



SOUTHERN STATES
UNIVERSITY

SOUTHERN STATES UNIVERSITY

**SAN DIEGO & NEWPORT BEACH
CAMPUSES**

PROSPECTIVE STUDENT GUIDE
FOR
PROFESSIONAL EXECUTIVE PROGRAM

Effective: June 25, 2015

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SOUTHERN STATES UNIVERSITY

CONTENTS

Overview 3

SSU Professional Executive Program..... 4

Application Form 6

Enrollment Agreement 8

Tuition and Fees..... 11

Payment Methods 12

Required Documentation for Admission 14

Academic Calendar..... 15

Contact Information..... 16

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 non-credit, non-degree, short-term courses in the **Professional Executive Program**:

- Marketing
- Entrepreneurship
- Business Law
- Operations Management
- Strategic Management
- Public Speaking

SSU also offers both graduate and undergraduate levels certificate and degree programs, as well as 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. 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

PROFESSIONAL EXECUTIVE PROGRAM

Short-Term, Non-Degree, Non-Credit Courses

Overview

Southern States University's Professional Executive Program consists of individual, short-term professional courses of four weeks each that take place in the classroom. 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. Throughout each course, students follow textbook-based or case study materials while having lectures, class discussions, and group projects. At the end of each course, students present their group project involving their strategic recommendations of real-world scenarios.

A typical Professional Executive Program class consists of 15 to 30 students. Each course has required learning materials. Classes are offered during the day or evening to fit a variety of schedules. Each course lasts four weeks for a total of 72 hours of meeting time, which is 18 hours per week.

Courses:

- Marketing
- Entrepreneurship
- Business Law
- Operations Management
- Strategic Management
- Public Speaking

Upon completion of a course, a Professional Executive student will be able to:

- Apply the learned subject-matter in a professional-setting.
- Explore the subject-matter beyond the basic level.
- Apply analytical, communications, team-work, and critical -thinking skills in their own personal and professional lives.

Attendance Requirement

As regular attendance and successful student learning are closely linked, University policies concerning student attendance are necessary for ensuring students are meeting their learning goals.

It is the policy of the University that students are required to be regular and punctual in class attendance. In order to receive a "Certificate of Completion" in a course, a student needs to have a minimum of 60 hours of attendance (83% attendance) and complete the course. Full attendance requires full participation in class.

Instructional Modalities

Southern States University's Professional Executive Program courses are offered via on-campus residential instruction only. Residential instruction occurs in a classroom setting throughout the year at various Southern States University locations. Students are encouraged to visit our website at www.ssu.edu to view the current course schedule. Once enrolled, students are encouraged to use SSU's on-campus and online libraries, and local public libraries to find resources and information they need as they progress through their program of study.

SOUTHERN STATES UNIVERSITY

Admission Rules and Standards

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

- Complete and submit an Application for Admission
- Submit the non-refundable application fee of \$100
- Provide verification of completion of a high school diploma (from a state-recognized school), equivalent high school program, or college/university coursework.

English Language Proficiency

Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to the Professional Executive Program are expected to have English language proficiency. It is advised that students have English-language skills at the intermediate or higher levels.

International Students and Visitors (non-U.S. residents)

The Professional Executive Program is available to anyone residing in or visiting the U.S. International students already studying in the U.S. should consult their own Designated School Official (DSO) to see if enrollment in this program is in compliance with their visa requirements.

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: _____

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: _____

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

I understand that enrollment is conditional, pending receipt of the following: enrollment agreement, verification of high school or college coursework

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 your home address in your country)

City _____ State _____ Zip _____

Country _____

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.

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 7th day after enrollment, whichever is later.

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 7th 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 lmartin@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

PRIVACY NOTICE

The Family Educational Rights and Privacy Act (FERPA) is a United States law that protects the privacy of student records. Professional and Continuing Education must have your explicit permission to release your contact information.

Your Employer/Affiliation(s) listed above allow you to choose to have your employer/group billed or to avail of membership discounts (when applicable) when you enroll for courses. This choice will be presented to you each time you enroll.

Please type your initials into each of the boxes below to indicate that you have read and understand these privacy policies:

* I understand that Professional and Continuing Education abides by FERPA regulations and will not release my student information unless I expressly give Professional and Continuing Education permission to do so.

Student Initials

SOUTHERN STATES UNIVERSITY

COURSE FEES*

Costs Per Course	
Tuition (each course)	\$1200
Mandatory Fees (per course)	
Application Fee (non-refundable)	\$100
Non-refundable Student Tuition Recovery Fund (STRF) Fee (Assessed Quarterly)	\$.00
Course Materials Fee (varies by course)	\$50-\$300
Incidental Fees (per course)	
International Booking Fee (applies only to documents sent to SSU from outside the U.S.)	\$400
International Courier Fee	\$85
Domestic Courier Fee	\$25
Document Reprint Fee	\$30
Bank Wire Fee	\$30
Credit Card Payment Processing Fee (on all payments more than \$100)	\$20
Returned Check Fee	\$35
Airport Transfer (optional)	\$50
Accommodation Placement Fee (optional)	\$150
American Homestay Fees (optional and upon availability)	\$650-\$875

A course in the Professional Executive Program consists of 72 clock-hours, which is given in a four-week cycle. Your enrollment in the _____ course will be from _____ (month/day/year) to _____ (month/day/year). This agreement will cover the duration of your enrollment at SSU until you complete or leave the course and pay all debts accrued, unless you and the University agree to change it.

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

Student Initials

SOUTHERN STATES UNIVERSITY

PAYMENT METHODS

Credit Card :  

Name on card _____

Card Number _____

Expiration Date _____ CCV _____

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

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

COURSE TUITION: _____

COURSE MATERIALS FEE: _____

OTHER FEES: _____

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

REQUIRED DOCUMENTATION FOR ADMISSION

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

- _ Complete and submit an Application for Admission, including the Enrollment Agreement
- _ Submit the non-refundable application fee of \$100
- _ 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 CALENDAR 2015-2016

PROFESSIONAL EXECUTIVE PROGRAM:

TENTATIVE SCHEDULE

July 2015

Business Law: July 6 – July 30, 2015

September/October 2015

Marketing: September 14 – October 8, 2015

November 2015

Operations Management: November 2 – November 25, 2015

January/February 2016

Entrepreneurship: January 11 – February 4, 2016

March 2016

Public Speaking: March 7 – March 31, 2016

May 2016

Strategic Management: May 2 – May 26, 2016

Note: These dates are subject to change

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CONTACT INFORMATION

SAN DIEGO CAMPUS

123 Camino de la Reina
Suite 100 East
San Diego, CA 92108
Local Phone: (619) 298-1829
Local Fax: (619) 704-0175
Email: admissions@ssu.edu

Whom to Speak with in San Diego:

William Amoke
Director of Admissions
wamoke@ssu.edu

NEWPORT BEACH CAMPUS

1601 Dove Street, Suite 105
Newport Beach, CA 92660
Local Phone: (949) 833-8868
Local Fax: (619) 704-0070
Email: admissions@ssu.edu

Whom to Speak with in Newport Beach:

Beate Berg
Site Director/DSO
bberg@ssu.edu

Ida Chithavong
Admissions/Academic Advisor and Support Officer/DSO
ichithavong@ssu.edu