

# Academic Support Services

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## 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

## Mandatory Advising

Students are required to meet with an academic advisor prior to registering for their first two semesters. In some cases, students may be required to meet with an advisor each semester prior to registering for classes until all prerequisite coursework has been completed for admission into their major.

## 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 offered include:

**Consultation and Assessment:** Available to students, faculty, and administrators. Counseling Services provide help in identifying a student's needs, appropriate campus services, and possible referral for community resources.

**Personal Counseling:** Enrolled students may take advantage of one-on-one, short-term counseling to help navigate and cope with personal and emotional challenges that may be interfering with school, relationships, and other responsibilities.

**Campus and Community Referral:** Available to students who may need access to community resources. Not every student concern 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 student is referred to a related on-campus service or to a community resource or agency.

For more information, contact the Counseling Services office in Main Building Room 171 (Clifton Campus), call (513) 569-5779, or send email to [counseling@cincinnatiastate.edu](mailto:counseling@cincinnatiastate.edu).

## Disability Services

The College's Office of Disability Services works with students to ensure they receive academic accommodations in their courses. The primary goal of Disability Services 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 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 the academic semester to determine appropriate accommodations.

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

For more information, contact the Office of Disability Services at [disabilites@cincinnatiastate.edu](mailto:disabilites@cincinnatiastate.edu), 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 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.cincinnatiastate.edu/archives/2023-2024/academicdivisionsanddegreeampcertificateprograms/thehonorsprogram/>) description elsewhere this Catalog.

## International Student Affairs Office

The International Student Affairs Office (ISAO) is responsible for supporting and serving the F-1 and M-1 student visa holders at the College. Students who hold F-1 and M-1 visas are expected to maintain compliance with the guidance and regulations set forth by the Department of Homeland Security (DHS). The ISAO is responsible for tracking the educational progress of international students and reporting their progress to the DHS.

Other services include:

- Assistance with obtaining, updating, and transferring the I-20 form
- Advising on admission processes and immigration regulation assistance
- Helping international students navigate the campus environment and the community
- Referring international students to on-campus and external resources

For more information, contact the International Students Office at [international@cincinnati.edu](mailto:international@cincinnati.edu), or call (513) 569-4769.

## Library

The Johnnie Mae Berry Library, on the first floor of the Main Building (Clifton Campus), is named for the College's first librarian and 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 10:00 a.m. to 2:00 p.m. on Saturday. The Library is closed on holidays and other days the College is closed. Hours are adjusted in Summer Semester and during College breaks.

Trained library staff members assist 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 on- or off-campus via internet access. The library's home page on the College website is [www.cincinnati.edu/library](http://www.cincinnati.edu/library) (<http://www.cincinnati.edu/library/>). The library web page 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 DVDs for 3 days by presenting a valid SurgeCard (ID card). Borrowed books will be automatically renewed twice, unless another borrower has requested the item. After 2 auto-renewals, the borrower is responsible for taking action to make additional renewals (up to 4 renewals). DVDs are not renewable.

No overdue fines are charged for:

- Books from the General Collection
- Reference Books
- Fiction & Academic Videos

Fines will be charged for late return of items including:

- OhioLINK & SearchOhio requests
- Course reserve books
- Other reserve items, such as Study Room keys & calculators
- Laptops and computer accessories

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 library 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 the charge is reduced to \$50 if the item is returned.

The library's media collection provides a variety of popular and instructional videos that are available for students to check out for 3-day periods.

Laptops and Reserve items (including some textbooks) are available at the Check-Out Desk.

- Reserve textbooks can be checked out for 2 hours and can be used in the library.
- Laptops can be checked out for 4 hours and can be taken anywhere on campus. The laptops contain the software found in College computer labs and connect to the internet via a wireless network.
  - Laptop kits (including a laptop and charger) are available for 1-day check out and can be taken off-campus. (NOTE: Cincinnati State wi-fi is available only while on campus.)
  - A SurgeCard (ID card) is required for check-out.

Students with overdue laptops or reserve items are subject to a fine of \$5 for each hour the laptop or reserve item is late.

Four group study rooms inside the library 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 in the library. Copies are 10 cents per page, but scanning to a student's external storage drive is free. Students can print documents from library computers and laptops using print funds allocated to their SurgeCard ID cards.

## Self-Service (formerly MyServices)

Self-Service is the pathway to web-based student services at Cincinnati State. Through Self-Service, 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 Self-Service, go to the "Current Students" section (link near the top of the Cincinnati State website (<https://www.cincinnati.edu>)) and then select "MyCState." Log in with your Cincinnati State username and password, and then choose the Self-Service tab.

## Tutoring Center, Math Center, and Writing Center

Cincinnati State provides academic support services, at no cost, to any student enrolled at the College, as well as focused support in areas such as Chemistry, Study Skills, Computer Applications, Biology, Accounting, math, and writing.

The **Tutoring Center** is in Room 261 Main Building (Clifton Campus). The **Math Center** is in Room 228B Main Building (Clifton Campus).

The Tutoring Center and Math Center serve as resources to support, improve, and enhance student learning. In addition to faculty and staff volunteers and paid staff, student tutors provide peer-to-peer support. Student tutors have received an A or B in their coursework and must be recommended by Cincinnati State faculty members. Student tutors 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, answer questions, and guide students' efforts. However, tutors will not do the tutored student's homework. 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 [tutoring@cincinnati-state.edu](mailto:tutoring@cincinnati-state.edu), or call (513) 569-1614.

The Cincinnati State **Writing Center**, located in Main Building Room 235 (Clifton Campus), offers student-focused instructional support, at no cost, to those 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.

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 instructors.

## TRIO Student Support Services

TRIO Student Support Services (SSS) is federally funded by the U.S. Department of Education through a grant. The goal of TRIO Student Support Services at Cincinnati State is to increase college retention and graduation rates among the participants, and help students navigate college and potentially transfer to a four-year college.

TRIO SSS provides educational opportunity for first generation college students, low-income students, and students with a documented disability. Students are assessed based on a level of academic study skills mastery, college and career goals, understanding of financial aid, test scores, college readiness, ESL (if applicable), and/or other issues that can affect the student's ability to successfully navigate college.

TRIO SSS services include individualized academic resources and coaching to develop and implement academic plans and goals, while enhancing the student's college experience by creating an institutional climate of support.

For more information contact the TRIO SSS office at [sss@cincinnati-state.edu](mailto:sss@cincinnati-state.edu), or call (513) 569-4797.

## Veteran Student Affairs Office

The Veteran Student Affairs Office (VSAO) offers a variety of services for Veteran students, eligible dependents, and selected reservists who wish to initiate, continue, or resume using their Veteran educational benefits. The office coordinates with the VA to help Veteran students get the most out of the educational benefits available to them.

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

The VSAO manages institutional compliance with the Department of Defense (DoD). The VSAO also assists Active-Duty Service Members with Military Tuition Assistance (TAs) as awarded by the

DoD. Active-Duty Service Members may reach out to the VSAO for information as to how they can use their TA at Cincinnati State. The VSAO will coordinate with the DoD and the Bursar's office at the College to assist service members with their Military TAs.

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.

Cincinnati State complies with all regulations set forth by the Veterans Administration, including, but not limited to, the Veterans Benefits and Transition Act of 2018 for Chapter 31 (Vocational Rehabilitation and Employment Program) and Chapter 33 (Post-9/11 GI Bill) eligible veterans.

In accordance with the Veteran Benefits and Transition Act of 2018, Cincinnati State will not impose any penalty on Chapter 31 or Chapter 33 recipients due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs, including penalties such as the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution. Military-affiliated students who provide an updated Certificate of Eligibility (COE) or VA form 28-1905 (Tungsten Form) will not accrue any late penalties while waiting for funding from the VA.

For more information, contact the Veteran Student Affairs Office at [veterans@cincinnati-state.edu](mailto:veterans@cincinnati-state.edu), or call (513) 569-1543.