STUDENT SUCCESS

GUIDE

Contents

Student Handbook

Looking for more detailed information about our policies, procedures and more? Our Student Handbook is a great reference tool for you to use when looking for information about College policies and procedures, Student Code of Conduct, student life and campus services. As a Clark State student, you are responsible for familiarizing yourself with the College's policies and abiding by these expectations. Learn more here: https://www.clarkstate.edu/college-life/student-handbook/

Clark State's Commitment to You

Clark State defines *student success* as a holistic effort in which everyone shares in the responsibility of preparing, teaching, and supporting students of all backgrounds to realize their academic and career goals. **You have a purpose and that purpose is good.**

Guiding Principles

Learning

We use best practices and resources to create a learning community that challenges, transforms, and empowers students and employees.

Diversity

We welcome and engage all individuals to create an equitable and inclusive culture.

Community

We value, trust, and support for people with whom we work and serve.

Partnerships

We collaborate to address stakeholder needs and to contribute to the economic and holistic well-being of society.

Innovation

We champion an environment that encourages creativity and embraces change.

Adaptability

We, as an educational institution, adapt to environmental challenges when they arise.

Quick Resource Guide

Starting college can be both exciting and challenging. It's important to know that learning requires hard work, dedication, and commitment. At the same time, it's equally important to recognize that everyone has unique needs and experiences, and that growth and progress are possible for everyone with the right support and resources. Remember, taking responsibility for your education also means recognizing when you need help and actively seeking it out.

Academic Advising helps students declare majors, change classes, and connect with vital resources for academic and personal wellbeing. Contact 937.328.6084 or advisors@clarkstate.edu.

Accessibility Services provides students with appropriate accommodations based on diagnosed medical conditions or disabilities. Contact 937.328.6019 or accessibility@clarkstate.edu.

Career Services offers career assessments, student employment, and workshops on writing cover letters and resumes. Contact 937.328.6028468 or careers@clarkstate.edu.

Counseling Services provides professional one-on-one and group counseling sessions. Contact 937.328.7961 or email vannoordm@clarkstate.edu.

Financial Aid promotes financial wellness by guiding students through FAFSA and educational funding options. Contact 937.328.6034 or financialaid@clarkstate.edu.

Library services include study rooms, computers, and collections for scholarly resources. Be sure to get your student ID card by visiting or contacting 937.328.6022 or library@clarkstate.edu.

Office of Student Support to address barriers related to transportation, childcare, food and housing insecurities, technology needs, and much more. Contact 937.328.6101 or studentsupport@clarkstate.edu.

Pregnancy Resources include lactation rooms or other accommodations a pregnant individual may need during or after pregnancy. Contact 937.328.6019 or accessibility@clarkstate.edu.

Printing is available, crediting students with $7.50 each semester, with additional funds available for purchase if the amount is exceeded, this balance does carry over, but is not refunded. Contact 937.328.6099 or bookstore@clarkstate.edu.

Student Engagement includes athletics, clubs, and honor societies to increase student engagement and belonging. Contact 937.328.6061 or butlern@clarkstate.edu.

Tech Support is available to students who experience difficulties accessing Clark State's network, sites, portals, and software. Call 937.328.5700.

Tutoring is available, free, in-person or online for various courses required for many degree programs. In-person Tutoring is limited, but Online Tutoring is available 24/7. Contact 937.328.6044 or retention@clarkstate.edu.

Getting Started

This guide is designed to serve students in a variety of categories, to ensure that they know what resources are available to them as they enter and return to Clark State. Note that some of these may not be required for your particular circumstances and that you can always consult with Admissions at 937.328.6028 or Advising at 937.328.6084 to ensure you've completed all necessary steps for enrollment.

Enrollment Checklist

The following list includes required and recommended tasks in order for you to successfully register and pay for classes. Items in **bold** with an asterisk* are required to enroll as a student. All other items are strongly recommended.

- ❑ **Begin and complete your online application at www.clarkstate.edu/apply.***

- ❑ Request accommodations through the Office of Accessibility if you are a student with a learning disability, medical condition, sensory impairment, psychological condition (including ADD/ADHD), or you had an IEP in high school. Website: https://www.clarkstate.edu/academics/accessibility-services/

- ❑ **Schedule and complete your Placement Assessments at www.clarkstate.edu/admissions/placement-assessment/ in order to register for classes.***

- ❑ **Meet with an Academic Advisor to register for classes. View calendars and schedules at www.clarkstate.edu/admissions/academic-advising/.***

- ❑ Complete your FAFSA at studentaid.gov to apply for financial aid. Review our Financial Aid Checklist at www.clarkstate.edu/financial-aid.

- ❑ Contact Veterans Services at 937-328-6015 or records@clarkstate.edu if you believe you may be eligible for military benefits for veterans, active-duty members, and their families.

- ❑ **Set up multi-factor authentication in order to access the Clark State student portal. [Instructions are included in this guide](#).***

- ❑ **Pay your tuition online at least seven (7) days prior to the semester. For ways to pay, visit www.clarkstate.edu/admissions/tuition-and-fees/payment-options/.***

- ❑ **Purchase required textbooks and technology using personal funds or financial aid. [Instructions are included in this guide](#).***

- ❑ **Establish attendance during the first week of classes to avoid being dropped from classes. [Instructions are included in this guide](#).***

Reach out to Clark State Admissions at 937-328-6028 or admissions@clarkstate.edu for support.

Placement Assessments

Most students are required to take a placement assessment to determine which Math and English courses they should start in their first semester. Schedule here: https://www.clarkstate.edu/admissions/placement-assessment/.

- If you feel you have completed college-level course work in English and Math, send all transcripts and prior test scores to the Records Office at records@clarkstate.edu.
- For Veterans or Active-Duty Military, work with your Education Services Officer in your branch or Veteran Affairs office.

Register for Classes

If this is your first semester at Clark State, you will need to schedule an appointment with your advisor by visiting the website or calling Advising at 937.328.6084 to schedule an appointment with an Advisor to register for classes. If you're a returning student, follow these instructions to register for classes:

1. Log into my.clarkstate.edu.
2. Under Quick Links, click Self-Service.
3. In Self-Service, click Student Planning.
4. In Student Planning, click Go to My Progress.
5. In My Progress, you'll find the following information: current major and degree program, cumulative transcript GPA, completion progress bar, and degree requirements.
6. Under Requirements, courses needed to obtain your degree or certificate are listed per term.
7. Click on a course to add a specific section by clicking on View Available Sections and choose the course section that best fits your schedule.
8. Pay close attention to which term you're in and where each course is located. You may sort using location, days of the week, terms and instructor to find the perfect fit.
9. Click Add Section to Schedule once you've found one that meets your needs. Click Add Section again when the pop-up appears.
10. Once you've selected your sections and are ready to register for your classes, click back to Student Planning and click Go to Plan & Schedule.
11. Click Register Now to register for all the courses you have planned or scroll and register for each class individually.
12. Once you click Register, the course will turn green, indicating that your registration was successful! If unsuccessful, there may be an error such as a pre-requisite course that needs to be taken first. Contact Advising at 937.328.6084 for more information and additional help.

While students do have access to drop or withdraw from classes, it is highly recommended you reach out to Advising at 937.328.6084 before doing so in order to avoid any financial repercussions.

Complete FAFSA and Financial Aid Checklist

Clark State's Financial Aid Office helps students explore options to finance their education without personal hardship or burden. Follow these steps to determine your financial aid eligibility and award amount.

1. Go to fsaid.ed.gov to create an FSA ID.
2. To apply for the FAFSA, you will need your social security number or alien registration number, prior year's income tax returns, and W-2 or other income-based forms.
3. Determine if you are considered a dependent and will require a guardian's financial information.
4. Use Clark State's school code (004852) as you complete the FAFSA.
5. Monitor your award letter by logging into my.clarkstate.edu and clicking Self-Service under Quick Links.
6. Use the Financial Aid portal to monitor your progress in completing the financial aid checklist.

Contact Financial Aid at 937.328.6034 or financialaid@clarkstate.edu to get support in completing your financial aid checklist.

Activate Multi-Factor Authentication

Clark State takes your information privacy seriously and works to ensure it is secured and not breached by external parties. All Clark State members must multi-factor authenticate to access the network, requiring one additional security measure other than a username and password. Here is how you set up your multi-factor authenticator:

- If you are an iPhone user, you may choose to use the iCloud Keychain as your authenticator app. If you do not have an authentication app already installed on your phone, you will need to install one. Microsoft Authenticator and Google Authenticator are commonly used applications although there are other options as well.
- Try and access my.clarkstate.edu. If you don't see an entry for Clark State, click on the + icon in the upper right-hand corner of the passwords screen and enter the following:
  - Website: auth.clarkstate.edu
  - User Name: <your Clark State user name without '@students.clarkstate.edu'>
  - Password: <your Clark State password>
- If using your phone, tap the QR code to open an authenticator app, completing the MFA Registration process. If on a PC, you will need to scan the QR Code from within your authentication app. *If this screen on the right does not appear, you will need to contact 937.328.5700 for assistance.*
- Select the option you would like to use to setup MFA.

You will need to contact the IT Help Desk at 937.328.5700 if you need assistance with setting up multi-factor authentication.

Create Payment Plan

Payment for all courses you're enrolled in is due one week before your first classes start within a semester. You can pay tuition and fees in the Cashiers Office by cash, check, MasterCard, VISA, DISCOVER and American Express. We also accept e-check payments online. We accept payments in person, by mail and online through Self-Service in the myClarkState portal.

Clark State offers an alternative to lump-sum payment to ease the burden of paying tuition costs at once. Clark State's Student Payment Plan lets you pay in four easy installments for Fall and Spring Semesters and in up to three easy installments for the Summer Semester. Follow these instructions to set up a payment plan and make payments.

1. Log into my.clarkstate.edu.
2. Under Quick Links, click Self-Service.
3. In Self-Service, click Student Finance.
4. Click Make a Payment.
5. Scroll down until the Create Payment Plan button appears in the top-right menu. Click it.
6. Select the balance you are creating a plan for and click Continue.
7. Clark State will automatically create scheduled due dates for payment installments.
8. Read and accept Payment Plan Terms and Condition and click Continue.

If you have classes in multiple terms within a semester and have questions about your due date, please contact the Cashiers Office at 937.328.6048 or cashier@clarkstate.edu.

Textbooks and Technology

Clark State has certain technology requirements in order for students to successfully participate in courses and submit assignments. Clark State uses the Windows operating system and Microsoft Suite for all programs and most courses. While tablets, Chromebooks, and cell phones are appropriate for communication and web use, they are not sufficient for either in-person or online coursework. Here are ways to save money on technology:

*   Students who have financial aid awards exceeding the amount of their tuition can use the surplus to purchase a Dell laptop from Clark State's Bookstore without paying out of pocket. Contact the Bookstore at 937.328.6099 or bookstore@clarkstate.edu to order.
*   Log into my.clarkstate.edu and click Office 365 under Quick Links to access Microsoft products anywhere, any time. If you have a Chromebook, you cannot download Office 365 to your laptop but you can still access it online through the myClarkState portal.

Always communicate with your instructors and program coordinators to ensure you have the appropriate technology to succeed in your degree program.

Purchase Textbooks

The Virtual Bookstore is open for ordering 24/7 and already knows what you've registered for and will help you select the correct textbooks. **Note: Financial aid allowances and Book Vouchers will not show until seven (7) days before classes start.**

1. Log into my.clarkstate.edu.
2. Under Quick Links, click Virtual Bookstore.
3. Courses you're enrolled in will automatically populate.
4. Choose your purchasing options and select Add Item to Cart.
5. Review your order and select Proceed to Checkout.
6. Enter your shipping address and select Continue.
7. Select your method of payment: credit/debit card, Book Voucher, or PayPal.
8. Select Continue to review and then Place Order.

Contact the Bookstore at 937.328.6099 or bookstore@clarkstate.edu for support.

Access Digital Textbooks

Most textbooks are provided as digital formats to help reduce the cost to students. After you purchase the digital format of your textbooks, follow these instructions to access and read them.

- Log into your student portal at my.clarkstate.edu.
- Under Quick Links, select Virtual Bookstore.
- Select the profile icon at the top right of your screen
- Select Digital Bookshelf in the navigation bar at the top of the screen.
- Select Reveal to view your ebook or gain instructions for redeeming your access codes.

Contact the eCampus at 859-209-6958 or bookstore@ecampus.com for support.

Attend Class and Begin Blackboard Assignments

All students are required to attend all classes and complete Week One's assignments in Blackboard within 7 calendar days of the start of each term. Students who do not complete this will be dropped from the course for non-attendance and will require an Advisor and instructor's permission to re-enroll. Being dropped from courses can impact financial aid eligibility.

Navigating Blackboard

Students do not have access to their Blackboard course sites until the first day of each term. Therefore, set a reminder to log in and complete the first week's worth of assignments on time.

1. Go to my.clarkstate.edu to open your myClarkState portal. You will need to have multi-factor authentication set-up to access the portal.
2. Open Blackboard Under the Quick Links section of your myClarkState portal, click Blackboard to open it.
3. Your default page will likely be the Activity Stream. Here, you'll be able to see recent announcements, grades, and upcoming assignments.
4. The Tools tab provides you direct access to sites and systems only available to current Clark State students. For example: Brainfuse and Tutor.com are free online 24/7 tutoring sites for

most of Clark States courses. Infobase is a free training site for many software and technologies, but also has skills focused modules like "How to write an MLA Paper."

5. The Grades tab on the main Blackboard menu will show you your grades for all of your current courses. Check this tab often.
6. Click on Messages to see all of your active course sites in order to send a message to your instructors or classmates. Click New Message to create a message.
7. On the left-hand menu, you will see a tab called Courses. Here is where you will find all of your Blackboard course shells. You will have to go to this link to open courses in order to submit assignments.
8. Every course has a left-hand menu related to content pages, gradebooks, assignments, message boards, tools, and contact pages. **No course is exactly the same, so spend an appropriate amount of time thoroughly exploring every one of your course sites.**
9. Pay close attention to titled headings on a page. Some are simply text, but many are links to open another page. Content pages have a folder icon and have underlined titles to indicate you need to open the page. Content are static pages and may link to additional pages.
10. Assignments are often hidden in Content Pages. Assignments have a paper icon and have underlined titles to indicate you need to open the page to submit the assignment.
11. Most assignments require that you upload a file from your computer. Pay close attention to the assignment instructions to ensure you're submitting the right file type.

Your instructor is your number one resource for navigating their Blackboard site, so be sure to use the Messages tool to communicate with them frequently.

Starting Strong

The following recommendations are based on tools and habits former students have implemented and found useful in making college more manageable and enjoyable. These instructions refer to templates on the upcoming pages.

Add Your Clark State Email to Your Phone

Clark State provides you a free and secure email address and calendar that is used for all college communications. Be sure you are checking this email often so that you do not miss time sensitive emails. We recommend you sync your Clark State Outlook email and calendar to your phone.

Apple iPhone

1. Go to the "Settings" app on your iPhone.
2. Scroll down and tap on "Passwords & Accounts."
3. Tap on "Add Account."
4. Select "Outlook.com" for Account Type
5. Enter your Clark State email address and password.
6. Tap "Next" and follow any additional instructions to complete the sign-in process.
7. After signing in, you will see options to sync your Mail, Contacts, Calendars, and Reminders. Toggle on the options you want to sync.
8. Tap "Save" in the upper right corner.

Android Phone

1. Go to the "Settings" app on your Android phone.
2. Scroll down and tap on "Accounts."
3. Tap on "Add Account."
4. Select "Email" or "Outlook" as Account Type:
5. Enter your Clark State email address and password.
6. Tap "Next" and follow any additional instructions to complete the sign-in process.
7. After signing in, you will see options to sync your Mail and Calendar. Toggle on the options you want to sync.
8. Tap "Save" or "Done" to finish the setup.

Integrating with Gmail App

For enhanced features and better integration, you may also consider downloading the Microsoft Outlook app from the App Store (iOS) or Google Play Store (Android).

1. Open the Gmail app on your phone.
2. Tap the menu icon (three lines) in the top left corner.
3. Scroll down and tap "Settings."
4. Tap "Add account."
5. Select "Outlook" as Account Type:
6. Enter your Clark State email address and password.
7. Tap "Next" and follow any additional instructions to complete the sign-in process.

Contact the IT Help Desk at 937.328.5700 for support.

Weekly Schedule

It is important that you recognize times you have available to attend class and complete coursework before registering for classes. See the Weekly Schedule to map out what times are best for you by prioritizing the following, in order:

1. If you have a job or regular commitments that cannot change, add those blocks first.
2. Determine times you will wake up and go to bed each day, prioritizing 7-8 hours of sleep per night. Having a consistent sleep schedule helps your body establish rhythms that optimize energy and focus.
3. Identify any classes that have scheduled time and place them on your calendar. Pay close attention by noticing if you're attempting too many courses that may result in burnout.
4. Identify meal times so that you remain nourished throughout the day so that you can remain energized and focused. The brain consumes 20% of your body's energy just to keep you alive. It needs fuel to adapt and retain new information effectively.
5. Times should be set aside, ideally at the same time each day, to focus on school work. You should take a break every 45 minutes since the brain's ability to concentrate drops by 70% without a break.
6. Schedule time every day for activities that help you rest (sleep does not count as rest) and recharge so that you do not burnout.

Visualizing your availability this way helps determine how many courses you should take and when to schedule them.

Semester-at-a-Glance

None of your courses will follow the same assignment, exam, and project schedule. It is important to identify graded assignments in advance so that we can (1) see stressful weeks and (2) set aside time in advance to prepare for them.

1. When you get your course syllabi and assignment schedules, add all due dates to the Semester-at-a-Glance based on the week they occur.
2. Use the instructions for adding your Clark State Outlook calendar to your phone to set reminders for these items, ideally one week before they are due.
3. For weeks that have multiple exams or projects due, we recommend you schedule reminders two weeks in advance since additional preparation is required.
4. Configure the notification settings on your phone to limit non-time sensitive alerts (like social media, text messages, emails, etc.) and set their notification settings to badge icon only.
5. Set up notifications for phone calls and calendar reminders so that they can show up on your lock screen to alert you to shift gears.

Make sure you make any necessary adjustments if your instructor changes a due date.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM							
6:30 AM							
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Semester-at-a-Glance

	Week One	Week Two	Week Three	Week Four	Week Five	Week Six	Week Seven	Week Eight
Sunday	Sunday	Sunday	Sunday	Sunday	Sunday	Sunday	Sunday	Sunday
Monday	Monday	Monday	Monday	Monday	Monday	Monday	Monday	Monday
Tuesday	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday
Wednesday	Wednesday	Wednesday	Wednesday	Wednesday	Wednesday	Wednesday	Wednesday	Wednesday
Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday
Friday	Friday	Friday	Friday	Friday	Friday	Friday	Friday	Friday
Saturday	Saturday	Saturday	Saturday	Saturday	Saturday	Saturday	Saturday	Saturday

Semester-at-a-Glance

Week Seventeen	Week Sixteen	Week Fifteen	Week Fourteen	Week Thirteen	Week Twelve	Week Eleven	Week Ten	Week Nine
Sunday	Sunday	Sunday	Sunday	Sunday	Sunday	Sunday	Sunday	Sunday
Monday	Monday	Monday	Monday	Monday	Monday	Monday	Monday	Monday
Tuesday	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday
Wednesday	Wednesday	Wednesday	Wednesday	Wednesday	Wednesday	Wednesday	Wednesday	Wednesday
Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday
Friday	Friday	Friday	Friday	Friday	Friday	Friday	Friday	Friday
Saturday	Saturday	Saturday	Saturday	Saturday	Saturday	Saturday	Saturday	Saturday