Welcome
SSU ORIENTATION 2019
Shawnee State University
GET INVOLVED!
Your SSU experience outside the classroom is just as important as what happens inside. Check out all the opportunities and organizations that may interest you.

Welcome to SSU!

Go Bears!

Get connected. Stay connected.

Connect with orientation leaders, future classmates and friends through the Shawnee State University app. The app features events, calendars, student clubs, maps, and more. Join us today, and don’t forget to introduce yourself on the campus wall!

TO DO: Visit shawnee.campusapp.com or search “Shawnee State University” in the app store.
We host a number of activities and programs before classes begin during a Weekend of Welcome (WOW) so you can get to know campus—and your fellow students. Meet your professors and staff that are here to help during your years at SSU. Win prizes by attending events and receive your official WOW SSU t-shirt. Finally, meet the student organizations at the WOW Carnival.

Welcome Ambassadors
Volunteer during Move-In and Weekend of Welcome.

Our welcome ambassadors co-lead and mentor their assigned students, and also work as facilitators and supporters for WOW. Basically, they’re fun people who are excited to be at SSU.

Register for “WOW”
You can register for “WOW” by selecting the Weekend of Welcome Tab on your MySSU Portal. You can see the “WOW” schedule and sign up for text alerts by texting 448448.

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Student Organizations

Get involved in one or more of our 60 student clubs. You can join the Blue Crew, SSU’s official pep club, Student Catholic Association, there’s an organization for you. Join an existing organization or start your own involved have higher retention rates than students who don’t get involved in student organizations?

Fraternity & Sorority Life

Becoming a member of the Greek community at SSU will provide you with experiences that not only help prepare you for a career, but also for life. Fraternity and Sorority Life can help you make the most of your college experience by building connections and working as a team.

AHANA (Asian, Hispanic, African, Native American)
AHANA provides social, educational and cultural programming for all students. AHANA promotes cultural and social awareness among the entire student body and faculty of our university. Membership is open to everyone.

Community Service

SSU offers opportunities for you to gain professional experience, meet new people and encourage personal growth through service. Volunteering strengthens your community, encourages civic responsibility and gives you a chance to give back. Look for events such as SSU Gives Back, 9/11 Day of Service and MLK Day of Service to volunteer. Students interested in service often join the Alpha Phi Omega Service Fraternity or the Rotaract Club.

Student Programming Board

SPB provides social, educational, cultural and service programming on weekdays, Thursday nights and weekends. Special event weeks include Welcome Week, Scare Week, Homecoming and Springfest. Some of the most popular events include Bingo and $4 Friday Movies. Don’t forget to bring your SSU ID.

Student Government Association

SGA invites you to attend meetings, Tuesdays at 4 p.m. in the Student Annex. SGA advocates for the interests of Shawnee students and works to better the student experience.

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**My Ways to Stay Connected to SSU**

1. **@MyMail**
   - You probably have several email accounts - from Gmail to Yahoo to lots of things in between. We’d like for your favorite one to become your Shawnee State email. This will be the primary way we contact you.
   - **TO DO:** Go to www.outlook.com/mymail.shawnee.edu
     - Enter your username — your last name + first name initial @MyMail.shawnee.edu (Jennifer Lawrence would be lawrencej@MyMail.shawnee.edu)
     - Enter your password — your date of birth, with the year, month, then day (May 23, 1996 is 19960523).

2. **MySSU**
   - This is your student portal where you can access everything related to the business of being a student — your account information, including billing, financial aid awards, and grades. You will receive important official notifications here — and this is also where you go to register for classes.
   - **TO DO:** Go to myssu.shawnee.edu
     - Enter your User ID — your student ID # that was assigned to you when you first applied (it can be found on your student ID card and all official communications from SSU)
     - Enter your password — your date of birth, with the year, month, then day (May 23, 1996 is 19960523). We encourage you to change this after your first login to protect your information.

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**Let’s Get Down to Business!**

**STUDENT BUSINESS CENTER**

MORRIS UNIVERSITY CENTER // 2ND FLOOR

The Student Business Center is a one-stop shop for all your Bursar, Registrar, and Financial Aid services!

Call 740.351.HELP (4357) for assistance!

**OFFICE HOURS:**
- Monday + Tuesday / 8 a.m. - 4 p.m.
- Wednesday / 9 a.m. - 4:30 p.m.
- Thursday + Friday / 8 a.m. - 4:30 p.m.

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**What is the Bursar?**

He’s the finance guy. The Office of the Bursar assesses tuition and fees, receives payments (for tuition, housing, meals, etc.), and processes student refunds. Did you know that the word Bursar comes from the Latin word “bursa” which means purse? (Your first lesson – and the semester hasn’t even started!)

**How can the Registrar help?**

The Registrar’s Office oversees course registration, sends transcripts (for College Credit Plus, classes in progress, and final transcripts), issues Bear cards (your student identification card), and assists students in adding and dropping courses.
Financial Aid

4 types of financial aid to help pay for college:

1. **Scholarships**
   - Based on your academic and other achievements, and/or need
   - Considered gift aid and do not have to be repaid
   - You may apply for scholarships through SSU or other outside agencies

   **TO DO:** Check out the scholarships available through the SSU Development Foundation at shawnee.edu/scholarships

2. **Grants**
   - Money available to students from federal or state governments
   - Considered gift aid and do not have to be repaid
   - You will need to complete the FAFSA to be eligible

   **TO DO:** Fill out the FAFSA at fafsa.ed.gov

   **Grants that may be available to you:**

   - Federal Pell Grant
     - This is a need-based grant, funded by the federal government.
   - Federal Supplemental Opportunity Grant (SEOG)
     - This is a need-based grant. It is awarded to students with the lowest EFCs and is funded by the federal government.
   - Ohio College Opportunity Grant (OCOG)
     - This is a need-based grant available to residents of Ohio. It is funded through the state of Ohio.
   - Teacher Education Assistance for College and Higher Education (TEACH) Grant
     - This is a non-need-based grant available to certain teacher education majors. It comes with requirements after graduation that, if not completed, will turn the grant into a loan that you will need to repay.

3. **Loans**
   - Money you borrow and must pay back with interest, like a home or car loan.
   - You will need to complete the FAFSA before you can apply for loans

   **TO DO:** Fill out the FAFSA at fafsa.ed.gov

   **Loans offered at SSU:**

   - Federal Direct Subsidized Loan
     - This is a need-based loan. The government pays the interest while you are in school at least half-time (six or more credit hours).
   - Federal Direct Unsubsidized Loan
     - This is a non-need-based loan. You are responsible for the interest from the time SSU receives the loan request until the loan is paid in full. You may pay interest while in school or at a rate may be added to the loan.
   - Federal Direct Parent PLUS Loan
     - This is a non-need-based loan available to students who included parental information on the FAFSA. The loan is the responsibility of the parent borrower. Payment of the loan begins approximately 60 days after the entire amount of the loan is received by SSU. Your parent may ask to postpone payments while you are enrolled at least half time; however, interest will continue to build.
   - Private Education Loans
     - This is a non-need-based loan available to you through banks and credit unions to assist in paying the cost of education. Private education loans differ from lender to lender so it is important to research before deciding on a lender. We recommend you apply for Federal Direct Loans prior to applying for private education loans.

4. **Student Employment**

   **Student employment options at SSU:**

   - Federal Work Study
     - This is a student work program funded through the federal government. It is a need-based program. You will be paid by the university every two weeks. In order to determine your eligibility you will need to complete the FAFSA.
   - Student Employment
     - This is a student work program funded through SSU. It is a non-need-based program. You will be paid by the university every two weeks.

Shawn E. Bear is one of the job opportunities available on campus. Download the Shawnee app to be notified when tryouts will be held.

Be the Bear!
The FSA ID is your user name and password used to confirm your identity and electronically sign your FAFSA and other documents. Both you and your parent will need to create a user name and password. It will remain the same throughout your academic career for both you and your parents.

- Be sure to include SSU’s school code – 009942 – to ensure we receive your FAFSA results.
- If selected to complete the verification process, submit additional documents in order to support the information entered on the FAFSA. Verification documents often include tax return information, household information and other untaxed income information.
- View your Financial Aid Awards through your MySSU account.
- Accept your student loans to have them applied to your student account.
- Entrance counseling is completed one time. Your Master Promissory Note is good for 10 years.
  - View your course and fee statement through your MySSU account.
  - Review your MySSU account frequently. All communications from our office are sent through the Official Notification portal. It is located on the MyInfo tab in MySSU.
- Apply for your FSA ID at fsaid.ed.gov
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov
- Complete your Entrance Counseling and Master Promissory Note. You may do so online at www.studentloans.gov

Financial aid falls into one of two categories: need-based or non-need-based. Financial need is determined by the following formula:

Need-Based

Cost of Attendance (COA)
- Expected Family Contribution (EFC)
- All Financial Aid Awarded

Non-need-based aid is not based on your EFC. Non-need-based aid is determined by the following formula:

Non Need-Based

Cost of Attendance (COA)
- All Financial Aid Awarded

Expected Family Contribution (EFC) is calculated using the information you report on your FAFSA. It is not the amount of money your family will have to pay for college. It determines the amount of need-based financial aid you will receive.

Cost of Attendance (COA) is the estimated amount it may cost you to attend SSU. It includes both direct and indirect costs. Direct costs are those paid directly to SSU. These include tuition, fees, and on-campus room and board. Indirect costs are incurred while you attend SSU, but are not directly paid to SSU. Indirect costs include books and supplies, transportation, personal expenses, off-campus housing, and loan fees. All costs in the COA are only estimates. Your actual costs may be different.

How is Need for Financial Aid Determined?

Financial Need

Financial Need = Cost of Attendance (COA) - Expected Family Contribution (EFC)

Need-Based Financial Need

Non-need-based Financial Need

Budget Your Tuition Once. LOCK IN YOUR COST FOR 4 YEARS!

We want you to be able to plan and budget for college expenses. That's why we have a tuition guarantee program that locks in your tuition, room, meal plan, and fees for four years. As a first-time freshman, you can count on your tuition to stay the same for four years—and count on us to help you and your family plan for your future.
5 Ways to Be a Successful Financial Aid Recipient

1. **Attend your classes.**
   In order to earn all of your financial aid, you need to attend classes throughout the semester.

2. **Check your MySSU account regularly.**
   We send all communication to you through your official notification portal. You can view your financial aid, check for missing documents or check your course and fee statement.

3. **Read your communications from the Office of Financial Aid.**

4. **Keep in contact with the Student Business Center.**
   If you decide to change your major or withdraw from classes, please stop by and see us. We can let you know how it will affect your financial aid.

5. **(SAP) Maintain Satisfactory Academic Progress**
   Please review the full policy on our website at:
   www.shawnee.edu/offices/financial-aid

The Financial Aid Office is here to assist you through the maze of financial aid issues. Contact us by phone at 740.351.4243 or by email at fin_aid@shawnee.edu.
FERPA is the Family Educational Rights and Privacy Act, a Federal law that insures all students (regardless of your age) that your Shawnee State University enrollment information is private and confidential.

This means that parents or guardians (and other family members) cannot access your information (grades, account balance, etc.), without your prior, written, consent.

The only information that does not fall into this category is what is considered directory information.

FERPA and what does it mean for Parents & Spouses?

Money Matters

Due Dates
To avoid late fees, make sure your payments are received on or before posted due dates. For more information, visit shawnee.edu.

How To Make A Payment
Tuition and fees may be paid by cash, check, or money order. You may pay via our Student Business Center on the second floor of our university center or pay online through CASHNET. To access CASHNET, visit MySSU and click on Billing Information – My Account Info under the “Student” tab.

You may either set up an e-check payment by providing your bank checking account number and bank routing number (both numbers appear on the bottom of your check) or you may provide a credit card number.

NO SERVICE FEE will be charged for E-CHECK PAYMENTS. A service fee of 2.75% of your transaction amount will be charged for credit card transactions. Accepted credit cards online include MasterCard, Discover, American Express, and Diner’s Club.

Payment Plan
If you have a remaining balance after your Financial Aid has been applied, your balance must be paid in full by 4:30 p.m. on the posted due date for each semester to stay enrolled. Can’t pay your tuition in full? No problem. Pay 1/4 of your balance by the posted due date to protect you from being dropped from your registered classes, and enroll in the payment plan for an enrollment fee of $35. Enrolling in the payment plan allows you to spread the cost of tuition over three payments throughout the semester. Watch your MySSU account for important notifications about your balance and call the Bursar’s Office at any time if you have questions about your student account.

How To Access Your Refund
All financial aid, including grants, loans, and scholarships will be applied to your account and a refund will be issued if a credit balance exists.

You will receive a letter in the mail after you register for classes for the first time with instructions on how to access your refund. With these instructions, you may choose how you would like to receive any refunds (direct deposit into an existing checking account or direct deposit into a new BankMobile Vibe Account).

Call the Student Business Centre with any questions about refund disbursement dates 740.351.4357.

Directory Information Includes:

- Student name
- Local Address & phone number
- E-mail address
- Major field of study
- Class rank (Freshman, Sophomore, etc.)
Free Services for all SSU Students

As a Shawnee State Student you can take advantage of these services with no additional cost!

We hope you utilize the following offices on campus to make the best of your experience.

1 Parking Tags & Vehicle Registration

Parking is free for students and students at all class levels can bring their car to campus. Register your vehicle and keep your parking tag on your car to let us know that you are a student and are allowed to park in our lot.

If you are living off campus and driving to SSU each day, we’ll give you a tag to hang from your rearview mirror. If you are living in campus housing, we’ll give you a permit sticker to display on the lower portion of your windshield that allows you to park in areas specific to your housing unit.

TO DO:

☐ Take your Driver’s License; Bear Card (student ID); and Vehicle Registration to the Department of Public Safety to get your parking hangtag and window decal. (We’re in the Smokestack building on the east end of campus.)

☐ Stop by the Department of Public Safety to get a temporary tag if your registered car is in the shop or you happen to be driving Dad’s van for a week or two.

2 Counseling & Health Services

The University provides an on-campus Health Clinic for students whose treatment is available for minor illnesses and injuries, free of charge.

The Health Clinic is staffed with professional medical personnel to assist and treat medical concerns, and if necessary, make referrals to service providers. The Health Clinic is located in Hatcher Hall and service is provided by King’s Daughters Medical Center Ohio.

Counseling Services and Psychological Services

Our psychological counselors provide a broad range of services to students experiencing personal problems. Counselors encourage students and teach skills to solve problems. They offer a counselor-in-residence and 24 hour assistance to students that may be in crisis. Counseling and Health Psychological Services are located in Hatcher Hall. You may also contact us at (740) 351-3608. Please visit www.shawnee.edu/offices/counseling-and-health-services for more information!

3 Athletic Center

As a Shawnee State Student you can take advantage of these services with no additional cost!

As a student, you have free access to the James A. Rhodes Athletic Center. In addition to being home to SSU Athletics and SSU Basketball and Volleyball games, the Rhodes Center offers the Waller Gymnasium and a fitness center with a weight room and cardio/fitness room. The Center is also home to a $1.4 Million recently renovated Warsaw Aquatic Center, which features a Junior Olympic size swimming pool. Use of all these facilities are free to SSU students.
Career Services

Student Career Services helps students explore majors and careers, establish a career development plan, and build professional skills. They provide help with Internship, Job, and Graduate school searches and offer workshops and guidance with resumes, cover letters, job offers, interviewing, and networking. The academic year is full of events focused on your career development, and professional and peer staff are available to help.

Tutoring services are free and available to all registered students. Request a tutor online or stop by the Student Success Center to learn more. In addition to one-on-one tutoring, students needing assistance with Math and English can also take advantage of our Math Lab and Writing Center. The Writing Center is located in the Clark Memorial Library. Stop by to get help at any stage during your writing process, from brainstorming to final editing.

Accessibility Services

The Office of Accessibility Services helps students integrate into the University community by advocating for a student’s rights, promoting awareness of disability issues, and ensuring equal access to University academics, programs, and activities. Meet with our Accessibility Coordinator to request accommodations that include note-takers, extended testing time, or limited distraction testing environments.

Veterans Coordinator Eric Ramaekers leads the support and guidance for America’s veterans, current service members, and their family members in accessing all federal and state educational benefits earned by their service in the United States military. To access these services, please contact Eric at 740.351.4441 or eramaekers@shawnee.edu.

Veterans + Military Services

Shawnee State University students + Alumni, employers are looking for you!

SIGN UP: shawnee.joinhandshake.com

Military + Morris University Center // Room 219

Handshake

Tutoring Services + Math Lab

Writing Center + Math Lab

Office Hours

Monday // 8 a.m. - 5 p.m.
Tuesday - Wednesday // 8 a.m. - 6 p.m.
Thursday - Friday // 8 a.m. - 5 p.m.

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Public Safety First!

The Department of Public Safety is dedicated to providing a 24-hour police and security presence on campus. Our police and security officers patrol campus on foot and by patrol car and are interstate and trained in personnel and property protection.

Security Programs & Services

The Department of Public Safety offers Crime Prevention programming, Operation Identification, Bicycle registration, ICE (In Case of Emergency) Program, Unarmed Self Defense, Lost and Found, BCI and FBI background checks, and assistance with jump starting batteries and vehicle unlocks.

Emergency Notifications

Receive emergency notifications, including school closings, through email, text and phone by registering for SSU Alert. Register through your MySSU portal.

To enroll in SSU alerts visit your MySSU portal, go to the Emergency Contact link and provide your contact information!

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2019-2020 Academic Calendar

FALL SEMESTER: 2019-2020

August 26
Full semester classes begin (full and first half session)

September 2
Labor Day (University Closed)

October 3-4
Full Break (4th Classes, University Open)

October 11
Last day of first half session (final exams during last scheduled class period)

October 14
First day of second half session (on-campus)

October 21
First day of second half session (online campus)

November 8
Veterans Day (University Closed)

November 27
No Classes (University Offices Open)

November 29
Thanksgiving Day (University Closed)

November 30
Thanksgiving Holiday (University Closed)

December 6
Last day of classes (full session and second half session for on-campus and online)

December 7-13
Final Exams (full session classes)

December 17
Fall Commencement – some day and evening

December 18
Grades due in Office of the Registrar by noon (full and second half session for on-campus and online classes)

December 24
Christmas Holiday (University Closed)

December 25
New Year’s Day (University Closed)

January 1
New Year’s Holiday (University Closed)

January 2
Full semester classes begin (full and first half session)

January 20
Martin Luther King, Jr. Day (University Closed)

February 24
Last day of first half session (final exams during last scheduled class period)

March 5
Spring Break

March 9
First day of second half-url week session

June 26
Last day of full session

June 29
Second seven-week session – classes begin

August 14
Last day of second seven-week session

August 18
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Also available @ bit.ly/ssucal

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Important
Payment Dates

Payment Due Dates

SUMMER 2019

APRIL 29
Bookstore charges start

May 1
First payment plan payment due: 1/3 of the balance remaining

May 31
Financial aid refunds begin

June 5
Second payment plan payment due: 1/3 of the balance remaining

July 3
Third payment plan payment due: remaining balance

FALL 2019

August 7
Full balance due or enroll in payment plan and pay 1/4 total balance due. Your account must be zero or the payment must be applied.

August 12
Bookstore charges start

September 4
Second payment plan payment due: 1/4 of the balance remaining

October 2
Third payment plan payment due: 1/4 balance

November 6
Fourth payment plan payment due: remaining balance

Shawnee State
Commuter
Meal Plans

COMMUTER MEAL PLANS CAN BE PURCHASED ON OUR WEBSITE:
https://shawnee.sodexomyway.com/shop

50 MEALS - $395.93*
50 Meals - This plan is recommended for commuter students who will be eating on campus 3 or more times per week.

20 MEALS - $161.48*
20 Meals - This plan is recommended for commuter students who will be eating on campus 2 or more times per week.

10 MEALS - $87.11*
10 Meals - This plan is recommended for commuter students who will be eating on campus occasionally during the semester

*May be subject to adjustment

(Any meals remaining on block commuter meal plans will carry over from Fall Semester to Spring Semester. All Meals must be used by graduation of the academic year they are purchased.)

Notes: