

SECOND EDITION

# Cincinnati State

# RESOURCE

# GUIDE



# ACADEMIC RESOURCES

## Academic Calendar

This document contains information for academic activities such as semester start/end dates, College holidays and breaks, deadlines for registering, adding, dropping, and withdrawing from classes and other important dates.

[www.cincinnati-state.edu/academic-calendar](http://www.cincinnati-state.edu/academic-calendar)

## Academic Advisors

All students should meet with an academic advisor once they have been admitted to the College. Advisors are located in each of the four divisions.

## Cooperative Education

For students, cooperative education, or co-op, is an opportunity to extend classroom learning to the workplace – while also earning a paycheck. Co-op coordinators are located in each of the four divisions.

- **Business Division**  
Main 330 | 513-569-1620
- **Engineering and Information Technologies**  
Main 210 | 513-569-1743
- **Health and Public Safety**  
Health Professions Building 312 | 513-569-1670
- **Humanities and Sciences**  
Main 232 | 513-569-1700

## Honors Program

📍 *Main 232*     📞 *513-569-1646*

The Honors Program at Cincinnati State welcomes academically talented students who are looking for educational challenges, and who wish to go beyond the classroom to explore fresh ideas and new areas of interest.

## Library

📍 *Main 170*     📞 *513-569-1606*

The library offers services such as research assistance, printing and copying, materials to check out, and quiet study spaces.

## Registration

📍 *ATLC 105*     📞 *513-569-1522*

The Office of the Registrar assists students with key services related to registration and records.

# CAMPUS INFORMATION

## Career Services

📍 *ATLC 215*     📞 *513-569-4242*

The Career Services Center provides assistance and resources for career exploration and assessment, choosing a college major and/or career, preparing a resume, searching for a job, preparing for an interview, and more.

## Clubs and Organizations

📍 *ATLC 204*     📞 *513-569-5747*

Student clubs and organizations are a great way to get involved on campus. Cincinnati State has many clubs and organizations for students to join. Students also have the opportunity to establish a new club.

## On Campus Dining

Cincinnati State Clifton Campus has a variety of dining options. Bakery Hill offers freshly made baked goods and a full-service coffee shop (ATLC 2nd floor). The Overlook Café offers a variety of meal and snack choices ranging from sandwiches to pizza to a fresh fully-stocked salad bar (ATLC 1st floor).

## Dining Plan

📍 *ATLC 204*     📞 *513-569-5747*

Cincinnati State offers three different meal plan options. You can choose plan 1) \$100.00, plan 2) \$200.00, or plan 3) \$300.00. The amount you select will be applied to your bill and deducted from your Financial Aid when applicable and if funds are available. If funds are not used before the end of the semester, the funds are forfeited. Refunds will NOT be given.

## Metro Discount Card

📍 *ATLC 204*     📞 *513-569-5747*

The Cincinnati State Metro program allows students to swipe their discount card and pay \$1 to ride in any zone, with a transfer for just 50 cents.

## Parking

📍 *ATLC 204B*     📞 *513-569-5860*

Cincinnati State strives to provide safe, accessible parking for students, employees, and visitors to campus. Parking passes for Clifton campus are \$75/semester. Parking at Cincinnati State's other locations is free.

## Safety/Campus Police

📍 *Main 147*     📞 *513-569-1558*

The security of all members of the campus community is a vital concern at all times at Cincinnati State. Cincinnati State's on-campus Police Department provides around-the-clock security protection and sponsors ongoing crime-prevention programs.

## Campus Life

📍 *ATLC 204*     📞 *569-5747*

Campus Life works hard to provide services and programming for all students to enhance and complement their overall academic experience. Students have the opportunity to participate in a diverse range of activities and events.

## Lost and Found

📍 *ATLC 204*     📞 *513-569-5747*

Lost and Found on the Clifton Campus is located in the Student Activities office, ATLC 204. Individuals picking up a lost item are asked to bring a form of identification. Property is kept for 30 days and items not claimed after 30 days are discarded.

## Student ID Cards – Surge Cards

📍 ATLC 204 📞 513-569-5747

All Cincinnati State students, faculty, and staff are required to have a college identification card called a Surge Card. Your Surge Card provides access to campus services such as the library and fitness center, and also serves as your print card.

## FINANCIAL INFORMATION

### Financial Aid

📍 ATLC 105 📞 513-569-1530

To help make an education at Cincinnati State even more affordable, our Financial Aid Office works closely with current and prospective students to help you learn about and apply for available grants, scholarships, loans, and work-study programs.

### Scholarships

Cincinnati State offers Institutional Scholarships and Honors Scholarships. Students can also apply for a variety of scholarship opportunities available from organizations outside the college. <https://www.cincinnati.edu/academics/financial-aid/financial-aid-types/scholarships>

### Tuition Payments

📍 ATLC 204B 📞 513-569-1580

Tuition and fees payments are due by the seventh calendar day of each semester. Students are responsible for paying all charges incurred as a result of registering for classes. Refer to the website for a list of acceptable payment methods.

## SUPPORT PROGRAMS

### Career Closet

📍 Main 002 📞 513-569-1547

The CSTCC Career Closet provides work-appropriate attire, at no cost, for current Cincinnati State students who are preparing for job interviews and co-op or internship experiences.

### Counseling Center

📍 Main 171 📞 513-569-5779

Counseling Services provides free and confidential personal counseling, crisis intervention for students, access to community resources, and consultation for College faculty and staff members.

### International Student Affairs Office

📍 Main 196 📞 513-569-4769

The International Student Affairs Office advises international students on matters related to the campus environment, maintaining immigration status, I-20 forms, change of status requests, and employment authorizations.

### Math Center

📍 Main 228B 📞 513-569-1614

The Cincinnati State Math Center provides individualized mathematics tutoring and instructional support for all courses with a mathematics component, including Math, Chemistry, Physics, and

Astronomy. All Math Center Instructors are faculty credentialed to teach mathematics and science courses at the College.

### Disability Services (ODS)

📍 Main 129 📞 513-569-1775

Disability Services (ODS) ensures that students with special needs receive the academic accommodations they need in their courses of study. Our goal is to guarantee that all students have equal opportunity in the pursuit of their educational objectives.

### Online Learning

Online Learning takes place between you and your instructor, primarily through web-based technology such as the Internet, audio, and video. Our Online Learning Programs currently include 20 degree and certificate programs.

<https://www.cincinnati.edu/online-learning-programs>

### Surge Cupboard

📍 Main 137 📞 513-569-1699

The Surge Cupboard is supported by donations from the entire college community to help address the food insecurity needs of Cincinnati State students. Currently registered students may visit the pantry once per month to receive food items. Students are asked to bring their Surge ID card to access services. Hours vary from semester to semester, check College website under Student Support > Community Resources.

### Student Services Resource Center (SSRC)

📍 Main 151A 📞 513-569-8707

The SSRC helps students apply for financial aid, check course availability, and conduct other Cincinnati State business online in a computer-lab setting.

### Transfer Center

📍 ATLC 221 📞 513-569-1884

The Transfer Center provides information on making the transition from associate's degree studies at Cincinnati State to a bachelor's degree. Students can meet with representatives from area colleges and universities, to get information about transfer options.

### TRIO Educational Opportunity Center (EOC)

📍 Main 131B 📞 513-569-1830

The Educational Opportunity Center/ provides educational, career, and financial aid information, and advising assistance to students at no cost.

### TRIO Student Support Services (SSS)

📍 Main 131B 📞 513-569-4797

The mission of TRIO SSS is to provide individualized academic resources and advising to eligible students by developing academic plans and goals, enhancing the student's college experience and creating an institutional climate of support.

### Tutoring Services

📍 Main 261 📞 513-569-1614

The Tutoring Center offers support to improve student learning through the combined efforts of faculty, staff, and peer tutors. Any student enrolled at Cincinnati State may receive tutoring at no cost.

## Veteran Student Affairs

📍 Main 135 📞 513-569-1543

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

## William L. Mallory Early Learning Center

📍 4th floor Main Building 📞 513-569-1504

The Mallory Center provides outstanding childcare on Cincinnati State's Clifton campus while serving as a learning lab for students enrolled in the Early Childhood Education associate's degree program.

## Parenting Resource Center

📍 Main 135B 📞 513-569-4766

Cincinnati State students who have children 18 and under can find support through the Parenting Resource Center. We offer parenting and academic workshops, a family friendly study area, and connection to campus and community resources.

## Writing Center

📍 Main 235 📞 513-569-1736

The Writing Center provides free tutorial support to students whose coursework includes written assignments. Writing Center support extends across all curriculums, and is not limited to support for writing or English Composition classes.

## TECHNOLOGY INFORMATION

### Email

SurgeMail is Cincinnati State's email portal, which allows students to get their email easily and conveniently from any computer with Internet access, on- or off-campus. The College considers email an official form of communication with Cincinnati State students.

### Technology Resource Portal

The new Technology Resources Portal, which can be found on Blackboard, includes links to major resources for tutorials, training, technology tips, books about technology, and more.

### Technical Support

📍 Main 349 📞 513-569-1234

[itshelpdesk@cincinnati-state.edu](mailto:itshelpdesk@cincinnati-state.edu)

Contact the College's IT Helpdesk if you need technical help or if you have a question for Cincinnati State's IT Helpdesk staff.

## GENERAL INFORMATION

### Alumni

📍 ATLC 337 📞 513-569-1236

The Cincinnati State Alumni Association helps alums connect. The association is a great way to reconnect with former instructors and classmates, expand your business and personal contacts, keep up with new events, and more!

## Facilities

📍 Main 114 📞 513-569-1559

To report any cleanliness or maintenance issues around the college, contact the facilities department.

## Student Rights and Responsibilities

Your rights and responsibilities as a student at Cincinnati State are detailed in the digital college catalog.

## Title IX

📍 Main 186 📞 513-569-1565

Cincinnati State is committed to adhering to all requirements of Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in the College's programs and activities. Sexual harassment, including sexual violence and retaliation, are forms of discrimination prohibited by Title IX.

## Speak Out!

Speak Out! is Cincinnati State's anonymous online feedback and inquiry system. All remarks posted to Speak Out! are shared with the appropriate manager(s). For more on Speak Out! visit [www.cincinnati-state.edu/contact-us/speak-out](http://www.cincinnati-state.edu/contact-us/speak-out)

## Maxient

Maxient is a Cincinnati State online reporting system that assists the College's Behavior Intervention Team (BIT) to track students who have displayed behavior of concern. For more information visit [www.cincinnati-state.edu/title-IX-resources](http://www.cincinnati-state.edu/title-IX-resources)

## Weather Alert

College administrators consider several factors when deciding on a weather delay or closing, including conditions of our campuses and on area roads, as well as weather predictions. A decision to close or delay is made as early as possible and is communicated to local radio and TV stations. Other ways to find out if Cincinnati State is on a delay or closed include: signing up for CState Alerts in MyServices on Blackboard, visiting the College's Facebook page or Twitter feed, visiting the homepage of the College website, or calling 513-569-1500 for recorded information.

## CINCINNATI STATE LOCATIONS

### Cincinnati State – Clifton

3520 Central Parkway, Cincinnati, Ohio 45223

📞 513-569-1500

### Cincinnati State – Middletown

1 North Main Street, Middletown Ohio 45042

📞 513-217-3700

### Cincinnati State – Evendale

10100 Reading Road, Cincinnati, Ohio 45241

📞 513-569-1643

### Cincinnati State Harrison, West Campus

10031 West Road, Harrison, Ohio 45030

📞 513-569-4970