

SOUTHERN STATES UNIVERSITY



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SAN DIEGO - NEWPORT BEACH
CAMPUSES

PROSPECTIVE STUDENT GUIDE
FOR
DEGREE, CERTIFICATE, & PROFESSIONAL PROGRAMS

Effective Beginning July 1st 2016

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SOUTHERN STATES UNIVERSITY

CONTENTS

Overview 3

SSU Academic Programs..... 4

SSU Non-Credit, Non-Degree Programs..... 5

Registration Procedure and How to Obtain an I-20 Form 6

Health Insurance 7

Transfer Form 8

Required Documentation for Admission 9

Academic Calendar 14

Contact Information..... 17

SOUTHERN STATES UNIVERSITY

OVERVIEW

Southern States University (SSU) is an accredited American University, providing quality education since its inception in Southern California in 1983.

SSU provides the highest standard of instruction, while offering excellent prices, which is evident when comparing **SSU** to other U.S. universities.

MISSION STATEMENT

Southern States University's mission is to offer competitive and professionally-recognized academic degree and certificate programs, to serve a culturally diverse student community, and to facilitate international awareness amongst our students. We are committed to improving our students' career options and opportunities, and will accomplish this by delivering cutting-edge content, teaching both the fundamental and advanced skills needed to succeed in today's competitive marketplace.

SSU is:

- Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), an agency recognized by the United States Department of Education.
- Approved by the California Bureau of Private Postsecondary Education (BPPE), which has some of the most rigorous approval standards of any state in the U.S.
- SSU is authorized under federal law to enroll non immigrant alien students.

SSU offers the following degrees, certificate, and professionally-based programs:

- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA)
- Master of Science in Information technology (MSIT)
- Undergraduate Business Certificates
- Graduate Business Certificates
- Certificate in Information Technology (graduate-level)
- Professional Program

SSU also offers a full spectrum of **Intensive English Courses**, from introductory English to TOEFL preparation. Non-English speakers may elect to combine Intensive English studies with a degree program, thus continuing to improve their English skills while advancing toward a degree.

SSU has several campuses that are located in two of California's most beautiful and glamorous cities, San Diego and Newport Beach. These cities boast large student populations, and are ideal places to live and study. Recreational opportunities abound, all within a few miles of SSU's dynamic campuses, including:

- gorgeous beaches, mountains, or deserts
- high fashion shopping areas
- delicious restaurants and exciting nightclubs

SOUTHERN STATES UNIVERSITY

A temperate, usually dry climate enables year-round enjoyment of such outdoor activities as hiking, biking, surfing, boating and skating. Of course, Disneyland, Universal Studios, Hollywood, the San Diego Zoo and Sea World are nearby as well, and SSU will help you to see it all, including seasonal school trips to explore the area's most interesting cultural spots!

SSU ACADEMIC PROGRAMS

Associate of Business Administration (ABA)

- 20 Courses (4.5 Quarter Credits per course)
- 90 credits
- General education and pre-requisite courses provide a strong academic foundation as well as an excellent liberal arts educational background.
- Includes Upper Division courses focusing on current business needs, and on providing the student with the tools and training required to succeed in today's very competitive business world.

Bachelor of Business Administration (BBA)

- 40 Courses (4.5 Quarter Credits per course)
- 180 credits
- General education and pre-requisite courses provide a strong academic foundation as well as an excellent liberal arts educational background.
- Includes Upper Division courses focusing on current business needs, and on providing the student with the tools and training required to succeed in today's very competitive business world.

Master of Business Administration (MBA)

- 1 – 30 hour “MBA Primer” course, covering all MBA pre-requisites (3 Quarter Credits)
- 14 – 40 hour classes (4 Quarter Credits per course)
- 1 – 60 hour Final Project class (6 Quarter Credits)
- 65 credits
- Provides a unique curriculum for all college graduates who aspire to run companies or to become senior executives in companies.
- Ideal for experienced business managers and company executives who must address the complex global and integrative issues facing small businesses, health care, government, and non-profit organizations.
- Delivers the latest management concepts and business applications within both an academic and experiential framework, by combining theory and case studies with real-life business settings.

Master of Science in Information Technology (MSIT)

- 1 – 20 hour “IT Foundations” course (2 Quarter Credits)
- 12 – 40 hour classes (4 Quarter Credits per course)
- 1 – 60 hour Final Project class (6 Quarter Credits)

SOUTHERN STATES UNIVERSITY

- 56 credits
- With its emphasis on providing a solid academic and theoretical foundation combined with modern IT skills, the program is structured to ensure its students acquire an in-depth understanding of the IT field, as well as the technical skills required to cope with the ever-increasing complexity of IT issues in the modern world.

Undergraduate-Level Business Certificates

- 9 Courses (4.5 Quarter Credits per course)
- 40.5 credits
- One-year certificates in: Business Analysis, Business Communications, Finance, Marketing, and Management Studies
- Each certificate focuses on current business needs, and on providing the student with the tools and training required to succeed in today's very competitive business world.

Graduate-Level Business Certificates

- 1 – 30 hour “MBA Primer” course, covering all MBA pre-requisites (3 Quarter Credits)
- 6 – 40 hour classes (4 Quarter Credits per course)
- 27 credits
- One-year certificates in: Business Administration, Strategic Management
- Each certificate focuses on current business needs, and on providing the student with the tools and training required to succeed in today's very competitive business world.

Graduate-Level Certificate in Information Technology

- 1 – 20 hour “IT Foundations” course (2 Quarter Credits)
- 6 – 40 hour classes (4 Quarter Credits per course)
- 26 credits
- With its emphasis on providing a solid academic and theoretical foundation combined with modern IT skills, the program is structured to ensure its students acquire an understanding of the IT field, as well as the technical skills required to cope with the ever-increasing complexity of IT issues in the modern world.

SSU NON-CREDIT, NON-DEGREE PROGRAMS

Professional Program

- Individual, Standalone Courses
- 72 clock-hours per course
- Courses in: Marketing, Entrepreneurship, Business Law, Operations Management, Strategic Management, and Public Speaking
- These courses are geared towards individuals that are exploring a new field or want to augment their knowledge and skills in their profession. Each course is a non-degree, non-credit course that presents an introduction to a respective subject matter while applying analytical, communications, team-work, and critical-thinking skills.

SOUTHERN STATES UNIVERSITY

**REGISTRATION PROCEDURES + HOW TO OBTAIN STUDENT VISA
(I-20 FORM)
- FOR DEGREE AND CERTIFICATE STUDENTS ONLY -**

All non-U.S. residents seeking admissions into a **degree or certificate program** are required to apply for an I-20 document and a student visa. **International students wishing to enroll in the MBA online program are exempt from this requirement as the I-20 is not required for international students taking online classes only.** The following steps are required for each student to register and to obtain the I-20 document, which, in turn, is required to obtain a student visa:

- 1) Fill out the Enrollment Agreement in its entirety.
- 2) The student must provide a copy of a bank statement from either a checking or savings account, showing a minimum balance of US \$5,000 for MBA, BBA, Certificate, and MSIT Students, for the first month for which he/she wishes to be enrolled.
- 3) A *Statement of Financial Support* must be provided, identifying the source of funds for all months after the first month. This statement is required by the United States Immigration authorities to prove that the student has sufficient financial support to remain in the U.S. without employment.
- 4) Submit the US \$100 Application Fee, US \$85 Courier Fee, and US \$150 International Registration Fee.
- 5) The student must be admitted into the program to which he/she applied.

After the above requirements have been met, SSU will issue an I-20 document and will send it along with an *Acceptance Letter* to the prospective student.

The Immigration Service charges a “SEVIS fee” of US \$200 (a processing fee paid directly to the Department of Homeland Security). This is payable by the student online. Students can do so by going to the website www.fmjfee.com. This fee should be paid *at least* three days prior to the student’s appointment at the American Consulate. The student should print out a receipt, and must take this receipt to his or her appointment with the American Consulate.

With the SSU documents and the SEVIS fee receipt, the student is prepared for his/her appointment to request a student visa from the American Consulate. In the case of a visa denial, the \$100 Application Fee and \$150 International Registration Fee *will not* be refunded to the student, because these fees cover the costs involved in preparing the documentation. With a visa approval, students will be charged a \$250 International Enrollment Fee.

Note: The Professional Program does not issue I-20s (student visa). **The I-20 is not required for the Online MBA program.**

SOUTHERN STATES UNIVERSITY

HEALTH INSURANCE

Health Insurance is mandatory for all M-1/F-1 Students. Medical care in the United States can be quite expensive. All full-time students are required to show proof that s/he has medical insurance before they can be enrolled in classes.

It is the student's responsibility to provide SSU with evidence of insurance before being enrolled in classes.

For information purposes, here are three possible sources for insurance. Their inclusion here is not meant as a recommendation, and students may select any insurer they choose.

Blue Shield of California - www.blueshieldca.com

EHealthInsurance - www.ehealthinsurance.com

ISO International Student Health Insurance - www.isoa.org

Affordable Care Act CA Exchange - <http://www.coveredca.com/>

SOUTHERN STATES UNIVERSITY



SOUTHERN STATES UNIVERSITY

TRANSFER FORM

SECTION 1 (to be completed by student)

The following student has expressed the desire to transfer to Southern States University. Please complete this form and return it to us as soon as possible.

Student Name: _____ Date of Birth: ____/____/____
M D Y

SEVIS ID Number: _____

Student Signature: _____

I wish to study at [] San Diego (Fashion Valley) [] La Jolla [] Newport Beach

SECTION 2 (to be completed by school student is transferring from)

First day of Attendance: _____ Last day of Attendance: _____

Check all applicable:

_____ This student has maintained full-time status and is eligible to transfer

_____ This student is out of status and has not filed for reinstatement

_____ Other (please clarify in comments section)

Has this student cleared all financial obligations to your institution? Yes [] No []

Has this student been in the SEVIS system? No [] Yes [] SEVIS #: _____

SEVIS Release date: ____ / ____ / ____

If this student has a SEVIS I-20, please Transfer Out this student with a release date to:

- Southern States University - [] San Diego (Fashion Valley) (SND214F00448000)
[] La Jolla (SND214F00448000)
[] Newport Beach (LOS214F02077000)

Do Not Transfer Terminated or Completed Student

Comments: _____

Name and address of school: _____

School telephone: _____ Fax: _____

Signature of DSO: _____ Date: _____

Name and Title: _____ 214F _____ (INS School File Number)

Please return this form to: San Diego (Fashion Valley) Fax: (619) 704-0175

La Jolla Fax: (619) 704-3977 or (858) 453-8186

Newport Beach Fax: (619) 704-0070

Or email to: info@ssu.edu

REQUIRED DOCUMENTATION FOR ADMISSION

Students Applying to Associate of Business Administration Program (ABA)

Programs at the undergraduate level include: Associate of Business Administration (ABA). All students applying for undergraduate programs must submit the following:

- Complete and submit the Enrollment Agreement, Payment Plan choice, and Statement of Financial Support and appropriate fees
- Provide verification of completion of a high school diploma (from a government-recognized school), High School Equivalency, or Certificate of Equivalency/Proficiency; diplomas from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>)
- Submit official transcripts from all other universities or institutions previously attended; transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>)
- Submit a written, single-spaced essay of at least 500 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations

Students Applying to Bachelors of Business Administration Program (BBA)

Programs at the undergraduate level include: a Bachelor of Business Administration (BBA). All students applying for undergraduate programs must submit the following:

- Complete and submit the Enrollment Agreement, Payment Plan choice, and Statement of Financial Support and appropriate fees
- Provide verification of completion of a high school diploma (from a government-recognized school), High School Equivalency, or Certificate of Equivalency/Proficiency; diplomas from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>)
- Submit official transcripts from all other universities or institutions previously attended; transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>)
- Submit a written, single-spaced essay of at least 500 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations

Students Applying to Masters of Business Administration Program (MBA)

Students applying for the graduate MBA program are required to satisfy the following admission requirements:

- Complete and submit an Application for Admission, including the Enrollment Agreement, Payment Plan choice, and Statement of Financial Support and appropriate fees.
- Provide verification of completion of a Bachelor's Degree in the form of an official transcript of record from a USDE-recognized accredited institution, and submit official transcripts from all other universities or institutions previously attended; transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>)

SOUTHERN STATES UNIVERSITY

- Submit a written, single-spaced essay of at least 1000 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations
- Submit 2 Letters of Recommendation (from managers or colleagues at work, or from past or present professors or academic advisors)
- Provide a current resume

Students Applying to Master of Science in Information Technology Program (MSIT)

Students applying for the graduate MSIT program are required to satisfy the following admission requirements:

- Complete and submit an Application for Admission, including the Enrollment Agreement, Payment Plan choice, and Statement of Financial Support and appropriate fees
- Provide verification of completion of a Bachelor's Degree in the form of an official transcript of record from a USDE-recognized accredited institution, and submit official transcripts from all other universities or institutions previously attended; transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>)
- Provide verification of at least **one math course** at the undergraduate-level beyond college algebra with a grade of B or better.
- Submit a written, single-spaced essay of at least 1000 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations
- Submit 2 Letters of Recommendation (from managers or colleagues at work, or from past or present professors or academic advisors)
- Provide a current resume

Students Applying to the Undergraduate-Level Business Certificates

All students applying to the undergraduate-level business certificates programs must submit the following:

- Complete and submit an Application for Admission, including the Enrollment Agreement, Payment Plan choice, and Statement of Financial Support and appropriate fees
- Provide verification of completion of a high school diploma (from a government-recognized school), High School Equivalency, or Certificate of Equivalency/Proficiency; diplomas from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>)
- Students applying to the **Certificate in Finance** must provide equivalency coursework at the undergraduate level in MTH 125 College Algebra with a grade of "C" or better;
- Students applying to the **Certificate in Management Studies** must provide equivalency coursework at the undergraduate level in ENG 111 Composition and Rhetoric with a grade of "C" or better;
- Submit official transcripts from all other universities or institutions previously attended; transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>)

SOUTHERN STATES UNIVERSITY

- Submit a written, single-spaced essay of at least 500 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations

Students Applying to the Graduate-Level Business Certificates

Students applying to the graduate-level business certificates are required to satisfy the following admission requirements:

- Complete and submit an Application for Admission, including the Enrollment Agreement, Payment Plan choice, and Statement of Financial Support and appropriate fees
- Provide verification of completion of a Bachelor's Degree in the form of an official transcript of record from a USDE-recognized accredited institution, and submit official transcripts from all other universities or institutions previously attended; transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>)
- Submit a written, single-spaced essay of at least 1000 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations
- Submit 2 Letters of Recommendation (from managers or colleagues at work, or from past or present professors or academic advisors)
- Provide a current resume

Students Applying to the Graduate-Level Certificate in Information Technology Program

Students applying to the Certificate in IT program are required to satisfy the following admission requirements:

- Complete and submit an Application for Admission, including the Enrollment Agreement, Payment Plan choice, and Statement of Financial Support and appropriate fees
- Provide verification of completion of a Bachelor's Degree in the form of an official transcript of record from a USDE-recognized accredited institution, and submit official transcripts from all other universities or institutions previously attended; transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>)
- Provide verification of at least **one math course** at the undergraduate-level beyond college algebra with a grade of B or better.
- Submit a written, single-spaced essay of at least 1000 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations
- Submit 2 Letters of Recommendation (from managers or colleagues at work, or from past or present professors or academic advisors)
- Provide a current resume

English Language Proficiency Policy for all Degree- and Certificate-Seeking Students

Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Southern States University degree programs must demonstrate English language proficiency. Demonstration of English language proficiency can be satisfied if the applicant submits a diploma or transcript showing that the applicant has graduated from a government-recognized secondary school (or above) in a system in which English is the official language of instruction. Otherwise, the applicant will need to meet the minimum English Language Proficiency standard through one of the following:

- TOEFL (Test of English as a Foreign Language) result of 61 or above on the iBT (Internet Based Test), 500 or above on the PBT (Paper Based Test),
- IELTS (International English Language Testing System) result of 5.0 or above. Test scores more than two years old will not be accepted.
- (For applicants inside the U.S.) Achieve a score of at least 80% on SSU's English Placement Test (EPT). This test consists of listening, speaking, reading, and writing sections.
- Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 2.0 GPA for BBA and Undergraduate-Certificate program applicants, or 3.0 GPA for MBA, MSIT, and Graduate-Certificate program applicants, for at least one academic term.

NOTE: SSU does not accept TOEIC results as a means of proving a student's English proficiency.

Test scores more than two years old will not be accepted.

Additional Documentation: International Students on a Student Visa

In addition to the above items, international students on a student visa (I-20) applying for **degree and certificate** programs at SSU must submit the following:

- Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all financial obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selected payment option, and number of dependents;

If you cannot provide an official bank statement or letter in English, the University can refer you to a professional language services provider who will accommodate your translation needs.

- Copy of passport information page, including the Visa, and I-94 validity page;

SOUTHERN STATES UNIVERSITY

Students Applying to a Professional Program Course

Admission to each course in the Professional Program is open to the public as long as the following are submitted:

- _ Complete and submit an Application for Admission, including the Enrollment Agreement and appropriate fees
- _ Provide verification of completion of a high school diploma (from a state-recognized school), equivalent high school program, or college/university coursework.
- _ ***International students*** need to submit one photocopy of their passport identification page, including a copy of their visa.

SOUTHERN STATES UNIVERSITY

ACADEMIC CALENDARS 2016-2017

DEGREE & CERTIFICATE PROGRAMS:

Summer 2016 (Degree & Certificate Programs)

Registration Deadline:	June 18, 2016
Orientation Class for New MBA Students:	July 11 to 14, 2016
First Day of Classes:	July 18, 2016
Last Day to Drop for 100% Refund:	July 25, 2016
Last Day to Withdraw:	August 29, 2016
Final Day of Classes:	September 24, 2016
Grades Posted:	October 2, 2016

Holidays: No Class on Monday, September 5, 2016 (Labor Day)

NOTE: Holiday class cancellations are made-up with either an online or in-class meeting. Contact your instructor for details.

Fall 2016 (Degree & Certificate Programs)

Registration Deadline:	September 23, 2016
Orientation Class for New MBA Students:	October 10 to 13, 2016
First Day of Classes:	October 17, 2016
Last Day to Drop for 100% Refund:	October 24, 2016
Last Day to Withdraw:	November 23, 2016
Final Day of Classes:	December 24, 2016
Grades Posted:	December 30, 2016

Holidays: No Class on Thursday, Friday, and Saturday, November 24 to 26, 2016 (Thanksgiving)

NOTE: Holiday class cancellations are made-up with either an online or in-class meeting. Contact your instructor for details.

SOUTHERN STATES UNIVERSITY

Winter 2016-2017 (Degree & Certificate Programs)

Registration Deadline:	December 16, 2016
Orientation Class for New MBA Students:	January 9 to 12, 2017
First Day of Classes:	January 16, 2017
Last Day to Drop for 100% Refund:	January 23, 2017
Last Day to Withdraw:	February 20, 2017
Final Day of Classes:	March 24, 2017
Grades Posted:	March 31, 2017
Holidays:	No Class on Monday, February 20, 2017 (President's Day)

NOTE: Holiday class cancellations are made-up with either an online or in-class meeting. Contact your instructor for details.

ACADEMIC CALENDAR -- INTENSIVE ENGLISH PROGRAM:

Summer 2016

First Day of Instruction – May 23, 2016
Last Day of Instruction – August 18, 2016

Fall 2016

First Day of Instruction – August 23, 2016
Last Day of Instruction – November 17, 2016

Winter 2016-2017

First Day of Instruction – November 21, 2016
Last Day of Instruction – February 16, 2017

Spring 2017

First Day of Instruction – February 20, 2017
Last Day of Instruction – May 18, 2017

Summer 2017

First Day of Instruction – May 22, 2017
Last Day of Instruction – August 17, 2017

SOUTHERN STATES UNIVERSITY

PROFESSIONAL PROGRAM SCHEDULE

TENTATIVE SCHEDULE

September 2016	Marketing:	September 5 – September 29, 2016
October 2016	Operations Management:	October 3 – October 28, 2016
January 2017	Business Law:	January 9 – February 2, 2017
February 2017	Entrepreneurship:	February 6 – March 3, 2017
March 2017	Public Speaking:	March 6 – March 30, 2017
May 2017	Strategic Management:	May 1 – May 25, 2017

— *Note: These dates are subject to change*

SOUTHERN STATES UNIVERSITY

CONTACT INFORMATION

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Whom to Speak with in San Diego:

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