



SOUTHERN STATES
UNIVERSITY

SOUTHERN STATES UNIVERSITY

SAN DIEGO & NEWPORT BEACH
CAMPUSES

PROSPECTIVE STUDENT GUIDE
FOR
CERTIFICATE PROGRAMS

Effective Beginning Winter 2015

ADMINISTRATIVE OFFICES

San Diego
123 Camino de la Reina
Suite 100 East
San Diego, CA 92108
Phone: (619) 298-1829
Fax: (619) 704-0175

Newport Beach
1601 Dove Street
Suite 105
Newport Beach, CA 92660
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SOUTHERN STATES UNIVERSITY

CONTENTS

Overview 3

SSU Academic Programs..... 5

Optional Services, Accommodations, Health Insurance 6

Application Form 7

Enrollment Agreement 9

School Performance Fact Sheet..... 10

Student Refund Policies/Student Right to Cancel..... 12

Tuition and Fees..... 13

Payment Methods 17

Statement of Financial Support 19

Required Documentation for Admission 21

Academic Calendar 22

Contact Information..... 23

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 and Vocational Education (BPPE), which has some of the most rigorous approval standards of any state in the U.S.

SSU offers the following professionally-based certificate programs:

- Certificate in Marketing (Undergraduate Level Program)
- Certificate in Business Administration (Graduate Level Program)

SSU also offers both Bachelor of Business Administration (BBA) and Master of Business Administration (MBA) degrees and full spectrum of Intensive **English programs**, 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.

In addition, **SSU** provides select classes on-line through a customized website.

SOUTHERN STATES UNIVERSITY

SSU has several campuses that are located in two of California's most beautiful and glamorous cities, San Diego and Newport Beach. Both 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 and deserts
- high fashion shopping areas
- delicious restaurants and exciting nightclubs

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!

SOUTHERN STATES UNIVERSITY

SSU ACADEMIC PROGRAMS

Certificate in Marketing (Undergraduate Level)

- 9 Courses (4.5 Quarter Credits per course)
- 40.5 credits
- The program provides core knowledge and skills needed to understand and assist in the implementation of marketing plans and marketing tactics.

Certificate in Business Administration (Graduate Level)

- 7 Courses (Six 4 Quarter Credits courses + One 3 Credits Quantitative Business Fundamentals course.)
- 27 credits
- Core and elective courses provide with the tools and training required to succeed in today's very competitive business world.
- The program 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.

SOUTHERN STATES UNIVERSITY

HEALTH INSURANCE

Health Insurance is mandatory for all 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

APPLICATION FOR ADMISSION

Student Information

Last Name First Name Middle Male / Female

Date of Birth (MM/DD/YY) Country of Birth Email Address (required)

I-94 Number Passport Number Expiration Date Visa Expiration Date

SEVIS Number

Student's Permanent Address in his/her native country

Street City State/Province Zip

Country Telephone number

Student's Permanent Address in the US

Street City State/Province Zip

Telephone number (the US) Social Security Number (if you have one)

Please Choose Your Campus: San Diego ___ Newport Beach ___

Please Choose Your Program of Interest at SSU:

Certificate in Business Administration (Graduate Level) ___

Certificate in Marketing (Undergraduate Level) ___

How did you hear about Southern States University? _____

Student Educational History:

High School:

School name: _____

School address: _____

School city, state, zip: _____ Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

SOUTHERN STATES UNIVERSITY

College / University:

School name: _____

School address: _____

School city, state, zip: _____ Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Vocational School:

Name: _____

Address: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Military:

Branch: _____

Rank in Military: _____

Total Years of Service: _____

Skills/duties: _____

Related details: _____

If you are transferring to SSU from another institution, please fill out the information below:**Name of the Institution you are transferring from:** _____**Address of the Institution:** _____
Street City State Zip Code**Reason for transfer:** _____

Upon reviewing the Class Catalog/Student Handbook, please check the acknowledgement below:

I understand that enrollment is conditional, pending receipt of the following: verification of proficiency in English, enrollment agreement, official transcripts, verification of licenses, resume or curriculum vitae, letters of recommendation and autobiography (if applicable).

By signing below, I hereby acknowledge that I have downloaded and reviewed the Catalog/Student Handbook

Signature_____
Date

Once your application has been approved, you will be notified via electronic mail and asked to complete the remainder of the registration process.

SOUTHERN STATES UNIVERSITY

**SOUTHERN STATES UNIVERSITY
ENROLLMENT AGREEMENT**

Last Name _____

First Name _____ Middle Name _____

Social Security Number (if you have one) _____

Home Address (foreign students - this is the address where your I-20 will be mailed)

City _____ State _____ Zip _____

Daytime Phone _____ Work Phone _____

E-Mail _____

Fax Number _____

This agreement is a legally binding instrument when signed by the student and accepted by the University. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it, and that you have been given: (a) a written statement of the refund policy and (b) a chance to review the **SSU Student Handbook** and the **SSU Course Catalog**, including a description of the program of study and all material facts concerning the school which are likely to affect your decision to enroll. The SSU Catalog can be found on SSU's home page at www.ssu.edu. Upon acceptance, a copy of this agreement shall be sent to you for your records.

Southern States University has met the disclosure requirements of Education Code 94810 of the Private and Postsecondary and Vocational Reform Act of January 1, 2002.

TRANSFERABILITY OF COURSEWORK

The transferability of credits you earn at Southern States University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or coursework you earn in SSU business programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SSU to determine if your credits or degree will transfer.

STUDENT'S RIGHT TO CANCEL

The student has a right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Student Initials

SOUTHERN STATES UNIVERSITY

Performance Fact Sheet

A. Program Outcomes

Certificate Graduate Level Program	2015	2016	2017
Completion Rate			

Annual Certificate Graduate Level Salary and Wages Reported by Graduates Employed in the Field³

Calendar Year	Graduates Available for Employment¹	Graduates Employed in the Field²
2015		

\$5,000-\$10,000	\$10,001-\$15,000	\$15,001-\$20,000	\$20,001-\$25,000	\$25,001-\$30,000	\$30,001-\$35,000	\$35,001-\$40,000	\$40,001-\$45,000	\$45,001-\$50,000
\$50,000-\$55,000	\$55,001-\$60,000	\$60,001-\$65,000	\$65,001-\$70,000	\$70,001-\$75,000	\$75,001-\$80,000	\$80,001-\$85,000	\$85,001-\$90,000	\$90,001-\$100,000

Certificate Undergraduate Level Program	2015	2016	2017
Completion Rate			

Annual Certificate Undergraduate level Salary and Wages Reported by Graduates Employed in the Field

Calendar Year	Graduates Available for Employment¹	Graduates Employed in the Field²
2015		

\$5,000-\$10,000	\$10,001-\$15,000	\$15,001-\$20,000	\$20,001-\$25,000	\$25,001-\$30,000	\$30,001-\$35,000	\$35,001-\$40,000	\$40,001-\$45,000	\$45,001-\$50,000
\$50,000-\$55,000	\$55,001-\$60,000	\$60,001-\$65,000	\$65,001-\$70,000	\$70,001-\$75,000	\$75,001-\$80,000	\$80,001-\$85,000	\$85,001-\$90,000	\$90,001-\$100,000

Student Initials

SOUTHERN STATES UNIVERSITY

- This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law."
- Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive
Sacramento, CA 95833
Phone: (916) 431-6956
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

- Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student.
- The Certificate in Marketing (Undergraduate Level) and Certificate in Business Administration (Graduate Level) programs at Southern States University may lead to employment in a variety of fields. However, the programs are not designed to lead to, nor does SSU make any claim related to, preparing students for any particular career, occupation, vocation, job, or job title.

Student Initials

SOUTHERN STATES UNIVERSITY

Student Refund Policy / Student's Right to Cancel

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid for attendance through the first class session or the seventh day after enrollment, whichever is later. To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of the Registrar. If the student cancels the Agreement, the School will refund any money that s/he has paid, less any deduction for non-refundable fees, and for any equipment not returned in good condition, within thirty days after his/her Notice of Cancellation is received.

If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. SSU does not currently participate in federal aid programs.

To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of Registrar, Southern States University, by mail at 123 Camino de la Reina, Suite 100 East, San Diego, CA, 92108, or by email at GCapozzi@ssu.edu.

STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, 1-800-370-7589.

Student Initials

SOUTHERN STATES UNIVERSITY

TUITION AND FEES

Certificate in Marketing (Undergraduate Level)

Program Costs

Total Tuition \$5,062.50
40.5 Quarter Credits x \$125/unit

Non-refundable Student Tuition Recovery Fund (STRF) Fee for CA residents only \$0.00

A normal academic course load for Certificate in Marketing consists of three (3) classes or 13.5 credit hours per term, which would result in tuition fee charges of \$1,687.50/term plus library fees of \$75/term plus library fees of \$75/term. Payment processing fees may also apply.

The expected time of completion for the Certificate in Marketing program is one year. This means your enrollment will likely last from _____(month/day/year) to _____(month/day/year). Your actual time for completion may vary, but the Maximum Time Frame is one years (1.5 x the expected time). This agreement will cover the duration of your enrollment at SSU until you complete or leave the program and pay all debts accrued, unless you and the University agree to change it.

Certificate in Business Administration (Graduate Level)

Program Costs

Total Tuition \$4,185
27 Quarter Credits x \$155/unit

Non-refundable Student Tuition Recovery Fund (STRF) Fee for CA residents only \$0.00

A normal academic course load for Certificate in Business Administration consists of 8 credit hours per term, which would result in tuition fee charges of \$1,240/term plus library fees of \$75/term. Payment processing fees may also apply.

The expected time of completion Certificate in Business Administration program is one year. This means your enrollment will likely last from _____(month/day/year) to _____(month/day/year). Your actual time for completion may vary, but the Maximum Time Frame is one full academic year (1.5 x the expected time). This agreement will cover the duration of your enrollment at SSU until you complete or leave the program and pay all debts accrued, unless you and the University agree to change it.

Student Initials

SOUTHERN STATES UNIVERSITY

Supplementary Fees*
Certificate Programs

Mandatory Fees		Amount
Application Fee (non-refundable)		\$100
Library and Technology Fee		\$ 75 per quarter
Payment Processing Fee		\$40 per tuition payment
Graduation Fee		\$150
ID Card		\$20
Orientation Fee		\$ 75 * not applicable for returning students
Optional Fees:		
General Degree Evaluation		*2 Weeks Service
Detailed Degree Evaluation	*5 Days Service	\$80
	*24 Hours Service	\$155
	*2 Weeks Service	\$255
Transcript Fee	*5 Days Service	\$170
	*24 Hours Service	\$245
	\$25	\$350
ID Card Replacement Fee		\$20
Payment Plan Change Fee (except monthly to quarterly)		\$25
Add/Drop Fee (following Add/Drop Deadline)		\$ 40 /per course
Class Audit Fee		\$350 /per class
Withdrawal Fee (from the University)		\$100
Diploma Reprint Fee		\$100
Diploma Rush Fee		\$100
CPT/OPT Assistance Fee		\$100
Domestic Courier Fee		\$25
Returned Check Fee		\$35
Bank Wire Transfer Fee		\$30
International Courier Fee		\$80
International Booking Fee		\$400

***Tuition and Fees Subject to Change at Any Time with Prior Notice**

Student Initials

SOUTHERN STATES UNIVERSITY

Certificate in Marketing (Undergraduate Level)

The Certificate student agrees to pay an estimated total program cost of:

Certificate in Marketing (Undergraduate Level)	
Application Fee (non-refundable, paid prior to start of program)	\$ 100
Tuition \$125 / unit + finance charges (use table below)	\$ 5,287.50 - 5,678.50
Graduation Fee	\$ 150
Orientation Fee (paid prior to start of program)	\$ 75
Student ID Card (paid prior to start of program)	\$ 20
International Student Costs	
-Courier Fee (paid prior to start of program)	\$ 85
Total	\$ 5,632.50- \$6,077.50

Notice: You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.

For any amount not covered by loans, SSU provides payment plan options to students as detailed below.

REQUIRED: Tuition Payment Plans – Check the box for the payment plan you prefer.

	Monthly Payment	Estimated # of months per Quarter	Estimated Total Tuition	Estimated Total to be Paid	What is included
<input type="checkbox"/>	Payment in Full	N/A	\$5,287.50	\$5,287.50	For 3 Quarters
<input type="checkbox"/>	Installments	3	\$5,287.50	\$5,647.50	Tuition +Lib&Tech fee + P Fee
<input type="checkbox"/>	Quarterly	N/A	\$5,287.00	\$5,407.50	Tuition +Lib&Tech fee + P Fee

***Tuition and Fees Subject to Change at Any Time with Prior Notice**

Student Initials

SOUTHERN STATES UNIVERSITY

Certificate in Business Administration (Graduate Level)

The Certificate student agrees to pay an estimated total program cost of:

Certificate in Business Administration (Graduate Level)	
Application Fee (non-refundable, paid prior to start of program)	\$ 100
Tuition \$155/unit + finance charges (use table below)	\$ 4,410 – 4,770.00
Orientation Fee (paid prior to start of program)	\$ 75
Student ID card (paid prior to start of program)	\$ 20
Graduation Fee	\$ 150
-Courier Fee (paid prior to start of program)	\$ 85
Total	\$ 4,755 to \$5,200

Notice: You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.

For any amount not covered by loans, SSU provides payment plan options to students as detailed below.

REQUIRED: Tuition Payment Plans – Check the box for the payment plan you prefer.

	Monthly Payment	Estimated # of months	Estimated Total Tuition	Estimated Total to be Paid	What is included
<input type="checkbox"/>	Payment in Full	N/A	\$ 4,410.00	\$4,410.00	For 3 quarters
<input type="checkbox"/>	Installments	3	\$4,410.00	\$4,770.00	Tuition + Library & Technology Fee + P. Fee
<input type="checkbox"/>	Quarterly	N/A	\$4,410.00	\$4,530.00	Tuition + Library & Technology Fee + P. Fee

***Tuition and Fees Subject to Change at Any Time with Prior Notice**

Student Initials

SOUTHERN STATES UNIVERSITY

Payment Methods

Credit Card :  

Check/Money Order:

(Please make check payable to Southern States University, 123 Camino de la Reina, Suite 100 East, San Diego, CA 92108;
Phone: (619) 298-1829 Fax: (619) 704-0175.)
(Any check returned unpaid by the bank will incur a \$30.00 fee)

E check

Bank Wire Transfer:

The following is the information requested concerning your wire transfer:

Bank Name: Wells Fargo Bank
Branch: San Diego - CA

Account Number: 7655659501
Routing Number: 121000248
SWIFT Code: WFBIUS6S

Wire Beneficiary: Southern States University
123 Camino De La Reina Suite 100 East
San Diego, CA 92108

(Note: Wells Fargo Bank charges \$30.00 for the wire transfer fee. Be sure to include this amount to the total fee).

Acceptance of Enrollment Agreement

I acknowledge that I am obligated to pay for the program of instruction selected, and for all other services and materials furnished or made available by the school, including any charges made by the school for books and supplies, and any other fees and expenses that I incur upon enrollment. I understand that I will not be able to graduate or receive my diploma prior to full payment of all fees and charges. If the payment plan extends beyond the program completion date, I agree that I am obligated to pay all fees and charges documented on the Fees and Charges page of this agreement, subject to the refund policy which is also documented in this agreement.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone: (916) 431-6959, fax: (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Student Initials

SOUTHERN STATES UNIVERSITY

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

I certify that I have received the Catalog, School Performance Fact Sheet, information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

I am aware that the SSU General Catalog is located on SSU's website, www.ssu.edu, and is readily accessible to all students and the general public.

Student Initials

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM _____

TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT _____

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

I, _____, declare the information I have disclosed herein is both true and accurate.

Signature of Student: _____ Date: _____

Signature of Director of Admissions: _____ Date: _____

Location of Instruction

San Diego Campus: 123 Camino de la Reina, Suite 100 East, San Diego, CA 92108
Phone: (619) 298-1829

Newport Beach: 1601 Dove Street, Suite 105, Newport Beach, CA 92660
Phone: (949) 833-8868

SOUTHERN STATES UNIVERSITY

STATEMENT OF FINANCIAL SUPPORT

A statement of financial support is required of all students applying to and studying at Southern States University. This form should be completed by the student's **sponsor** and accompanied by a copy of a **recent bank statement** (within 3 months of the submission of the student application).

- STUDENT'S SPONSOR INFORMATION - WRITE "SELF" IF APPLICANT IS SELF-SPONSORED	
SURNAME (FAMILY):	
GIVEN NAME:	
MIDDLE:	
ADDRESS	STREET 1:
	STREET 2:
	CITY:
	PROVINCE/ STATE/ TERRITORY:
	POSTAL CODE:
	COUNTRY:
PHONE:	
E-MAIL:	

- SPONSOR'S EMPLOYMENT OR BUSINESS INFORMATION -

TYPE:	
NAME:	
ADDRESS	STREET 1:
	STREET 2:
	CITY:
	PROVINCE/ STATE/ TERRITORY:
	POSTAL CODE:
	COUNTRY:
PHONE:	
E-MAIL:	

SOUTHERN STATES UNIVERSITY

THE INDIVIDUAL NAMED ABOVE WILL PROVIDE CONTINUED FINANCIAL SUPPORT FOR:	
SURNAME (FAMILY):	
GIVEN NAME:	
MIDDLE:	
RELATIONSHIP TO SPONSOR	
NATURE OF SUPPORT PROVIDED (<i>tuition, books, general living expenses, etc.</i>):	

NAME(S) OF SPOUSE AND/OR CHILDREN ACCOMPANYING OR FOLLOWING TO JOIN STUDENT:			
NAME:		RELATIONSHIP TO STUDENT:	
NAME:		RELATIONSHIP TO STUDENT:	
NAME:		RELATIONSHIP TO STUDENT:	
NAME:		RELATIONSHIP TO STUDENT:	

I, _____ (name of sponsor), guarantee financial support for _____ (name of applicant) for the entire tenure of his or her studies at Southern States University. I also affirm that the information included on this form is true and correct, and guarantee that all attached documentation in support is complete and accurate.

Signature of Sponsor: _____ Date: _____

SOUTHERN STATES UNIVERSITY

REQUIRED DOCUMENTATION FOR ADMISSION

Students Applying to Certificate in Marketing (Undergraduate Level) Program

All students applying for undergraduate level Certificate programs must submit the following:

- Complete and submit an Application for Admission, including the Enrollment Agreement, Payment Plan choice, and Statement of Financial Support– pages 8-18
- Submit the non-refundable application fee of \$100
- Provide verification of completion of a high school diploma (from a government-recognized school), GED, 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 Certificate in Business Administration (Graduate Level) Program

Students applying for the graduate certificate 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– pages 8-18
- Submit the non-refundable application fee of \$100
- 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

SOUTHERN STATES UNIVERSITY

ACADEMIC CALENDAR 2015

CERTIFICATE PROGRAMS:

Winter 2015 (Certificate Programs)

Registration Deadline – December 20, 2014
Orientation Class for New MBA Students – January 5-8, 2015
First Day of Classes – January 12, 2015
Last Day to Drop for 100% Refund – January 19, 2015
Last Day to Withdraw – February 23, 2015
Final Day of Classes – March 21, 2015
Grades Posted – March 28, 2015

Holiday – No Class on Monday, February 16, 2015 (Presidents Day)

Spring 2015 (Certificate Programs)

Registration Deadline – March 21, 2015
Orientation Class for New MBA Students – April 6-9, 2015
First Day of Classes – April 13, 2015
Last Day to Drop for 100% Refund – April 20, 2015
Last Day to Withdraw – May 25, 2015
Final Day of Classes – June 20, 2015
Grades Posted – June 27, 2015

Holiday – No Class on Monday, May 25 (Memorial Day)

*Anticipated Commencement Ceremony – Sunday, June 28

Summer 2015 (Certificate Programs)

Registration Deadline – June 20, 2015
Orientation Class for New MBA Students – July 6–9, 2015
First Day of Classes – July 13, 2015
Last Day to Drop for 100% Refund – July 20, 2015
Last Day to Withdraw – August 24, 2015
Final Day of Classes – September 19, 2015
Grades Posted – September 26, 2015

Holidays – No Class on Monday, September 7 (Labor Day)

Fall 2015 (Certificate Programs)

Registration Deadline – September 19, 2015
Orientation Class for New MBA Students – October 5-8, 2015
First Day of Classes – October 12, 2015
Last Day to Drop for 100% Refund – October 19, 2015
Last Day to Withdraw – November 23, 2015
Final Day of Classes – December 19, 2015
Grades Posted – December 29, 2015

Holidays – No Class on Thursday, Friday, and Saturday, November 26-28 (Thanksgiving)

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

SOUTHERN STATES UNIVERSITY

CONTACT INFORMATION

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