personnel during the hours of operation.

STUDENT HOUSING

Columbus State is a nonresidential college.

CLERY CAMPUS WARNINGS

The Police Department is responsible for completing the Clery Crime Statistics, and the Annual Security Report. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f), is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Annual Security Report, crime statistics, emergency notifications, timely warnings, the crime log, and emergency information can be found online at <http://www.csc.edu/services/publicsafety/>

EMERGENCY NOTIFICATION

The purpose of an emergency notification to warn the campus community of a significant critical incident, which represents a sustained and impending threat to life or property across the college. The Police Department's Administration, Communication Technicians, Emergency Preparedness Coordinator, College President, and Senior Vice President of Administration and General Counsel, are authorized to issue immediate warning without an unreasonable delay so the campus community to take immediate precautions. Warnings can be issued through the public address systems, email, media, and other appropriate emergency message systems. Students and employees are strongly encouraged to register their cell phones so they can receive text alerts.

TIMELY CRIME WARNING

To promote safety and prevent additional crimes, the Police Department administration will warn the campus community of certain crimes as specified by the Clery Act when they represent a serious and continuing danger to the campus community. These crimes include: 1) murder, 2) negligent manslaughter, and non-negligent manslaughter 3) forcible rape, 4) forcible sodomy, 5) sexual assault, 6) forcible fondling-with an object 7) incest, 8) non-forcible statutory rape, 9) domestic violence, 10) dating violence, 11) stalking, 12) robbery, 13) aggravated assault, 14) burglary, 15) motor vehicle theft, 16) arson, and 17) hate crimes.

Issuing timely crime warnings are decided on a case-by-case basis by the Police Department after considering all the facts surrounding the crime. Some of these considerations include: 1) nature of the crime, 2) continuing danger to the campus community, 3) Clery criteria, and 4) possible risk of compromising a law enforcement investigation. Once the known facts are assessed, a warning may be issued through email,

texts, media, or other appropriate message system. The Columbus State RAVE text alert system is the primary mode for emergency notifications.

RAVE GUARDIAN

Columbus State has contracted with Rave Mobile Safety for their Rave Guardian services. These features can be downloaded to your smart phone through the Apple or Android App store. They can be found by searching "Rave Mobile Guardian".

This service has several elements that enhance existing safety services the campus community. They include the following:

Safety Timer: This acts like a virtual security escort for students and employees. They can open the Rave Guardian application on their cell phone use a four digit PIN, and set a timer after estimating the time it will take to reach their destination. In addition, a message can also be left for the police that describes your starting point, destination, path of travel, and clothing should you need assistance. Once activated, the timer will send reminders as it nears its end. If the timer expires before it is de-activated the Rave Guardian application will send an alarm in to the Police Department Communications Center. The communication technician will check the person's profile and call the user for a wellness check and dispatch a police officer, if needed.

Send a Tip: A text message can discretely be sent to the Columbus State Police Department about suspicious activity or a crime on campus.

Call Public Safety: This feature turns your phone into a panic button that calls directly into the Columbus State Police Department, when activated.

However, you will only be able to use Rave Guardian if your phone is registered through Rave Mobility and the mobile application has been downloaded. You can register your phone by visiting the Police Department website at <http://www.csc.edu/services/publicsafety/>

REPORTING A CRIME, ACCIDENT, FIRE, OR EMERGENCY

If an emergency occurs, immediately call 911, then the Police Department Communications Center at 614-287- 2525. You can also send a text through the Rave Guardian App or directly from your phone to 67283. In the text, type CSCCTIP and enter a space. Everything after the space will be sent as your tip.

Criminal acts, accidents, medical emergencies, suspicious behaviors, or other emergencies must be reported to the Police Department. You can call the Police

Department, visit in-person on the Columbus Campus in Delaware Hall, Room 047, activate an emergency phone, or you can call the local police department by dialing 911. If you call 911 be prepared to give the following information:

- Nature of emergency, e.g., fire, injury, illness
- Exact location of the emergency
- Description of suspicious activity
- Your name and a call back phone number.
- Safety and Security Systems

Security cameras operate in a limited number of public spaces for the potential preservation of criminal evidence in the event of a crime; however, these cameras are not routinely monitored.

FIRE SAFETY, MONITORING, AND SUPPRESSION

Columbus State, a non-residential college, has had **no loss of life and no major building structure fires**. Designated employees receive annual fire prevention training through the college, including the proper use of a fire extinguisher. Columbus State's Police Department conducts monthly fire drills in designated areas, in accordance with the Ohio Revised Code. The college's **fire suppression and alarms systems are monitored 24 hours a day, 7 days a week** by a third party vendor and by the Columbus State Police Department Communications Center. Fire suppression systems include: Dry chemical systems used in kitchen areas (class A-B-C-F engineered systems and portable fire extinguishers); Wet systems are used in science labs (class A-B-C-or D portable fire extinguishers); Wet system, Pre-Action system, Anti-freeze loop system, and Dry systems are used in academic buildings (Class A-B-C-D); Clean Agent fire suppression systems are used in computer server rooms (Class ABC, Clean Agent, or Carbon Dioxide portable extinguisher). These systems are designed to prevent or lessen the potential loss of life and property, and to quicken the response of the fire department and first responders.

EMERGENCY MANAGEMENT INFORMATION

During an emergency, each individual must take responsibility for their own safety, and assisting others, especially people with disabilities. For more information, visit the Columbus State Police Department website: www.csc.edu/services/publicsafety/ and select the "Emergencies" link. The Police Department's Emergency Preparedness Coordinator maintains the College Emergency Operation Plan and assists other departments with emergency response guidelines and annual drills.

EMERGENCY EVACUATION OF PEOPLE WITH DISABILITIES

People with disabilities, capable of exiting a building by using the stairs, should familiarize themselves with at least two (2) exits from any classroom, building, or facility on the campus. Evacuation maps indicating exits are clearly posted in campus buildings. Faculty should note the presence of students with disabilities and discuss evacuation procedures. Stairwells are the point of rescue for people with disabilities, who will be assisted in evacuating the building by emergency personnel.

At the first indication of a building evacuation, people with disabilities should go to the stairways, which will be accessed by emergency personnel who will assist them. Do not enter the elevators during an emergency unless assisted by uniformed Police Department or emergency personnel. During power outages, buildings have evacuation exit lighting with limited backup batteries.

IN AN EMERGENCY YOU SHOULD

- Be alert for the possibility of fire, smoke, explosions, or other threats. If detected, pull the pull station alarm and proceed with emergency evacuation.
- Exit immediately to the nearest emergency fire exit. If inaccessible, use an alternate emergency exit.
- Notify Police Department personnel of anyone unable to evacuate.
- Evacuate to a distance of 500 feet from the building, which allows others to exit quickly and provides access for emergency equipment and/or personnel. If you can do so safely, take personal items such as keys, bags, cell phone, and medications with you. **DO NOT** re-enter unless directed to do so by emergency personnel.

During an emergency classes may be delayed or canceled. For information, check the college website, email, emergency text system, and local media.

CRIME PREVENTION TIPS

- Maintain control over book bags, books, laptop computers, cell phones, portable electronic devices, and all personal property, whether in class, at meals, or socializing.
- Evaluate what is actually needed daily and limit what they bring to campus.
- Valuables should be secured out of view in the trunk of your vehicle.
- Only known/trusted individuals should be asked to watch over personal items, even for a short time.

- Record/photograph serial numbers on valuable possessions to make identification of stolen and recovered items easier.
- Always be aware of your surroundings.
- If each person does their part to impact safety, everyone's college experience will be more secure.

More crime prevention ideas are available at the Columbus State Police Department website: <http://www.cscs.edu/services/publicsafety/>

IF YOU ARE THE VICTIM OF A CRIME

If you have become the victim of a crime on campus or in a campus-controlled facility, please take the following steps:

1. Immediately report the crime to campus police at 614-287-2525 (or local police agency at 911). If at all possible, do not leave the area until you have spoken with a police officer about the incident; leaving consumes valuable time. However, if you must leave the area, call the police as soon as you can.
2. Try to get a description of the suspect, noting gender, race, and clothing.
3. If the suspect enters a vehicle, get a description of the vehicle, license plate number, and direction of travel.
4. Preserve evidence. Do not touch or move anything. In case of sexual assault, do not launder clothing or take a shower if you are the victim. There may be valuable transfer evidence on your clothing or body.

Victim counseling is available. (See Victim Counseling below.)

EMERGENCY PHONE LOCATIONS

Emergency phones are strategically located in buildings and elevators. Building phones are affixed to interior corridor walls. The system notifies our Police Department Communications Center of the location of the activated phone. Emergency phones are speaker/microphones. The phone serves as a speaker and microphone so caller can hear the Police Department Communications Technician and speak directly to the Technician.

Delaware Campus also has parking lot phones that are located on the Northwest Exterior of Molar Hall and in the Center of the parking lot outside of Molar Hall. Both phones have a blue light on top of the phone standard (pole). When the phone is activated, the light will flash to alert Police Department personnel of the phone location.

VICTIM COUNSELING

Contact 614-287-2818 or <http://cscs.edu/services/counseling>. Counseling Services can help with mental health issues, such as sexual assault, depression or stress. They also can help students suffering from substance abuse or alcohol problems. Personal counseling services are available by appointment. Stop by the office (Nestor Hall 010) or call 614-287-2818 to schedule an appointment.

MISSING PERSONS

In the event a person should become missing from campus, the Police Department should be notified immediately. A campus police officer will respond, gather information, and relay it to other Police Department personnel. An on-campus search for the missing person will begin and the local police will be notified for assistance. If there is reason to believe the missing person was last seen off campus, the case will be referred to the jurisdictional police agency and the family will be advised to contact that agency as well. The Columbus State Police Department will assist the investigating agency as requested.

NOTIFICATION ABOUT SEX OFFENDERS

Ohio's Electronic Sex Offender Registration and Notification system is known as eSORN. The Columbus State Police Department provides a link to the Ohio Attorney General's website for sex offenders: <http://www.cscs.edu/services/publicsafety/so.shtml>

MOU DISCLOSURE FOR CRIMINAL INVESTIGATION

The Columbus Police Department, Ohio State University Police, Delaware County Sheriff's Office, Ohio State Highway Patrol, Ohio Bureau of Criminal Identification and Investigation (BCI), Federal Bureau of Investigation (FBI), or other appropriate agencies will assist campus police with selected investigations such as sexual assault, homicide, arson related offenses, missing persons, or other offenses that would require specialized equipment or training to properly investigate.

COLLEGE SAFETY COUNCIL

In July 2012, the Columbus State Community College created the College Safety Council to elevate the importance of campus safety at Columbus State. The Safety Council is represented from Departments across the College. Some of these departments include:

Police – Sean Asbury, Chief of Police

Veterinary Technology – Terry Olive, Faculty

Automotive – David Foor, Faculty

Biological/Physical Sciences – Karen Rippe, Faculty

CSEA Labor Union – John Nedel, Faculty

Delaware Campus – Richard Bartlett, Faculty

Human Resources – Vacant

Information Technology – Doug Rellick, Program Coordinator

President's Office – Jackie DeGenova, Deputy General Counsel,

Facilities Management – Vanessa Cummings, Parking and Access Supervisor

Regional Learning Centers – Teresa Lister, Site Specialist

Facilities Management - Tim Butcher, Safety Coordinator

Staff Advisory Council – Kienee Aloysius, Staff

Records and Registration – Elisabeth Yount, Assistant Director

Academic Advising – Vacant

Student Conduct – Terrence Brooks, Director of Student Conduct

Student Life – Reneè Hill, Dean of Student Life

Columbus State Student - Vacant

The Safety Council is co-chaired by the Chief of Police, Sean Asbury, and a Faculty member from the Veterinarian Technology Department, Dr. Terry Olive. The Council is committed to creating a safe, secure learning and work environment by:

Understanding the College's safety programs, and each person's responsibility as a member of the College community to advance a safe and secure environment;

Identify issues of key concern;

Providing feedback on programs, policies and procedures related to College safety, including emergency preparedness, crime prevention, education and training, safe and secure computing environment, and communication;

Serving as a key communicator about College safety within the College community

Campus safety information can be forwarded to the Safety Council by contacting any of the appointed representatives.

CLASSROOM SAFETY COMMITTEE

The Columbus State Community College Classroom Safety Committee is comprised of faculty and staff as a result of the Faculty Labor Agreement. The purpose of this committee is to identify and propose solutions to enhance classroom safety.

CHILDREN ON CAMPUS

Children 14 years of age and under must be accompanied by an adult while on campus. Children are not to be taken into classrooms unless authorized by the instructor in advance. Children will not be left unattended in automobiles.

ANIMALS ON CAMPUS

Columbus State Community College policy 13-03 governs animals on campus. Non-service animals are permitted on campus with the approval of the attending veterinarian at the Veterinary Technology Department. Persons wishing to bring a non-service animal on campus must complete a Miscellaneous Animals on Campus form at the Police Department. Completed form and documentation must be returned to Veterinary Technology at least three weeks prior to the date the animal will be on campus. If approved to bring a non-service animal on campus, the owner/handler must have the form with them at all times while on campus.

LOST AND FOUND ITEMS

In accordance with Columbus State Community College Procedure No. 13-11 (E) (I), the collection and disposal of lost and found items of value is the responsibility of the Police Department. An item of value is defined as any item with an estimated value of \$100 or more, including driver's licenses, personal identification documents, laptops, cell phones, and other electronics, checkbooks, credit cards or cash. These items will be placed in the property room for safe keeping. Other accepted items including backpacks containing valuables, prescription medications, textbooks, and other items deemed appropriate by a supervisor, may be kept in the property room as well. For sanitary reasons, clothing items, food, and drinks are not accepted into Lost and Found. Property at the Delaware Campus will remain there for approximately sixty (60) days and will then be brought to the Columbus Campus. The property will be delivered to the Communication Center and added to the Lost and Found inventory and will be retained in accordance with the Ohio Revised Code and departmental procedures. A current list of Lost and Found items can be found on the Police Department website under the Lost and Found link. Property not claimed within ninety (90) days will be disposed of in accordance with the Ohio Revised Code and departmental procedures.

CLAIMING LOST PROPERTY

All property must be claimed in the Police Department on the Columbus or the Delaware Campus unless otherwise approved by a supervisor. Property will only

be released to the owner. To claim property, a valid Cougar ID, driver's license, or state ID must be presented to verify the identity of the owner. Lost property can be claimed at the Police Department on the Columbus Campus (Delaware Hall 047) between 7 a.m. and 4 p.m., Monday – Friday. Property can be claimed on the Delaware Campus, Administration Building, Room 133-A, between 7 a.m. and 4 p.m., Monday – Friday.

ID CARDS

Student and employee ID cards (Cougar ID) are no longer made in the Police Department. To obtain a student ID card after the payment of fees, bring your paid receipt to Student Central, lower level of Madison Hall, with your driver's license or state-issued ID card. Fees may be paid online, in person at the Cashier's Office in Rhodes Hall, or by mail.

STUDENT FINGERPRINTING

All student fingerprinting is facilitated through College program areas.

CRISIS INTERVENTION TEAM (CIT)

The Police Department established its Crisis Intervention Training in 2004. Designated officers receive forty

(40) hours of initial training in areas of mental health issues from the Columbus Police Department's CIT (Crisis Intervention Team) Unit and Net Care Services. Officers assist in situations involving an individual in crisis who needs rapid, on-scene, assistance from someone trained in dealing with such issues.

THREAT ASSESSMENT AND BEHAVIORAL INTERVENTION TEAMS

The Columbus State Threat Assessment and Behavioral Intervention Teams are multi-disciplinary assessment teams that responds to severely disruptive, threatening, or distressed students on campus. The primary goal of these teams are to monitor and assess student behavior to determine whether a student poses a serious risk of harm to themselves or the campus community. The team is comprised of representatives from the Student Life, Student Conduct, Counseling Services, Disability Services, Equity and Compliance, and the Police Department. If you experience any concerning student behavior, please contact Student Conduct at 614-287-2117. If it is an emergency and need help immediately, call 911 and then the Columbus State Police, at 614-287-2525.

Reserve Officers Training Corps (ROTC)

Qualified students interested in obtaining an officer's commission in the United States Military, Ohio National Guard, or the Reserves may enroll in ROTC classes through the respective ROTC programs at The Ohio State University. Their respective websites are as follows:

<https://nrotc.osu.edu/>

<http://afrotc.osu.edu/>

<http://arotc.osu.edu/>

Freshman and sophomore students may enroll in the four-year program consisting of the two-year general military course and the two-year professional officer course. There is no military obligation for students in the first two years of the program.

Students with a minimum 2.50 cumulative grade point average may apply for ROTC scholarships. Applications for scholarships are normally made during the fall term and must be completed by January 30. Additional information may be obtained through the websites listed above.

Student Central

Location:

Madison Hall, Upper Level
Columbus Campus

Phone: 614-287-5353

csc.edu/studentcentral

Students may visit this one location for all of the following:

- Course Registration assistance
- Student record updates and related issues
- Financial aid information and submission of applications and documentation
- Assistance with CougarWeb and the other online tools regarding the business of being a Columbus State student
- General student service guidance and direction
- Workshops for new and returning students

Student Email

Columbus State Community College offers a free email account to each currently enrolled student. Student Mail is accessible at the website www.outlook.com/student.csc.edu.

Currently enrolled, first-semester students will receive notification of their account and instructions. Information and instruction booklets are available at

the IT Support Center and at the Student Mail website. The email user name and password also can be used to access Blackboard courses and to log in to campus labs.

The IT Support Center can be reached at (614) 287-5050. Lab assistants also are available in the TL 116 computer lab to answer questions regarding your Student Mail account. On the Delaware Campus, students with questions concerning email or student email accounts can inquire at the Learning Center in Moeller Hall.

Student ID Cards

ID cards are made in Student Central in the lower-level of Madison Hall. To obtain a student ID card, student fees must be paid in full, and the student must have a driver's license or other government issued photo ID card with them at the time that they are requesting their Cougar ID card be created. Replacement ID cards are \$4 and can be paid for in the Cashier's and Student Accounting Office in Rhodes Hall. Students must have their receipt to request a replacement. Please check the Student Central website for current service hours, as they vary based on the time in the semester.

Telephone Information Center

Phone: 614-287-5353

Hours of Operation:

Monday – Thursday	8 a.m. to 5 p.m.
Wednesday	8 a.m. to 6 p.m.
Friday	9:30 a.m. to 4:40 p.m.
Last Sat. of Month	9 a.m. to 12 noon

(Extended TIC hours two weeks prior to semester start and during first week.)

Telephone Information Center (TIC) representatives assist callers with services and questions related to many campus departments such as Admissions, Records and Registration, Advising, Financial Aid, Cashiers and Student Accounting, the Bookstore, etc. They also can provide callers with general information about the college and specific information for contacting academic program offices and/or faculty/staff at Columbus State. The TIC also houses the main college switchboard. When you need information related to the college, the TIC is the place to call.

College Testing Services

Testing Centers

Columbus Campus:

www.cscce.edu/testingcenter

Delaware Campus:

www.cscce.edu/delaware

Regional Learning Centers:

Dublin, Gahanna, Westerville

www.cscce.edu/services/testingcenter/off-campus-testing

Columbus State Community and Professional Testing Center - Center for Workforce Development on the Columbus Campus

The mission of Columbus State Testing Centers is to meet the testing needs of the campus community. The Testing Center provides a facility in which tests can be administered accurately and securely according to instructor and department guidelines. The center offers Placement testing, distance learning testing, departmentalized testing, and classroom make-ups. (After a student completes the Placement Test, an advisor in Advising Services will interpret the test results and make recommendations for appropriate courses.) The Testing Center maintains a partnership among learners, faculty, the community and the center's staff.

Tests may be taken anytime between the opening and closing times of the Testing Center. However, academic tests will not be administered one hour prior to closing; all exams must be finished by closing time and all tests are collected at closing. Placement testing does not start two hours prior to closing. An extension of testing time will NOT be given; therefore, participants should plan sufficient time for taking tests.

Students currently enrolled in classes, or who may need to take the Placement Test, can report to one of the selected regional learning centers which offers testing. Please call ahead for days and times. A picture ID and CougarID are required to take a test at any of the locations.

The **Columbus Campus Testing Center** is located in Aquinas Hall, on the Lower Level, Room 002. Phone number is 614-287-2478.

The **Testing Center on the Delaware Campus** is on the main floor of Moeller Hall. The phone number is 740-203-8383. In an effort to provide a distraction-free testing environment, children, food, beverages and cell phones are not permitted in the Testing Centers. Visit www.cscce.edu/services/testingcenter for more information and for hours of operation. Delaware Campus Testing Center hours of operation are also available at www.cscce.edu/delaware.

COMMUNITY AND PROFESSIONAL TESTING

Ohio Talent Development Network at the Center for Workforce Development

Columbus State Community College's Community and Professional Testing center is an authorized Test Center which delivers computer-based and paper-pencil national, state, and professional certification and licensure exams to individuals, students, employers, and professional organizations. Vendors include ACT, Prometric, VUE, Pearson, ETS, LSAC, PAN, Certiport, Comira, ISO-Quality Testing, Kryterion, Castle, PSI/LaserGrade, and WorkKeys for over 3,000 exams ranging from IT/computer, health care, education, government, graduate/professional school admissions, and many other industry and professional certification exams. The center also provides proctoring for universities and organizations across the United States, as well as Columbus State specific program candidate entrance exams such as the A2 and TEAS exams for health care students, the Basic English placement test, and the GED computer-based test. The center is a Certified Testing Center recognized by the National College Testing Association (NCTA). The center is also a member of the Ohio Talent Development Network. For more information or to schedule a test, contact the Community and Professional Testing center at 614-287-5750 or email act1@cscce.edu.

The Community and Professional Testing center also provides a community outreach proctoring service for non-Columbus State academic examinations. There is a service fee of \$40 per non-Columbus State exam. The proctoring service is available to anyone in the community; however, the center reserves the right to deny a proctor request at any given time.

Title IX, Anti-Harassment, Non-Discrimination Policies and Student Conduct and Campus Security Information

Student Rights and Responsibilities

STUDENT CONDUCT

The aim of Columbus State Community College student conduct policies and procedures is to educate students on their rights and responsibilities as college community members and to promote a college environment that is conducive to student success. Students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. This includes any activity, on- or off-campus that negatively impacts the college or its students or staff.

Any student violating Columbus State Community College policies or rules may be subject to sanctions under the Student Code of Conduct, up to and including expulsion from the college. Concerns involving allegations or violations of student civil rights by employees, including but not limited to sexual harassment, sexual misconduct, and/or harassment, are addressed by the college's Director of Equity and Compliance. In technologies that include internship employment or clinical experiences, good standing with the cooperating employer or clinical affiliate is expected and is essential to continuation in the program. A copy of the Student Code of Conduct and related procedures is published in the Student Handbook and available on the college website. For more information, contact the Dean of Student Life Office, Eibling Hall 201, 614-287-5299 or the Office of Student Conduct at 614-287-2815

STUDENT HANDBOOK

The Student Handbook is a useful guide to many of the college resources available to students. It also provides information on student rights and responsibilities, policies, procedures, activities, services, and extracurricular opportunities at Columbus State. The Student Handbook is available through many student services offices including Advising Services (Aquinas Hall 116), Counseling Services (Nestor Hall 010), and Student Engagement and Leadership (Nestor Hall 116). It also

can be found on the college website at www.csc.edu/services/studenthandbook. Student Services on the Delaware Campus also has copies.

NON-DISCRIMINATION/ANTI-HARASSMENT POLICY (REF. 3-43)

<https://www.csc.edu/about/policies-procedures/3-43.pdf>

Columbus State Community College is committed to maintaining a workplace, academic and athletic environment free of discrimination and harassment. The college shall not tolerate discriminatory or harassing behavior by or against employees, faculty members, vendors, customers, students or other persons participating in a college program or activity.

While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on protected class. Protected classes for purposes of this policy are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression.

SEXUAL MISCONDUCT (REF. POLICY 3-44 / PROCEDURE 3-44 A)

<https://www.csc.edu/about/policies-procedures/3-44.pdf>

<https://www.csc.edu/about/policies-procedures/344a.pdf>

Columbus State Community College is committed to maintaining a workplace and academic environment where everyone is treated with dignity and respect. The college prohibits sexual misconduct in any form, which includes sexual harassment and sexual violence or other inappropriate behavior that is of a sexual nature, or based on sex, and directed towards, by or against employees, students, vendors, customers or persons participating in a college program or activity. Employees and students are expected to maintain a productive work, academic and athletic environment that is free of sexual misconduct.

Sexual Harassment is conduct of a sexual nature based on a person's sexual orientation, gender or gender identity and expression that prevents or impairs the full realization of occupational, educational or athletic opportunities or benefits. Sexual harassment occurs when this conduct explicitly or implicitly affects or interferes with a person's ability to pursue the terms and conditions of employment, academic or athletic attainment. The conduct must be unwelcome, non-consensual, severe or pervasive and objectionably offensive.

Sexual Misconduct is defined as any unwelcome behavior of a sexual nature that is committed without consent. Sexual misconduct can occur between persons of the same or different sex. Examples of sexual misconduct include, but are not limited to the following: unwanted physical contact of any kind including touching, hugging or kissing; sexual advances or requests or demands for sexual favors; conduct of a sexual nature that is demeaning, bullying or insulting; sexual battery; sexual assault; rape; prostituting another person; using electronic devices or technology to record or transmit nudity or sexual acts without a person's knowledge or permission, threatening to sexually harm someone; initiating sexual activity with a person who is incapacitated and unable to provide consent; sexually based stalking or intimate partner violence.

Administrators, supervisors, faculty members or employees who have been designated to act on behalf of the college are specifically responsible for identifying and, with guidance from the Office of Equity and Compliance, taking proper action to end such behavior that occurs in the workplace, in a classroom, on Columbus State Community College property or at any event or athletic venue that is hosted or sponsored by the college.

For more information about the non-discrimination and sexual misconduct policies please see: <https://www.csc.edu/about/equity-compliance/>. To submit a complaint, please see: <https://www.csc.edu/services/title-ix/>

Additionally, students may contact the Columbus State Police Department, Delaware Hall 047, 614-287-2525 (ext. 2525 from a campus phone). Columbus State Police are available 24 hours a day, 7 days a week.

Students also may contact Counseling Services, Nestor Hall 010, for free, confidential counseling and support. To make an appointment with a counselor, please call 614-287-2818.

WORKPLACE VIOLENCE (REF. POLICY 3-45)

<https://www.csc.edu/about/policies-procedures/3-45.pdf>

Columbus State Community College is committed to maintaining an environment that is safe, secure and free from threats, intimidation and violence for all faculty, staff and students. This includes providing a supportive workplace and educational environment in which to discuss workplace/college violence and seek assistance with these concerns.

Workplace/College Violence is defined as any act or conduct against a person or property that is sufficiently severe and objectively offensive and/or intimidating

to cause actual harm or to create an abusive or intimidating workplace or educational environment. This includes, but is not limited to: assault; psychological intimidation or bullying; threats; isolation; name-calling or verbal, physical or emotional abuse.

VIOLATIONS OF COLLEGE NON-DISCRIMINATION, SEXUAL MISCONDUCT AND WORKPLACE/COLLEGE VIOLENCE POLICIES

Violations of these policies will be referred to the Office of Student Conduct for appropriate action. Violation of college policies may result in sanctions up to and including expulsion from the college.

For more information on student rights, responsibilities and support resources, students are encouraged to contact the office of the Dean of Student Life, Eibling Hall 201, 614-287-5299.

STUDENT PROBLEM RESOLUTION

Columbus State Community College encourages student communication with the administration, faculty, and staff regarding college operations and procedures and encourages students to use existing policies, personnel, and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel, and departmental offices cannot address his/her specific concern or complaint, Columbus State Community College, in accordance with federal regulations, accepts and maintains records of formal written complaints filed with the Vice President of Student Affairs. A copy of the Columbus State Community College Written Student Complaints process is published in the Columbus State Student Handbook. The Student Handbook is available through many student services offices including Advising Services (Aquinas Hall 116), Counseling Services (Nestor Hall 010), Student Engagement and Leadership (Nestor Hall 116), and the Dean of Student Life, Eibling Hall 201. Delaware Campus students can ask for a Student Handbook at Student Services in Moeller Hall.

STUDENT RIGHT TO KNOW

Under the terms of the Student Right to Know Act, the college must maintain and report statistics on the number of students receiving aid related to athletics, reported by race and gender; the graduation rate for athletes participating in specific sports, reported by race and gender; the graduation rate for students in general, reported by race and gender; and other relevant statistics. To obtain copies of these reports, contact the Dean of Student Life Office, Eibling Hall 201, 614-287-5299.

CRIME AWARENESS AND CAMPUS SECURITY ACT

Federal legislation requires Columbus State Community College to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. The Annual Security Report is distributed to the campus community by October 1 of each year, and copies are available at the Columbus State Police Department. To obtain additional information, contact the Columbus State Police Department, Delaware Hall 047, 614-287-2525, or access www.csc.edu/about/publicsafety.

TRIO Programs

Location: Franklin Hall 223

Telephone: 614-287-5777

The Federal TRIO Programs (TRIO) are five year grants awarded through the U.S. Department of Education. During 2017-2018, the programs received the following: Educational Talent Search \$246,000, Student Support Services \$261,387 and Upward Bound \$295,331. The objective is to provide outreach and student services to those from disadvantaged backgrounds. TRIO programs serve and assist low-income individuals, and/or (potential) first-generation college students as they progress through the academic pipeline from middle school through college.

TRIO: EDUCATIONAL TALENT SEARCH

Educational Talent Search (ETS) is a pre-college access program for low income and/or potential first generation potential college students in select Columbus City middle schools and high schools. Qualifying GED students may also receive services from the Educational Talent Search program. ETS is designed to motivate students to develop the skills and persistence necessary for success in education beyond high school. ETS services include mentoring, student workshops, field trips to college campuses, assistance with financial aid applications, and more. Most services are provided to students at their home school; however, occasional evening, weekend, and summer opportunities punctuate the normal school-based curriculum.

TRIO: STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a program serving low-income and first-generation college students at Columbus State Community College, which provides comprehensive academic support services to enhance students' productivity and academic success. Eligible students regularly receive personalized one-on-one academic advising, tutorial services, related academic support services, and assistance with the financial aid process. The SSS program may also provide grant aid to currently enrolled participants who are receiving Federal Pell Grants for the current award year. SSS offers tutoring for developmental courses, math courses and academic support for other subjects. The program offers workshops in financial literacy, study skills and personal development, as well as opportunities for students to develop leadership skills and attend cultural events. SSS assists participants with the transfer process and provides assistance and support with overall adjustment to community college life.

TRIO: UPWARD BOUND

Upward Bound (UB) is a pre-college program designed to motivate students and assist in the development of academic skills and resilience necessary for persistence and success in education beyond high school. The expected outcome of the program is that participants will be in a position to successfully choose and complete a college preparatory curriculum leading to enrollment and achievement in a college, university or other post-secondary institution. This is accomplished through a well-rounded, year-long program designed to address the multiple needs of program participants. To that end, Upward Bound has both summer and academic year components.

Upward Bound During the Academic Year

Weekly academic enrichment and tutoring sessions assist students with English, mathematics, science and foreign language studies. Upward Bound also provides individual academic, career and personal advising and organizes monthly Saturday Seminars focused on college readiness activities such as college tours, standardized test preparation, financial aid sessions, and social and cultural activities.

Upward Bound During the Summer

A six-week, non-residential academic program is offered. Students receive instruction in core subject areas such as English, mathematics, science and foreign language. They also participate in project-based learning activities and cultural, social, and recreational activities. In addition, participants who recently graduated from high school are given the opportunity to take a college class to help bridge the transition to college.

Tutoring Services

Tutoring at Columbus State is available to students in a variety of methods and locations. Tutoring is provided by adjunct faculty members, professional tutors, peer tutors and online through NetTutor. Peer tutoring in developmental and select college level courses is available on a limited basis and by appointment (see information below). Supplemental Instruction (SI), which is a peer-led study group using collaborative learning techniques, is also available in many courses. **There is no additional charge to students for tutoring.** Students are urged to attempt all school work prior to attending tutoring and to bring all necessary information with them to tutoring sessions (e.g., syllabus, textbook, assignment, etc.). While departments have individualized content tutoring information, tutoring services are currently supported by a Program Coordinator who works to coordinate the tutoring offerings college wide and can be reached at 614-287-2474.

The most current schedule of tutoring times can be found at www.csc.edu/services/tutoring or use the searchable database which is found on that page.

COLUMBUS CAMPUS

Art, Media & Design:

Eibling Hall, Room 402 | 614-287-5010

Walk-in and tutoring is available for many courses in DDG, FOTO and IMM.

Automotive and Skilled Trades:

Delaware Hall, Room 259 | 614-287-5318

Tutoring is available for select courses.

Biological and Physical Sciences:

Nestor Hall, Room 023 | 614-287-2522 or 2122

Tutoring is available for select courses in ASTR, BIO, CHEM, GEOL, PHYS, and ENGR 1181. See www.csc.edu/services/tutoring for current options.

Business Programs Tutoring:

Union Hall, Room 143

Tutoring is available for select courses in ACCT, BMGT, BOA, and FMGT.

See www.csc.edu/services/tutoring for current options.

Communication Center:

(Formerly Speech Rehearsal Lab)

Union Hall, Room 052 | 614-287-5391

The Communication Center is open Monday through Saturday, beginning the third full week of the semester through the last Saturday of classes. The center houses a tutorial service for both students and faculty seeking help with speech-making,

oral interpretation of literature or business presentations. Communication Department faculty tutors can assist with topic selection, research strategies, outlining, coping with anxiety, and overall delivery. Speech tutors can/will make digital recordings for online and classroom presentations. The center is equipped with all standard AV equipment.

To make an appointment or cancel an existing appointment, log into Blackboard and select Starfish. The Starfish link can usually be found under the "Tools" header on the Blackboard home page. You will be asked to confirm your appointment by then going to your student e-mail account for verification. If you would like to talk to a speech tutor or if you would like additional information, you may call (614) 287-5391.

Criminal Justice/Law Enforcement:

Franklin Hall, Room 206 | 614-287-2591

Tutoring is available by appointment for select courses.

Developmental Education Learning Skills Centers:

Reading/Writing

Aquinas Hall, Room 214 | 614-287-5193

Hours of Operation:

M-Th 8am-7pm, Fri 8am-2pm, Sat 9am-1pm.

Basic Math/Pre-Algebra

Aquinas Hall, Room 213 | 614-287-5193

Hours of Operation:

M-Th 8am-7pm, Fri 8am-2pm, Sat 9am-1pm.

Economics:

Center for Technology and Learning, Room 306
614-287-5005

EMS/Paramedic:

375 N. Grant (GA), Room 103 | 614-287-2510

English as a Second Language:

Franklin Hall, Room 245 | 614-287-5400

Tutoring is available for ESL courses.

English Department Supported Writing Center:

Columbus Hall, Room 102 | 614-287-5717

writingcenter@csc.edu.

The Writing Center provides one-on-one tutoring services for Columbus State students, faculty, and staff. Tutors work with writers on a variety of assignments, such as critical essays, research papers, reviews, résumés, formal business letters, lab reports, case studies, poems, and job applications. However, the Writing Center options do not support Developmental Writing or ESL Courses. These are provided by the department. Tutors can help with any stage of the writing process. Open from the second full week of the semester through the last Friday of classes.

You may make an appointment to meet with a tutor at the Columbus Writing Center by visiting Starfish in Blackboard. Under “Services,” click on “Columbus Writing Center”, then “Schedule an Appointment”. For help making an appointment, stop by the Columbus Writing Center or call (614) 287-5717 during our regular operating hours.

Mathematics:

Davidson Hall, Room 313 (Pre-Calculus, Calculus, and Statistics)

Davidson Hall, Room 314 (Algebra)
614-287-5313.

Modern Languages:

Franklin Hall, Room 245 | 614-287-5400

Tutoring is available for various Foreign Language courses.

Paralegal Studies:

Nestor Hall, Room 425 | 614-287-2591

Tutoring services by appointment are available for select courses.

Peer Tutoring Program:

Center for Workforce Development, Room 1095
614-287-2474

Tutoring services are based on tutor availability for various courses in Accounting, Biology, Chemistry, Development Education Math, Mathematics, Psychology and etc. Apply to be matched with a tutor by contacting the coordinator at the number above.

Psychology:

Varies courses through the Peer Tutoring Program located at the Center for Workforce Development, Room 1095 or call at 614-287-2474.

Speech Lab: See Communication Center.

Supplemental Instruction (SI) Program:

Several departments offer SI, which involves the selecting and hiring (by the college) of a student to help peers learn to study and manage their studies more effectively. While the program is linked with a specific course and uses course content to drive this process, the Supplemental Instruction Leader is trained in group dynamics as well as provided access to a variety of support options to use with the group. Students who regularly attend SI have earned higher grades than classmates who do not attend and they master the material in a much shorter time frame. The SI study group is scheduled subsequent to a survey conducted in class on the first day. This program is offered at no additional cost to students and is for anyone who wants to improve the grade for exams and the course. For more information, contact

course instructor, see the Blackboard schedule or call the program coordinator at 614-287-2474.

DELAWARE CAMPUS

Biological and Physical Sciences:

Moeller Hall, Library-Learning Center | 740-203-8345.

Tutoring is available for select courses in ASTR, BIO, CHEM, GEOL, PHYS, and ENGR 1181. See www.csc.edu/services/tutoring for current options.

Business Programs Tutoring:

Moeller Hall, Library-Learning Center | 740-203-8345.

See www.csc.edu/services/tutoring for current options.

Economics:

Moeller Hall, Library-Learning Center | 740-203-8345

English Department Supported Writing Center:

Moeller Hall, Library-Learning Center | 740-203-8183

Mathematics:

Moeller Hall, Library-Learning Center | 740-203-8183

Tutoring is available for Algebra, Pre-Calculus, Calculus, and Statistics. See www.csc.edu/services/tutoring for current options.

Supplemental Instruction (SI) Program:

Several departments offer SI, which involves the selecting and hiring (by the college) of a student to help peers learn to study and manage their studies more effectively. While the program is linked with a specific course and uses course content to drive this process, the Supplemental Instruction Leader is trained in group dynamics as well as provided access to a variety of support options to use with the group. Students who regularly attend SI have earned higher grades than classmates who do not attend and they master the material in a much shorter time frame. The SI study group is scheduled subsequent to a survey conducted in class on the first day. This program is offered at no additional cost to students and is for anyone who wants to improve the grade for exams and the course. For more information, contact course instructor, see the Blackboard schedule or call the program coordinator at 614-287-2474.

Writing Center: See English Department.

REGIONAL LEARNING CENTERS

Biological and Physical Sciences:

These vary by term; see www.csc.edu/services/tutoring for current options. Tutoring is available for select courses in ASTR, BIO, CHEM, GEOL, PHYS, and ENGR 1181.

English Department Supported Writing Center:
These vary by term; see www.csc.edu/services/tutoring for current options.

Mathematics:
These vary by term; see www.csc.edu/services/tutoring for current options.

ONLINE TUTORING THROUGH NETTUTOR

Various courses are available for tutoring through Net Tutor. A sample of these courses are Accounting, Biology, Chemistry, Business Management, History, Foreign Languages, Mathematics, Nursing, Psychology, and etc.

1. Log in to **Blackboard** with your Columbus State username and password.
2. Go to a course you are currently enrolled in (you can access tutoring for any subject from any course you are currently enrolled in).
3. Click the button with the green and black “n” below your name in the upper right-hand corner. First-time users will need to “Accept and Continue” the End User License Agreement.
4. Choose the subject in which you want tutoring.

You may receive tutoring in various courses through Net Tutor. You can reach Net Tutor through your Blackboard Account.

University Transfer Center

University Transfer Center
Aquinas Hall 126

General Hours:

Mon – Thurs 9:00 a.m. - 5:00 pm
Friday Closed

The University Transfer Center is open to all students at Columbus State to assist them in connecting with colleges and universities offering bachelor’s degrees.

The University Transfer Center offers visits by representatives and advisors from bachelor’s degree institutions to speak with our students about admission, transfer application, scholarship opportunities, and academic planning. Students are encouraged to use these meetings to learn more about their transfer options at convenient times without leaving campus. Visit schedules of university advisors and admissions representatives are available online at the University Transfer Center website: <https://www.csc.edu/academics/transfer/meet-university-advisors.shtml>

The University Transfer Center also organizes fairs, programs, and other activities to provide further information on transfer and related student issues. Computers and a small, printed resource library are available to students for their use in completing transfer admissions applications and relevant research. Blue-Print workshops are presented by the center staff and university representatives to give students more information on pathway partner institutions and the transfer experience.

The University Transfer Center coordinates the articulation agreements and transfer pathways with nearly 40 different colleges and universities; public and private, in state and out. Pathways exist for all Columbus State degrees. Students may search for the pathways related to their majors and/or professional goals at this link: <https://www.csc.edu/academics/transfer/degrees.shtml>

Questions about the center or its offerings should be directed to transferinfo@csc.edu. Interested students seeking information on Columbus State course work or programs are encouraged to meet with their Columbus State academic advisor.

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 Dawn Nauman..... School for Young Children

ELECTRO-MECHANICAL ENGINEERING TECHNOLOGY

Chairperson: Vacant

Program Coordinator/Lead Faculty: Professor Jeffery M Woodson, B.S., Kent State University; M.S., The Ohio State University

Advisory Committee

(See Mechanical Engineering Technology and Electronic Engineering Technology Advisory Committee member lists.)

ELECTRONIC ENGINEERING TECHNOLOGY

Chairperson: Vacant

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 Joe Bowman.....Treehaven Industries
 Dale Hall..... Hall Electronics
 Marvin Hite.....WBNS-TV
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 Bill Thompson.....AEP
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 Tim VanVoorhis..... PK Controls
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EMERGENCY MEDICAL SERVICES TECHNOLOGY

Chairperson: Dale Gresson, B.S., Wilberforce University, M.B.A, Tiffin University

Coordinator: Professor Jonathan V. Packer, B.S., EMT-P, Franklin University

Faculty:

Assistant Professor Scott A. Gano, B.S., NREMT-P, CCEMT-P, FP-C, The Ohio State University

Instructor Kristopher Alexander, A.T.S., Edison State Community College

Special Consultants

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 Thomas Morris, Paramedic..... EMT Field Coordinator
 Douglas Rund, M.D.....Medical Director
 Creagh Boulger, M.D.....Medical Director

Advisory Committee

Bill Barks, Paramedic..... Wexner Medical Center
 Chris Strasser, RN..... Mount Carmel East Hospital

Harry Browning..... LifeCare Medical Services
 FF Travis Bott, ParamedicMadison Twp. Fire Dept./EMS
 Chief Timothy Taylor, Paramedic Mifflin Twp. Fire Dept./EMS
 James Evans, Paramedic CSCC Graduate
 Kenny Hoffman RN..... Nationwide Children’s Hospital
 Lt. Chris Moore, Paramedic..... Upper Arlington Fire Dept./EMS
 Lt. Michael Duncan, Paramedic.....Worthington Fire Dept./EMS
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 Capt. Mike Kretzer, Paramedic.....Grandview Heights Fire Dept./EMS
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 Amanda Bowers RNDoctors Hospital
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 Creagh Boulger, M.D.....Medical Director
 Ken Groves, RN.....University East Hospital
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 Assistant Professor Rachel Brooks-Pannell, B.A., University of California–Santa Barbara, M.A., Ohio University
 Associate Professor Don E. Bruce, B.A., M.A., Wright State University
 Assistant Professor Dylan Canter, B.A., M.A., The Ohio State University
 Assistant Professor Shawn Casey, B.A., Antioch College, M.A., The University of Chicago, M.A., Ph.D., The Ohio State University
 Professor Crystal Clark, B.A., M.A., The Ohio State University, M.T.S., Methodist Theological School of Ohio
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 Assistant Professor Susan E. Flatt, B.A., University of Florida, M.A., University of Miami
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 Associate Professor Beki L. Test, B.A.,M.A., The Ohio State University

Assistant Professor Heather Thompson-Gillis, B.A. Denison University, M.A., Miami University, Ph.D. The Ohio State University
Assistant Professor Michael Wright, B.A, The Ohio State University, M.A., Ohio University

ENVIRONMENTAL SCIENCE, SAFETY AND HEALTH

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Coordinator: Professor Jeffrey K. Bates, B.A., University at Buffalo, SUNY, M.S., Bowling Green State University, Ph.D., The Ohio State University

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Jay Lehr, Ph.D..... Environmental Education Enterprises
Tim Lohner, Ph.D.....American Electric Power
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Robert Beise.....JP Morgan Chase
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Faculty/Coordinator: FF; Asst. Professor Marshall (Jack) McCoy, OFE

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Chief Fredrick Kausar.....Mifflin Township Fire Dept.
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Coordinator: Professor Lisa A. Cerrato, R.H.I.A., B.S., M.S., The Ohio State University

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HEATING, VENTILATING AND AIR CONDITIONING TECHNOLOGY

Chairperson: Douglas House, B.S., The Ohio State University

Faculty/Coordinator: Assistant Professor William Highley, A.A.S., Columbus State Community College, C.M. (Certificate Member, Refrigeration Service Engineers Society)

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Executive Director: Professor James Taylor, CEC, AAC, A.A.S., Columbus State Community College, B.S.B.A., Franklin University, M.B.A., Ashland University

Program Coordinator, Baking & Pastry Arts, Culinary Apprentice,

Restaurant & Foodservice Management: Associate Professor Karen Krimmer, CC, CFPM, CWPC, CTA, A.A., A.A.B., Cuyahoga Community College, B.B.A. Ursuline College

Program Coordinator, Nutrition and Dietetics: Professor Jan Van Horn, M.S., RD, LD, The Ohio State University

Faculty:

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Instructor Paula Gallagher, RD, LD, B.S. M.F.N., Bowling Green State University
Instructor Diane Souza, CEPC, CFPM, CTA, B.S., University of Massachusetts, Amherst
Instructor Josh Wickham, CEC, CEPC, AAC, A.A.S., Columbus State Community College, B.A. Ashford University
Assistant Professor Barry Young, CEC, CCE, AAC, B.A., Ashford University, M.B.A Johnson Wales University

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Melinda Huntley..... Ohio Travel Association
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Kevin Ball.....Hilton Polaris
Peter Chapman..... Cameron Mitchell Restaurants
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Assistant Professor Benjamin Pugno, B.A., University of California-Davis, M.A., Sonoma State University, Ph.D., University of Houston
Assistant Professor Peter Bowen Riley, double B.A., The Ohio State University, M.S.S., Ohio University
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Professor Edgar A. Velez, B.A., St. Alphonsus College, M.Div., M.R.E., Mount St. Alphonsus Seminary, Licentiate in Moral Theology, Academia Alfonsiana, M.A. and Ph.D., The Ohio State University

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Coordinator: Professor Reuel Barksdale, B.S., Franklin University, M.S.A., Central Michigan University
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Heidi Ratti.....Pacer Global
Leslie Rittenhouse.....American Electric Power
Timothy Stanton.....Battelle

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Coordinator: Professor Jon Lundquist, B.F.A., The Ohio State University, M.B.A., Ohio Dominican University

Faculty:

Assistant Professor Henry Bawden, B.A., Southern Utah University

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Andee Bower..... Workstate
Jason Conaway..... Hypnos Entertainment
Zac Dzikowski.....Alottazs Labs, LLC
Walker Evans.....Columbus Underground
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Jeffery Scheiman.....SOS Media Group
Stephen Smith..... Fresh Games

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Coordinator: Professor Christine A. Evenson, A.A.S., Columbus State Community College, B.S., M.Ed., The Ohio State University

Faculty:

Assistant Professor Amy DeLorenzo, A.A.S., Columbus State Community College, B.A., The College of William and Mary, M.A., The Ohio State University, R.I.D. CI/CT
Professor Tina Perry, A.A.S., Columbus State Community College, B.S., Wilberforce University, M. Ed., Ohio University, R.I.D. CI/CT, NAD: Level V
Instructor Lori J. Woods, A.A., Columbus State Community College, B.S. Wilberforce University, M.A., The Ohio State University, ASLTA-Professional Annually Contracted Faculty (ACF)
Royce M. Carpenter, A.A.S. Columbus State Community College, B.S., Wilberforce University R.I.D NIC

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Sheryl KillenDisability Services, CSCC
Andrea Peters.....Sorenson VRS
Teresa Gamp..... Educational Service Center of Central Ohio
Richard Huebner..... .Ohio School for the Deaf Alumni Association
Claudia Kinder.....OSU Department of Disability Services
Ann Tracy-Parker.....Ohio School for the Deaf
Heather Endres..... Hallenross & Associates
John Moore..... Deaf Services Center

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Chairperson: Douglas House, B.S., The Ohio State University

Faculty:

Professor Steven C. O'Neal, M.S., The Ohio State University
Professor Richard K. Ansley, RLA, B.S., B.S.L.A., The Ohio State University

Advisory Committee

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Dean Karbler.....Alumnus
Debra KnapkeThe Garden Sage
Pat Lynch..... Peabody Landscape
Ann Joyce..... Independent Consultant

Mark Schieber..... Schieber & Associates
Justin Murphy..... Brickman Group
Terri McCullough.....McCullough Landscape
Ryan Kolb..... Adjunct Faculty

MARKETING

Chairperson: Associate Professor Carmen Daniels, B.S., Ohio University, M.B.A., Cleveland State University

Coordinator: Associate Professor Paul Carringer, ASBM, Columbus Technical Institute, BSBA, Franklin University, MBA, Ohio University, Ph.D., Colorado State University

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Darris Blackford..... Columbus Marathon
Steven Hecker.....American Ceramic Society
James Hendrickson..... Pitney Bowes
Diane MastersonState Auto
Chris McGoven.....Emerging Marketing
Kirk Phillips..... Conrad, Phillips, and Vutech
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Dan Stanek..... Retail Forward
R. Steven Johnston.....Marcomm Inc.
Mark WhitmanTeamBuilder Search

MASSAGE THERAPY/ENTREPRENEURSHIP

Chairperson: Connie Grossman, R.D.H., B.S., The Ohio State University, M.Ed., Ohio University, Ph.D., Northcentral University

Faculty: Assistant Professor Richard Greely, LMT, B.A., M.Ed., Ohio University

Advisory Committee

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Ramona Chance, RN, LMT..... Private Practice
Allison Collins, LMT..... Alumni Rep., Private Practice
Travis Duffey, LMT..... Nationwide Children's Hospital
Julie Jorat, LMT..... Alumni Rep., Private Practice
Kristopher Keller, DC, DABCO..... Keller Chiropractic
Kathi Kemper, MD, MPH..... OSU Wexner Medical Center
Jonathan Turner.....Massage Envy

MATHEMATICS

Chairperson: Professor Gregory S. Goodhart, B.S., University of Dayton, M.A., The Ohio State University, Ph.D., Ohio University

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Associate Professor Timothy R. Boyer, B.S. and M.S., Ohio University
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Instructor Andrew Kerr, B.S., M.A.S., The Ohio State University
Assistant Professor Jessica Lickeri, B.S., M.Ed., The Ohio State University
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Instructor Sean O'Neill, B.S., Ohio University, M.S., Auburn University
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Professor Tzu-Yi Alan Yang, B.S., National Taiwan University, M.S., Ohio University, Ph.D., The Ohio State University

MECHANICAL ENGINEERING TECHNOLOGY

Chairperson: Vacant

Faculty:

Professor Shane Bendele, A.A.S., Lima Technical College, B.A., Ohio Northern, M.A., The Ohio State University
Professor Jeff Woodson, B.S., Kent State University, M.S., The Ohio State University
Professor Adele Wright, B.S., Carnegie Mellon University, M.S., Ph.D., Georgia Institute of Technology

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Chris Haslett.....Columbus Steel Castings
Scot McLemore.....Honda of America
Rodger Rhinehart.....Hague Water
Jeff SmithLiebert Corp.
Tim VanVoorhis PK Controls, Inc.

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Chairperson: Connie Grossman, R.D.H., B.S., The Ohio State University, M.Ed., Ohio University, Ph.D., Northcentral University

Program Coordinator: Associate Professor Fauna Stout, C.M.A. (AAMA), A.A.S., Hocking Technical College, B.S., Ohio University, M.Ed., Ohio University

Advisory Committee

Cheryl G. Baxter, M.S..... Nationwide Children's Hospital
Sabrina Becker, A.A.S., CMAACF Instructor
Elizabeth Baltes, B.S., CMA.....Adjunct instructor
Goldean Gibbs, BA,Public representative
Letitia George Memorial Sport Medicine & Orthopedic
Michelle Heller, CMA.....NHA Content Strategist
Isaac Kyeremateng, CMA.....OSU Occupational Health & Wellness Services
Carolyn B. MartinPublic representative
Cathy McQuade, CMA..... COPC Internal Medicine
Christopher Pickrel..... Current MAT student
Patti Rolan, RN..... Dublin Family Care, Inc.
Wende Swanson, CMA..... Electrophysiology and Pacing Interventionalists
Kasey Wasson, B.S. Ed.,CMA.....Worthington Internal Medicine
Carol L. Watts, CMAFranklin Chapter of AAMA
Davene Yankle, M.S.OhioHealth Physician Group

MEDICAL IMAGING

Chairperson: Terrence A. Brown, N.H.A., M.H.S.A., Ph.D., Ohio University

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Assistant Professor Jeffrey Rowe, M.S., R.T.(R), The Ohio State University

Advisory Committee

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Kay Holland, RT(R)(CT) Ohio Health Outpatient Imaging Manager
Dennis Horn, RT(N)..... Doctors West Hospital
Valerie Nelson, RT(R)(M)(QM) Dublin Methodist Hospital
Christy Heppner, RT(R)(M).....Memorial Hospital of Union County
Jason Guagenti, RT(R).....Grady Memorial Hospital
Susan Felty, RT(R)(N) Grant Medical Center
Will Morris, RT(R)..... Riverside Methodist Hospital
Abbie Farone, RT(R)..... Riverside Methodist Hospital
Hope BurnsGrady Memorial Hospital
Dr. Tricia Leggett R.T.Zane State College
Jana Kidd-Filhart, ST(N)(MR)Student representative

MEDICAL LABORATORY TECHNOLOGY

Chairperson: Connie Grossman, R.D.H., B.S., The Ohio State University, M.Ed., Ohio University, Ph.D., Northcentral University

Program Coordinator/Faculty: Associate Professor MaryEllen Tancred, MLS(ASCP) CM SH CM, B.S., University of Dayton, MBA, Franklin University, Ph.D., Capella University

Advisory Committee

Patricia Bennon..... Mount Carmel Health System
Eric Keifer.....Memorial Hospital of Union County
Ed Firgau..... Nationwide Children's Hospital
Margaret Goshay.....Doctors Hospital
Cheryl Kelly..... Ohio State University Hospitals
Dorothy Lordo..... Grant Medical Center/Riverside Methodist Hospital
Cathy Hargrove.....Fairfield Medical Center
Lorei ReinhardLicking Memorial Hospital
Linda Huffman.....Laboratory Corp of America

MODERN LANGUAGES

Chairperson: Garry Fourman, B.A., Philipps University (Germany), M.A., The Ohio State University, Ph.D., University of Cincinnati

Faculty:

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Professor Daniel C. Chaney, B.S., Clarion State College, M.A., University of Pittsburgh
Associate Professor Terry Eisele, B.A., Miami University, M.A., The Ohio State University
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Professor Donna L. Weyrich, B.A., Loyola College, M.A., The University of Maryland Baltimore

MULTI-SKILLED HEALTH

Chairperson: Connie Grossman, R.D.H., B.S., The Ohio State University, M.Ed., Ohio University, Ph.D., Northcentral University

Program Coordinator: Tywan Banks, MLT, PBT (ASCP), BTM, Devry University, M.Ed., Ohio University

Phlebotomy Advisory Committee

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Christina Cardosi..... Riverside Methodist Hospital
Melinda Carter..... Mt. Carmel Health System
JoLynn Franz..... Mt. Carmel Health System
Margaret Goshay.....Doctors Hospital
Cathy Hargrove.....Fairfield Medical Center
Shannon Stahl..... Mt. Carmel Health System
Andrea Bailes..... Grant Medical Center
Jill Perry.....Fairfield Medical Center
Karen RobinsonOhioHealth Outpatient Facilities

NURSING

Chairperson: Jacqueline Walli, RN, CNS, CCRN, B.S.N., Ohio University, M.S., The Ohio State University, DNP, Duquesne University

Faculty:

Instructor Patricia Allen, RN, PMH NP-BC, BSN, University of Rio Grande, MSN, Kent State University
Instructor Patricia Brown, RN, BSN, California State University Los Angeles, MSN, Xavier University
Professor April Magoteaux, RN, CNS, NHA, BSN, MSN, The University of Cincinnati, Ph.D., Capella University
Instructor Kathy McManamon RN, BSN, The Ohio State University, MSN, Otterbein University
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Professor Tammy Montgomery, RN, BSN, Otterbein University, MS, Wright State University
Assistant Professor Susan Poling, RN, CEN, SANE, BSN, MSN, Capital University
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Cheryl Boyd, Ph.D., RN Nationwide Children's Hospital
Deborah Ferguson, RN-c, BSN.....Ohio Health
Kimberly Kelly, RN, BSN Nationwide Children's Hospital

Nursing Certificate Programs (NURC)

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Jan Dew, RN, B.S.N.....Mother Angeline McCrory Manor
Lisa Kondas, RN.....Mayfair Village
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Cheryl Boyd, Ph.D., RNC-BC, NE-BC..... Nationwide Children's Hospital
Becky S. Thorne RN..... Nationwide Children's Hospital
Kim Kelly RN, BSN..... Nationwide Children's Hospital
Deborah Ferguson BSN, MAED/AEDL.....Ohio Health

Kelly Hothem RNOhio Health
Janie Mitchell RNOhio Health
Francesca Bryan RNVeterans Administration Hospital

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Chairperson: Dale Gresson, B.S., Wilberforce University, M.B.A, Tiffin University

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Faculty:

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Assistant Professor Catherine Ritterbusch, B.A., Marquette University, J.D., Marquette University Law School

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Chairperson: Gary Piggrem, B.A. St. John Fisher College, M.A., American Public University, M.A., Ph.D., The Ohio State University

Faculty:

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Ph.D., Ohio University, Clinical Psychology
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Instructor Elizabeth Hammond, B.S., Eastern Michigan University, M.A. University of Dayton
Professor Traci Haynes, B.A., M.S., Ohio University
Associate Professor Heather Johnston, B.A., University of Florida, M.A., Ph.D., The Ohio State University
Assistant Professor Mary Lewis, B.S., Kansas State University, Psychology, M.A., University of Akron, Counseling Psychology, Ph.D., University of Akron, Counseling Psychology
Assistant Professor Mark Polifroni, A.A., Rancho Santiago Community College, B.A., University of California–Irvine, M.A., Ph.D., The Ohio State University
Associate Professor Michael L. Schumacher, B.S., M.A., Ball State University, M.Div., Trinity Lutheran Seminary
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QUALITY ASSURANCE TECHNOLOGY

Chairperson: Vacant

Advisory Committee

(See Mechanical Engineering Technology)

REAL ESTATE

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Coordinator: Associate Professor Jack Popovich, B.S., The Ohio State University, M.B.A., Golden Gate University

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Clinical Coordinator: vacant

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Chairperson: Douglas House, B.S., The Ohio State University

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SOCIAL AND HUMAN SERVICES

(formerly Mental Health/ Addiction Studies/ Developmental Disabilities)

Chairperson: Kirk Dickerson, B. Ed. University of Toledo, M.A. The Ohio State University

Faculty:

Associate Professor Dianne Grantham Fidelibus, PC, LICDC, CLL. A.A.S., Columbus Technical Institute, B.A., Ohio Dominican University, M.S.E., University of Dayton
Assistant Professor Jackie Teny-Miller, PCC. A.A.S., Columbus Technical Institute, B.S., Capital University, M.S.E., University of Dayton
Instructor Angela Fry, LISW-S. BSSW, MSW, The Ohio State University
Instructor Marjorie Schwartz, LISW-S, MSW, The Ohio State University
Clinical Coordinator: Robin Reed, A.A.S., Columbus Technical Institute

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Franklin D. Hurt, Jr..... Comp Drug
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Anthony Penn.....Columbus Area Integrated Health Services
Denise Robinson..... Alvis House
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Chairperson: Vacant

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Assistant Professor Selloane Asiamah, B.A. Wittenberg University, M.S., The Ohio State University
Professor Robert J. Fittrakis, B.S., Grand Valley State Colleges, M.A., Ph.D., Wayne State University, J.D., The Ohio State University
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Professor Scott Hunt, B.S., John Carroll University, M.A., Ph.D., The Ohio State University
Assistant Professor Peter Karim-Sesay, B.A., University of Botswana, M.A., Ohio University, Ph.D., The Ohio State University
Assistant Professor Jonathan M. Kreger, B.S., Northern Michigan University, M.A., Wayne State University
Professor Tracy L. Little, B.S., University of Tennessee at Chattanooga, M.A., Ph.D., The Ohio State University
Associate Professor Rebecca Mobley, B.A., Beloit College, M.A., Indiana University
Associate Professor Adam N. Moskowitz, B.A., M.A., Ph.D., The Ohio State University
Professor Karen Muir, B.A., M.A., Ph.D., The Ohio State University
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Assistant Professor Amy Ng, B.S. Ohio University, MSCJA, Tiffin University, Ph.D. Capella University
Assistant Professor Irene Petten, B.A., Temple University, M.A., Ph.D., University of Reading, UK
Professor Mary Lia Reiter, B.B.A., Texas A & M University; M.A., J.D., The Ohio State University
Assistant Professor Shauna Sowga, B.A., Concordia College, M.S., North Dakota State University
Associate Professor James A. Stewart, B.A., M.A., The Ohio State University
Professor Erica D. Swarts, B.A., Miami University, M.A., Ph.D., The Ohio State University

SPORT AND EXERCISE STUDIES

Chairperson: Curt Laird, A.A.S., Columbus State Community College, B.S., Shawnee State University, M.S., West Virginia University, Ph.D. Ohio University

Program Coordinator: Professor Amy Hart, B.S., Franklin University, M.B.A., Ashland University; Ph.D., Northcentral University, NACDA Certification

Faculty:

Assistant Professor Don C. Laubenthal, B.S., M.S., Ohio University, NSCA CSCS
Associate Professor Antoinette Perkins, B.S., University of Florida, M.A., Ball State University, Ph.D., Capella University
Professor Eric L. Welch, B.B.A., Marshall University, M.A., The Ohio State University
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Mary Jane Timmons, B.A. ARC Industries
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Chairperson: Terrence A. Brown, N.H.A., M.H.S.A., Ph.D., Ohio University

Coordinator: Yvette Johnson. AAS. CST

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SUPPLY CHAIN MANAGEMENT

Chairperson: Carmen Daniels, B.S., Ohio University, M.B.A., Cleveland State University

Coordinator: Professor Lee Blyth, B.S.E.D., Ohio University, M.S.E.D., Ohio University; CPBA, TTI of Scottsdale, AZ

Faculty: Instructor John Schultz, B.S., M.S., Cornell University

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Tom FitzgeraldAshland, Inc.
John DiCecco..... 31 Gifts
Jim DykstraBoar's Head Brand
Mark Henderson..... Dole Fresh Vegetables, Inc.
Timothy WilliamsMcGraw-Hill
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Coordinator: Yvette Johnson CST, AAS

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Tasha Whitmire CST.....OSU Medical Center
Travee' Sanderson RNOSU University Hospital East

VETERINARY TECHNOLOGY

Chairperson: Terrence A. Brown, N.H.A., M.H.S.A., Ph.D., Ohio University

Program Coordinator: Instructor, Peggy Williams, D.V.M., The Ohio State University

Faculty:

Associate Professor Carla Mayers Bletsch, D.V.M., The Ohio State University
Professor Terence A. Olive, D.V.M., The Ohio State University
Professor Brenda A. Johnson, D.V.M., The Ohio State University

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Stephanie Burk, D.V.M..... Otterbein University
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Linda Heidenreich, R.V.T.MedVet Medical Center for Pets
Karen Henry, D.V.M.Animals R Special Veterinary Clinic
Michael Kelleher, D.V.M.....Healthy Pets of Rome Hilliard
Gwen E. Myers, D.V.M.....MedVet Medical Center for Pets
Linda Larger.....Community Member
Abraham Osorio R.V.T Healthy Pets of Lewis Center

Accreditations and Certifications

Columbus State Community College is accredited by The Higher Learning Commission, Member -North Central Assn. (NCA), 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604-1413, 312-263-0456 or 800-621-7440, www.ncahlc.org. Many of Columbus State's degree programs are accredited by professional associations and agencies as listed below.

Business and Marketing

**Accounting, Finance, Business Management,
Business Office Administration, Human Resources
Management Technology, Marketing,
Supply Chain Management**

Accreditation Council for Business Schools and
Programs (ACBSP)
7007 College Boulevard, Suite 420
Overland Park, KS 66211 913-
339-9356

Paralegal Studies

American Bar Association
Standing Committee on Legal Assistants
321 North Clark Street,
Chicago, Illinois 60654-7598
312-988-5618

Construction Sciences and Engineering Technologies

Automotive Technology & Ford ASSET

National Institute for Automotive Service
Excellence (ASE)
National Automotive Technicians Education Foundation
(NATEF)
101 Blue Seal Drive, Suite 101 Leesburg, VA 20175
703-669-6650

Aviation Maintenance Technology

Federal Aviation Administration 2780 Airport Drive, Suite
300 Columbus, OH 43219 614-255-3120

Construction Management

Amer. Council of Construction Education (ACCE) 1717
North Loop 1604 East, Suite 320
San Antonio, TX 78232-1570
210-495-6161
acce@acce-hq.org

Electronic Engineering Technology

ABET Technology Accreditation Commission
415 N. Charles St.
Baltimore, MD 21201 410-347-7700
www.abet.org

Landscape Design and Management

Professional Landscape Network (PLANET)
150 Elden Street, Suite 270
Herndon, VA 20170
703-736-9666

Health and Human Services

Health-Related Programs

Dental Hygiene

American Dental Association Commission on Dental
Accreditation
211 East Chicago Avenue
Chicago, IL 60611-2678
312-440-4653

Health Information Management Technology

Commission on Accreditation for Health Informatics and
Information Management Education (CAHIIM)
233 N. Michigan Avenue, Suite 2150 Chicago, IL
60601-5800
312-233-1100

Medical Assisting

Commission on Accreditation of Allied Health Education
Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
727-210-2354

Medical Laboratory Technology and Multi-Competency Health (Phlebotomy)

National Accrediting Agency for Clinical Laboratory
Sciences (NAACLS)
5600 N. River Road, Suite 720 Rosemont, IL 60018-5119
713-714-8880

Nursing

Accreditation Commission for Education in Nursing
(ACEN)
3343 Peachtree Road, NE, Suite 850
Atlanta, GA 30326
404-975-5000

Ohio Board of Nursing
17 S. High Street, Suite 400 Columbus, OH 43215-7410
614-466-3947

Nurse Aide Training Program (NATP)

Ohio Department of Health NATCEP Unit
246 North High Street
Columbus, OH 43216
614-752-8285

Practical Nursing

Ohio Board of Nursing
 17 S. High Street, Suite 400 Colum-
 bus, OH 43215-7410 614-466-3947

Medical Imaging

Joint Review Committee on Education in Radiologic
 Technology (JRCERT)
 20 North Wacker Drive, Suite 2850
 Chicago, IL 60606-3182
 312-7045300

Respiratory Care

Commission on Accreditation for Respiratory Care
 (CoARC)
 1248 Harwood Road, Bedford, TX 76021-4244
 817-283-2835

Surgical Technology

Commission on Accreditation of Allied Health
 Education Programs (CAAHEP)
 1361 Park Street Clearwater,
 FL 33756 727-210-2350

Veterinary Technology

American Veterinary Medical Association
 Committee on Veterinary Technician Education and
 Activities
 1931 North Meacham Road, Suite 100 Schaumburg, IL
 60173-4360
 847-925-8070

Human Services Programs**Early Childhood Development and Education**

National Association for the Education of Young
 Children
 Marcia Mitchell, Accreditation Coordinator 1313
 L Street NW, Suite 500
 Washington, DC 20005-4101
 202-232-8777

Ohio Department of Education
 25 South Front Street Columbus,
 OH 43215-4183
 614-995-1545

**Emergency Medical Technician–Paramedic
 Program**

The Commission on Accreditation of Allied Health
 Education Programs (CAAHEP) Upon
 Recommendation of the Committee on Accreditation of Educa-
 tional Programs for the Emergency Medical
 Services Professions
 (CoAEMSP #600009)
 8301 Lakeview Parkway, Suite 111-312
 Rowlett, TX 75088
 214-703-8445

**Emergency Medical Technician (EMT) and
 Paramedic Programs**

Ohio Department of Public Safety (#311) Division of EMS,
 P.O. Box 182073 Columbus, OH 43219 614-466-9447

Fire Science Charter

Ohio Department of Public Safety
 Division of EMS, P.O. Box 182073 Columbus, OH 43219
 614-466-9447

Interpreter Education Program

Ohio Department of Education
 25 S. Front Street Columbus, OH 43215-4183
 614-995-1545

Law Enforcement Academy

Basic Training Academy
 Ohio Peace Officer Training Commission
 Ohio Attorney General’s Office
 P. O. Box 309
 London, OH 43140

Massage Therapy

The State Medical Board of Ohio
 30 East Broad Street, 3rd Floor Columbus, OH 43215-6127
 614-466-3934

Social and Human Services

Council for Standards in Human Service Education
 (CSHSE)
 Susan Kincaid, Ph.D., VP, Program Accreditation
 PMB 703, 1050 Larrabee Avenue, Suite 104
 Bellingham, WA 98225-7367

Hospitality, Sport and Exercise Studies

Culinary Apprenticeship Major, Restaurant and

Foodservice Management Major

American Culinary Federation Education Foundation
Accrediting Commission
180 Center Place Way
St. Augustine, FL 32095
800-624-9458

Dietetic Technician Major

Accreditation Council for Education in Nutrition and
Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
800-877-1600 ext. 4874

Dietary Manager Certificate

Association of Nutrition & Foodservice Professionals
406 Surrey Woods Drive
St. Charles, IL 60174
800-323-1908

Hospitality Management

Accrediting Commission for Programs in Hospitality
Administration
P.O. Box 400, Oxford, MD 21654
410-226-5527

Academic Assessment

Academic assessment is the process for ongoing improvement of student learning and success. The assessment program at Columbus State Community College has four specific and interrelated purposes:

1. To improve student learning
2. To improve teaching strategies
3. To document successes and identify opportunities for improvement
4. To provide evidence for institutional effectiveness.

Columbus State's assessment program is mission-driven and faculty owned. It includes assessment of courses and programs in the following academic divisions:

Arts and Sciences
Business and Engineering Technologies
Health and Human Services