Welcome to Columbus State!

At Columbus State, we focus on the success of our students, and we do so for a good reason. They’re the most important people to us, and they are the future leaders of our community. We also understand what a vital role parents, guardians and student supporters play in every student’s success. That’s why we’ve created this handbook just for you.

It’s a brief guidebook that we hope will help you navigate Columbus State and discover all that we have to offer. It doesn’t cover everything, of course, but it will give you many tips, suggestions and strategies that can make college a little easier— for your student and for you!

We encourage you to read through this guidebook while you’re here on campus, ask any questions that may arise, and keep it as a handy resource whenever you have questions or are wondering how to help your student make the most of his or her college experience.

This is an exciting time in your student’s life, and an exciting time in yours as well. We’re here to make it a success for both of you. Thank you for being here and taking such an active role in your student’s success. And welcome, once again, to Columbus State.
How To Help Your Student

The first step in the transition between high school and college is understanding the differences between the two. Your student’s experience will be different than it was in high school, and so will your relationship.

In high school, top students often don’t have to work as hard to achieve good results. They have parents, teachers and counselors helping with key decisions, setting boundaries, and offering lots of support and encouragement. While there are challenges and distractions, most are kept in check by limiting students’ freedom and keeping them to a trusted routine.

In college, a lot of those things change. The achievement bar is higher, the competition is stiffer, and, because students’ interactions with their parents and support systems may be considerably less, the motivation to succeed has to come largely from within. At the same time, students have much more freedom to choose how they spend their time and make important educational and life choices. Learning to make these prudent life decisions on their own can add up to a college experience that is rewarding academically, socially, and professionally.

Easing The Transition

As parents, guardians and supporters, our first instinct is to rush in to help. And while that’s a noble and understandable parental response, it’s not necessarily the correct one. College is a great and safe place to experience change and challenges, and our most beneficial role as members of our student’s support team is that of confidant and counselor rather than problem solver.

Your student will be growing and changing with all their experiences, and your support will change as well. As they become adults, you can help them find their independence and establish good habits.
How To Help

So how do you assist your student during their college transition while letting them find their own way? Here are some suggestions.

**Be supportive.** You can support and encourage your student without taking away their independence. Listen to your student. Encourage them to consult with the experts on our campus to get the best advice for their questions. Be their sounding board and their safety net rather than their problem-solver.

**Don’t expect perfection.** College is tough. The courses are harder, and the environment is more competitive. Just because your student was a stand-out in high school doesn’t mean they will be right away at the next level. As we said, there’s a transition they need to go through inside the classroom and out. It takes a little time. Be patient. They’ll get it. And encourage them to be patient, too.

**Be prepared for changes.** College age is often the time we experience the most profound change in our development as people. It’s a completely natural evolution, and when it happens to your student, don’t be alarmed. Instead, try not to judge and be as patient and supportive as possible. It will
take the fear out of their choices and underline their independence. While you will always be the parent, helping a young adult prepare to succeed takes a peer-to-peer approach versus the parent-child relationship you have both been used to.

**Keep the pressure off.** Yes, you’ve likely made tremendous sacrifices to get your student here. In many ways it’s your dream as much as it is theirs. But try not to remind them of that fact too often. Chances are they’re facing enough stress with their workload and their newfound freedom to really think through how good they’ve got it, and that’s understandable. Most likely, they appreciate everything you are doing—even if they don’t realize it in the moment.

**Trust them.** While trust can be a hard thing to give people we still consider children, it’s the best gift you can give your Columbus State student. As hard as it may be, trusting him or her is the one thing they’ll value most and one of the only things within your control. So be patient and trust in the values and the work ethic you’ve instilled in them. And trust in our staff’s experience to help them whenever and wherever we can. It will pay off for both of you.

**Take advantage of us.** As you’ll see in the pages that follow, Columbus State doesn’t have support services just for our students. We’re here for parents, guardians and support people, too. Read through the summaries you’ll find here and use our website when you’d like more information. And if you need to, please call. Encourage your student to use us, too.

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**Protecting and Honoring Your Student’s Privacy**

While we’re always here to help, there are limits to what we can do and what we can tell you with regard to your student – even if they are a minor. The Family Educational Rights and Privacy Act (FERPA) requires that all schools that receive funds from the U.S. Department of Education (including Columbus State) protect the privacy of their students’ education records.

The law gives students the right to inspect and review their own education records and the right to request that their records be amended if they believe they’re inaccurate or misleading. It also requires a student’s consent to disclose any information in their records that could identify them. Just know that as a student at Columbus State, your student has a right of privacy.

For more information regarding FERPA, please contact Records and Registration at (614) 287-3635.
Helpful Campus Resources

Good advice is always helpful, but it’s even more so when it comes with valuable resources to back it up. That’s what we’ve compiled for you here. It’s a list of some of the many campus resources we make available to Columbus State students to improve and expand their college experience, as well as get the help they may need to succeed. If your student needs these, or any other programs and services we offer, please remind them of these resources, refer them to the Columbus State website and encourage them to ask for help. That’s why we’re here.

Campus Police | (614) 287-2525 | Delaware Hall 047
Our campus police are here to ensure student safety and enforce laws and policies on campus, but they’re also here to enhance the quality of life and the educational environment for our students, faculty and staff. They’re here around the clock, so your student will always have a safety resource.

Career Services | (614) 287-2782 | Nestor Hall 108 and 113
Career development and planning are a big part of what we do at Columbus State, and Career Services is our link between students and the business community. Whether they need assistance with career-related academic decisions, student employment or the job search process, our staff helps students connect their academic and life experiences with their career goals.

Center for Advising, Support and Exploration (CASE) | (614) 287-2668 | Aquinas Hall 116
The experienced advisors in our CASE office are available to help students with their education-related questions, including helping with degree and coursework planning, study skills development and academic progress. They can be a great academic resource for your student.

College Athletics | (614) 287-5092 | Delaware Hall 134
The Columbus State Cougars are members of the National Junior College Athletic Association (NJCAA) and we compete in the Ohio Community College Athletic Conference in men’s basketball, cross country and golf and women’s basketball, cross country, golf and volleyball. Our teams have won NJCAA national championships in multiple sports, and they give us a lot to cheer about.
Not all of our students are college athletes, but many of them are athletes who happen to be in college. That’s why we offer fitness classes, intramural sports, open gym/recreation hours, and a Fitness Center, all offered free to students.

**Conditioning Center | Delaware Hall 083**

**Fitness Center | Delaware Hall 082**

**Recreation and Wellness Classes | Delaware Hall 158**

**College Intramurals | Delaware Hall Gymnasium**

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**Counseling Services | (614) 287-2818 | Nestor Hall 010**

Our Counseling Center provides a safe and confidential environment where students can explore their personal concerns about school-life balance, relationships, academic performance, mental health, self-esteem, substance abuse issues, and life choices. Our trained, licensed mental health professionals are just an appointment away.

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**Disability Services | (614) 287-2570 | Eibling Hall 101**

Columbus State is proud to have people with disabilities as members of our campus community, and our Disability Services department is here to support them with the services they need to fully participate in campus life. If your student has a disability, please encourage them to register with the department to learn more about all the services we have available to them.

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**Diversity Services | (614) 287-2426 | Franklin 223**

At Columbus State, we value diversity and believe our differences help create a better learning environment. By collaborating with other offices and groups on campus, the Diversity Services department supports our diverse community through support and membership groups, cultural celebrations, and educational programs.

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**IT Support Center (HELP desk) | (614) 287-5050**

**Center for Technology & Learning 116**

The Columbus State IT Support Center is our one-stop assistance center for all student, faculty and staff IT support needs. That includes providing assistance with email accounts, Wireless Internet, Cougarweb and Blackboard. The center
also keeps the campus informed of IT-related information and updates through Campus Life, our online student newsletter.

**Library Reference Services | (614) 287-2460 | Columbus Hall**

There are a variety of academic, research and other materials available to students through the library in Columbus Hall. Currently registered students can check out the materials they need with their Cougar ID or another valid photo ID. Our librarians are also available to instruct them on using the library and its resources. These library instruction classes and orientation tours are available by request.

**Military and Veterans Services | (614) 287-2644 | Delaware Hall 156**

Veterans have given so much, so we try to give something back by making their transition to college life as easy as possible and supporting their academic success. We do that by assisting veterans, guardsmen, reservists, spouses and dependents with their military education benefits, including facilitating scholarships, career opportunities, call-to-duty mobilization, GI Bill programs, forms and transfers. We also offer helpful workshops, presentations and counseling services.

**Student Central | (614) 287-5353 | Madison Hall, Upper Level**

Student Central is the place to stop for all the guidance and assistance you need to be a successful Columbus State Student. Our Student Services Specialists are available to answer questions for and about many of the campus departments, including Admissions, Records & Registration, Advising, Financial Aid, Cashiers, the Bookstore and more. If there’s anything you need to know and don’t know who to ask, stop by or call Student Central.

**Student Conduct | (614) 287-2104 | Center for Workforce Development 1099**

The Columbus State Student Code of Conduct reflects our values of Integrity, Community, Respect and Responsibility. We expect our students to share these values and hold each other accountable for maintaining a place of learning and growth free from disruption, discrimination and disrespect. Our Office of Student Conduct upholds those standards and works to educate the campus on the importance of social responsibility.

**Student Engagement and Leadership (SEaL) | (614) 287-2637 | Nestor Hall 116**

Getting involved in campus life is one of the best ways to maximize the college experience. That’s what Student Engagement and Leadership is all about. SEaL coordinates programs and leadership opportunities for students, including wellness, social, community service, leadership and educational programs. SEaL also provides advice and support for more than 40 student clubs and organizations on campus.
Testing Center | (614) 287-2478 | Aquinas Hall 002
For students who need to take placement tests, distance learning exams and makeup exams, Columbus State has a certified testing center to ensure that tests are administered fairly and accurately. Testing is available to students on a walk-in basis, and a valid photo ID is required for admission. Testing is also available at the Delaware Campus as well as our Dublin, Gahanna and Westerville Regional Learning Centers.

Tutoring | www.cscc.edu/tutoring
Tutoring resources are available to current students at no charge. When students need assistance with their coursework outside the classroom, they have access. So encourage your student to get the help they need as soon as they need it.

Writing Center | (614) 287-5717 | Columbus Hall (Library) 102
The Writing Center is a free one-on-one tutoring service that allows us to work with students on essay assignments, research papers, résumés, business letters, lab reports, scholarship applications, and just about anything else. Our tutors can be a big help at any stage of the writing process, from generating ideas to revising and polishing. We also have Writing Centers at the Delaware Campus and our Regional Learning Centers in Dublin, Reynoldsburg and Westerville.

Delaware Campus
In addition to offering a variety of great degree and certificate programs, our Delaware Campus provides a full slate of student services.

Student Services | (740) 203-8345
The advisors in our Delaware Student Services department are available to help with admissions, financial aid, registration, advice on choosing courses and a major, and just about anything else school-related. Appointments are encouraged, but walk-ins are available.
Students can find reserved course books and reference books, use group study rooms or borrow a computer at the Delaware Campus Learning Center. Our librarians are also available to help with research and use of the center’s electronic resources. In addition, students can request items from our Columbus Campus library and pick them up at the Delaware Campus.

Testing Center | (740) 203-8383
Just like at the Columbus Campus, the Delaware Campus has a secure, certified testing center for placement tests, distance learning exams and makeup exams.

Regional Learning Centers
Located throughout central Ohio, Columbus State’s Regional Learning Centers bring education even closer to our students, with classes offered during lunchtime, in the evenings and on weekends. In addition to coursework, our learning centers offer registration assistance, academic advising and other student services.
Columbus State gives your student every opportunity to have a college experience that provides everything they need to grow, experience and reach their goals. At the same time, we hope that knowing these services are available gives you peace of mind that they have everything they need to make them feel secure and give them confidence. If you’d like to see a complete list of our resources and services, please visit our website at www.cscc.edu, and encourage your student to do the same. Again, welcome, and thank you for choosing Columbus State.

**Important Links**

Homepage: www.cscc.edu

Parent Page: www.cscc.edu/admissions/parents

Student Services: www.cscc.edu/services

Academic Calendar: www.cscc.edu/academics/calendar

Tuition and Fees: www.cscc.edu/tuition

Financial Aid: www.cscc.edu/financialaid