

# Academic Support Services

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## GED Testing

Cincinnati State operates a GED Testing Center (through the College's Educational Opportunity Center) as part of our mission to provide access to educational opportunities and to prepare individuals for success. Additionally, the College maintains an extensive network of contacts with social service agencies and career centers throughout Greater Cincinnati.

For more information about the GED Testing Program for individuals who wish to earn a high school equivalency credential, please call (513) 569-1830.

## Academic Advising

Academic advising assists students in reaching their academic and career goals at Cincinnati State. Program chairs, academic advisors, other faculty members, and some staff members are assigned to guide students through activities such as:

- Setting academic goals
- Developing educational plans
- Selecting courses
- Providing information on transfer credits
- Understanding and meeting requirements for graduation
- Clarifying career and personal goals
- Explaining academic policies and procedures
- Addressing academic challenges
- Making appropriate referrals to campus support services

## Counseling Services

Cincinnati State Counseling Services promote student learning and development by providing counseling and referral services that address the developmental, career, and mental health needs of Cincinnati State students. Counseling Services are located in Main Building Room 171 (Clifton Campus), or call (513) 569-5779.

Counseling Services offered include:

**Assessment:** Help in identifying a student's needs, appropriate services, and a possible referral to community resources.

**Career Counseling:** Help students clarify interests and values, assess skills, and learn about the world of work and continuing education opportunities.

**Consultation:** Counselors are available for consultation with students, faculty, and administrators. Not every concern a student presents is necessarily served best by the College's Counseling Services. If it is determined that a student may be better served through other resources, the Counselor will refer the student to a related service on campus or to a community resource or agency.

**Mental Health/Personal Counseling:** Enrolled students may take advantage of one-on-one, short-term counseling that is voluntary and focuses on personal concerns that impair a student's ability to function

in a classroom setting. Mental health counseling and crisis intervention are among the services provided.

## Disability Services

The College's Office of Disability Services works with students to ensure they receive academic accommodations in their courses of study. The primary goal is to guarantee that all students with disabilities have an equal opportunity in the pursuit of their educational objectives. Services and programs are available for students according to individual need. Students who consistently use the resources and accommodation services tend to earn higher grades and graduate at a higher rate than students who choose not to use them.

The College has renovated areas to make its facilities accessible to students with disabilities. Outdoor and indoor ramps, elevators, and specially-designed restroom facilities are available to assist any physically disabled person.

Students with disabilities who need accommodations must first register with the Office of Disability Services and present appropriate documentation. Additionally, students must present their class schedules to the Disability Services Office at the start of an academic semester to determine appropriate accommodations. Students requesting accommodations after the fifth week of a semester may be required to have instructor consent before receiving certain services.

Services available include test proctoring, note-taking, scribing, interpreting, assistive technology, advocacy, and providing audio texts and Braille access, as well as referrals to other support services on campus and to community resources.

For more information, contact the Office of Disability Services in Main Building Room 129 (Clifton Campus), or call (513) 569-1775.

## Honors Program

The Honors Program is for highly-motivated, highly-qualified students enrolled at Cincinnati State. Students in the Honors Program participate in challenging coursework, close student-instructor interactions, and interdisciplinary and intercultural explorations.

The goal of the program is to enable qualified students to transfer to a four-year college or university or enter a professional field at a high level of ability by developing the leadership, creativity, and cognitive skills that foster lifelong career success. Admission to the Honors Program allows students to enroll in specially designed Honors courses and to participate in cultural, social, scientific, and community events.

The Honors Program at Cincinnati State is open to all full-time and part-time degree-seeking students who meet Honors Program entrance criteria. For more information see the Honors Program (<http://catalog.cincinnati.edu/academicdivisionsanddegreeampcertificateprograms/thehonorsprogram>) description elsewhere in this catalog.

## International Students Office

The International Student Office is responsible for developing programs to support and serve the international student community. Other services include:

- Advising on admission processes and immigration regulation assistance

- Helping international students adapt to the campus environment
- Referring international students to internal and external resources

The International Students Office is located in Main Building Room 196 (Clifton Campus), or call (513) 569-4769.

## Library

The Johnnie Mae Berry Library, named for the College's first librarian, provides library services to the College community. The library is open from 7:30 a.m. to 10 p.m. Monday through Thursday, 7:30 a.m. to 4:30 p.m. on Friday, and 8 a.m. to 4 p.m. on Saturday. (The Library is closed on holidays and other days the College is closed.)

Trained Library staff members assist library patrons in locating information and using the College's reference, circulation, and periodical collections. Help is also available by contacting the library via phone, chat, or email.

Along with standard print items, the library has a wide array of electronic resources available wherever there is internet access. The library's online homepage is located at [www.cincinnatiatstate.edu/library](http://www.cincinnatiatstate.edu/library). The library website provides access to:

- BLINK, the library's online catalog
- Full-text articles via numerous databases and the Electronic Journal Center
- Subject and course-specific Library Guides to assist with research 24/7
- Video tutorials to help students find books and articles and avoid plagiarism

On-campus patrons have access to 19 computers and 30 laptops located on the main level of the library.

Students may check out circulating books for 3 weeks and fiction DVDs for 3 days by presenting a valid SurgeCard (ID card). Books may be renewed up to 6 times, provided no one has placed a hold on the item. DVDs are not renewable.

All circulating items incur fines of 50 cents per day if overdue. Items not returned within 30 days of being overdue will be billed at a rate of at least \$85 per item to cover the replacement and processing costs. Upon return of the overdue item, the charge is reduced to \$35 per item. All fines and bills are added to student accounts and can be paid at the Cashier's Office.

Cincinnati State is a member of the Ohio Library Information Network, also known as OhioLINK. This network provides access to a central catalog of the colleges and universities throughout Cincinnati and Ohio. Students can request books from any other OhioLINK libraries through this system. Items are usually delivered within 5 days and are checked out for 3 weeks and can be renewed up to 6 times. Overdue fines of 50 cents per day are charged for books borrowed from other libraries. A bill of \$125 per item is generated for books overdue for 30 days, but reduced to \$50 if the item is returned.

Cincinnati State students also have access to a number of libraries in the area through the SWON Libraries (Southwest Ohio and Neighboring Libraries). To use the member libraries, students must obtain a SWON Common Patron ID card at the Circulation Desk in the Berry Library. SWON's website, [www.swonlibraries.org](http://www.swonlibraries.org) ([http://](http://www.swonlibraries.org)

[www.swonlibraries.org](http://www.swonlibraries.org)), provides access to a member directory and lending policies.

The library's media collection provides a variety of popular and instructional videos which are available for students to view in the library during open hours. Media items in the Fiction and Biography sections are available for a 3-day check-out by students.

Laptops and Reserve items (including some textbooks) are available at the Check Out Desk to check out for 2 hours of in-library use. A SurgeCard (ID card) is required. The laptops contain the software found in College computer labs and connect to the internet via a wireless network. Students with overdue laptops or reserve items are subject to a fine of \$5 for each hour the laptop or reserve item is late.

Group study rooms (4 rooms in total) are available for groups of two or more for 2-hour periods. A variety of tables, desks, and carrels for individual study are present throughout the library. Two coin-operated copiers are available. Copies are 10 cents per page, but scanning to a student's external storage drive is free. Students can also print documents from library computers and laptops using print funds allocated to their SurgeCard ID cards.

## MyServices

MyServices is the pathway to web-based student services at Cincinnati State. Through MyServices, students can register, add, and drop classes, view and print class schedules, make payments, check on financial aid status, view and print grade reports, and access a variety of other services. To access MyServices, go to the Cincinnati State website at [www.cincinnatiatstate.edu](http://www.cincinnatiatstate.edu), and then choose MyCState. Log in with username and password, then choose the MyServices tab.

## Study Abroad

To facilitate opportunities for study outside the U.S., Cincinnati State has affiliation agreements with the University of Arizona Yangtze International Study Abroad program (YISA) and International Studies Abroad (ISA). Students are not limited to these programs and are free to participate in other school/organization-sponsored programs.

Inquiries about Study Abroad should be directed to the International Students Office in Main Building Room 196 (Clifton Campus), or call (513) 569-4769.

## Success Center (Tutoring Services)

Cincinnati State provides free tutoring services to any student enrolled at the College. There are two locations in the Main Building of the Clifton Campus: Room 261 and Room 228B.

The Success Centers at Cincinnati State serve as resources to support, improve, and enhance student learning. In addition to faculty and staff volunteers and paid staff, student tutors work in the Success Center. Student tutors have received an A or B in their coursework. Tutors are hired after a recommendation from Cincinnati State faculty members, and are trained to provide effective support.

Tutoring can be provided for most courses when students request assistance. Tutors can share ideas, interpret and clarify terms, and guide students' efforts. However, they will not do the tutored student's homework. Tutors may answer questions and explain terms and concepts, but may not correct written work before it is turned in. The student receiving tutoring must attend class regularly, read the textbook, be prepared for tutoring sessions, have relevant questions,

and complete all homework assignments. These efforts will facilitate academic success.

For more information, email [successcenter@cincinnati.edu](mailto:successcenter@cincinnati.edu), or call (513) 569-1614.

## **TRIO/Support Services for Students**

TRIO Student Support Services (SSS) is funded by the U.S. Department of Education through a grant. TRIO SSS staff members work with first-generation, low income, and/or disabled students who demonstrate an academic need. The goal of the program is to assist students in completing an associate's degree and then transferring to a bachelor's degree program. Tutoring, academic coaching, and other support services are provided.

## **Veterans Affairs**

The Office of Veteran Student Affairs at Cincinnati State offers assistance to veterans, eligible dependents, and selected reservists who wish to initiate, continue, or resume using their VA educational benefits.

The office provides benefit counseling, assistance with filing claims to the Department of Veterans Affairs, admission advising, and referrals to other support services on campus and to various community agencies. The office also monitors student degree plans and graduation progress. Information sessions are held weekly.

The State Approving Agency for Veterans Training has approved Cincinnati State for the education and training of veterans and all their dependents under all existing public laws. Inquiries concerning eligibility should be directed to the Coordinator of Veteran Student Affairs in Main Building Room 135 (Clifton Campus), or call (513) 569-1543.

## **Writing Center**

The Cincinnati State Writing Center, located in Room 235 Main Building (Clifton Campus), offers instructional support, free of charge, to students whose coursework includes written assignments.

The Writing Center's mission is to provide students with the best help possible. Writing Center tutors are qualified, experienced writing instructors who teach a variety of classes at Cincinnati State or other institutions. They are familiar with the requirements and expectations of Cincinnati State courses involving writing.

Limited walk-in service is available at the Writing Center, but appointments are preferred. Students should log into their Cincinnati State account and use Starfish to schedule appointments with Writing Center tutors.