



**SOUTHERN STATES**  
UNIVERSITY

**PROSPECTIVE STUDENT GUIDE  
FOR  
DEGREE, CERTIFICATE, &  
PROFESSIONAL PROGRAMS**

Updated: August 1, 2018

**CALIFORNIA**

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## OVERVIEW

**Southern States University (SSU)** is an accredited American University, providing quality education since its inception in Southern California in 1983. SSU has established itself as an institution that brings together young aspirants from around the world to study in a collaborative and diverse learning environment, and to promote professional expertise by providing a quality education at affordable prices.

### MISSION STATEMENT

*Southern States University's mission is to offer result-oriented, value-driven and professionally recognized academic degree and certificate programs to a culturally diverse student community. We are committed to fostering an integrated academic environment for our domestic and international students, enhancing their career aspirations, and providing long lasting opportunities.*

**SSU** is:

- Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).
- 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., and is also approved by the State of Nevada Commission for Postsecondary Education.
- Granted "Eligibility" status by the WASC Senior College and University Commission (WSCUC).
- Authorized under federal law to enroll non-immigrant alien students for some of its programs.

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

- Associate of Business Administration (ABA)
- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA)
- Master of Science in Information Technology (MSIT)
- Undergraduate Certificates in Business and Film
- Graduate Certificates in Business, Film, and Information Technology
- Professional Program

**All degree and certificate programs are offered in San Diego and/or Irvine and are also offered 100% online.**

SSU campuses are located in two of California's most beautiful and glamorous cities, San Diego and Irvine. 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, deserts, high fashion shopping areas, delicious restaurants, and exciting nightclubs. A good temperate, usually dry climate, enables year-round enjoyment of such outdoor activities as hiking, biking, surfing, boating, and skating. Disneyland, Universal Studios, Hollywood, the San Diego Zoo, and Sea World are nearby as well. SSU will help you to see it all, including seasonal school trips to explore the area's most interesting cultural spots!

## **DEGREE PROGRAMS**

### **Associate of Business Administration (ABA)**

- 20 Courses
- 90 credits total
- General education and pre-requisite courses provide a strong academic foundation as well as an excellent liberal arts educational background.
- Includes Lower Division courses only 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
- 180 credits total
- 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)**

- 16 Courses
- 65 credits total
- Provides a unique curriculum for all college graduates who aspire to run companies or to become senior executives in companies.
- 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)**

- 14 Courses
- 56 credits total
- 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.

## CERTIFICATE PROGRAMS

### Undergraduate-Level Certificates

- 9 Courses
- 40.5 credits total
- One-year certificate in: *Business Analysis, Business Communications, Film and Media Studies, Finance, Marketing, and Management Studies*
- Each certificate focuses on current industry needs, and on providing the student with the tools and training required to succeed in today's very competitive professional world.

### Graduate-Level Certificates

- Certificate in Advanced Film and Media Studies (6 courses, 24 credits total)
- Certificate in Business Administration (7 courses, 27 credits total)
- Certificate in Information Technology (7 courses, 26 credits total)
- Certificate in Strategic Management (7 courses, 27 credits total)
- Each certificate focuses on current industry needs, and on providing the student with the tools and training required to succeed in today's very competitive professional world.

## NON-CREDIT, NON-DEGREE COURSES

### Professional Program

- Individual, Non-credit, Non-degree, 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.

**REGISTRATION PROCEDURES + HOW TO OBTAIN F1 STUDENT VISA  
(I-20 FORM)  
- FOR INTERNATIONAL STUDENTS ON AN F1 STUDENT VISA ONLY -**

All international students residing outside the U.S. and seeking admissions into a **degree or certificate program** are required to apply for an I-20 form and an F1 student visa. **International students wishing to enroll in the degree or certificate programs online are exempt from this requirement; the I-20 is not required for international students that are living outside of the U.S. and that are enrolled in online-only programs.**

**NOTE:** *Please check with the Admissions Department at SSU to find out which programs currently accept F1 students.*

The following steps are required for each student to register and to obtain the I-20 document, which, in turn, is required to obtain an F1 student visa:

- 1) Complete, sign the Enrollment Agreement and submit all application documents.
- 2) A *Statement of Financial Support* must be provided, identifying the source of funds, and an official bank statement or bank letter must be attached. 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. All Bank Statements or Bank Letters must be official and recent (within the last 3 months) and must include a minimum of US\$12,375 (plus US\$2,700 per dependent) or the US dollar equivalent in a foreign currency.
- 3) Submit the US \$100 Application Fee (non-refundable) and any other additional fees for international students residing outside of the U.S. (non-refundable international registration fee of \$150 plus \$85 courier fee).
- 4) The student must be admitted into the program to which he/she applied.
- 5) After the above requirements have been met, SSU will issue an *Acceptance Letter* to the prospective student.
- 6) The I-20 form will be mailed to the admitted student afterwards.
- 7) Submit proof of health insurance (please consult the next page for details). All documents need to be officially translated into English if written in a foreign language. Proof of health insurance must be received by the start date of a student's program.
- 8) 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. The Immigration Service charges a "SEVIS fee" of US \$200 (a processing fee paid directly to the Department of Homeland Security). This is payable online by the student. Students can do so by going to the website [www.fmjfee.com](http://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.

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.

7) With a visa approval, SSU will charge an additional \$250 International Enrollment Fee.

**Note:** *The Professional Program does not issue I-20s (student visa). **The I-20 is not required for the degree and certificates programs if enrolled in them online only.***

## HEALTH INSURANCE

Health Insurance is mandatory for all 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 for issuing their I-20 form.

**It is the student's responsibility to provide SSU with evidence of insurance by the start date of a student's program.**

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](http://www.blueshieldca.com)

EHealthInsurance - [www.ehealthinsurance.com](http://www.ehealthinsurance.com)

ISO International Student Health Insurance - [www.isoa.org](http://www.isoa.org)

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

## ADMISSION REQUIREMENTS

### **Associate of Business Administration (ABA)**

All students applying to an undergraduate program must submit the following:

- Complete and submit an Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees
- Provide verification of completion of a high school diploma (from a state-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>) or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included
- Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>) or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included
- 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

### **Bachelor of Business Administration (BBA)**

All students applying to an undergraduate program must submit the following:

- Complete and submit an Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees
- Provide verification of completion of a high school diploma (from a state-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>) or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included
- Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>) or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included
- 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

### **Master of Business Administration (MBA)**

All students applying to a graduate program must submit the following:

- Complete and submit an Enrollment Agreement (including School Performance Fact Sheet) and pay 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. Diplomas and transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>) or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included
- Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>) or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included
- 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 two official Letters of Recommendation (professional or academic references only)
- Provide a current resume

### **Master of Science in Information Technology (MSIT)**

All students applying to a graduate program must submit the following:

- Complete and submit an Enrollment Agreement (including School Performance Fact Sheet) and pay 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. Diplomas and transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>) or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included
- Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>) or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included
- 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 two official Letters of Recommendation (professional or academic references only)
- Provide a current resume
- Must have coursework taken in information systems, information technology, computer science, software engineering, mathematics, programming, business OR must have some background in those fields.



## **Undergraduate-Level Certificates**

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

- Complete and submit an Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees
- Provide verification of completion of a high school diploma (from a state-recognized school), High School Equivalency, or Certificate of Equivalency/Proficiency. Diplomas from outside the U.S. must be evaluated by a NACES approved organization (<http://www.naces.org/members.htm>) or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included
- Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by a NACES approved organization (<http://www.naces.org/members.htm>) or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included
- 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 Certificate in Finance at SSU 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 at SSU must provide equivalency coursework at the undergraduate level in ENG 111 Composition and Rhetoric with a grade of “C” or better

## **Graduate-Level Certificates**

Students applying to the graduate-level certificate programs must submit the following:

- Complete and submit an Enrollment Agreement (including School Performance Fact Sheet) and pay 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. Diplomas and transcripts from outside the U.S. must be evaluated by a NACES approved organization (<http://www.naces.org/members.htm>) or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included
- Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by a NACES approved organization (<http://www.naces.org/members.htm>) or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included
- 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 two official Letters of Recommendation (professional or academic references only)
- Provide a current resume
- Students applying to the Certificate in Information Technology at SSU must have coursework taken in information systems, information technology, computer science, software engineering, mathematics, programming, business OR must have some background in those fields.

### **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 or certificate 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), or
- IELTS (International English Language Testing System) result of 5.0 or above, or
- Duolingo English Test result of 51 or above, or
- For applicants inside the U.S.: Achieve a score of at least 80% on SSU's English Placement Test (EPT). This test consists of reading, listening, speaking, grammar, and writing sections, or
- Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 2.0 GPA for undergraduate program applicants and a minimum 3.0 GPA for graduate program applicants, for at least one academic term.

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

### **International Students on a Student Visa**

In addition to the above items, international students applying for a student visa in the USA must submit the following:

- Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all 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). A minimum of US\$12,375 (plus US\$2,700 per dependent) or the US dollar equivalent in a foreign currency is required.
- Copy of passport, including information page, Visa, and I-94 validity page; and
- Proof of Health Insurance: International students on a student visa must show proof of medical insurance prior to the program start date on the Form I-20. Failure to produce valid proof of insurance will result in an inability to enroll in classes and maintain status.

## **Professional Program - Admission Rules and Standards**

Students applying for admission to the Professional Programs are required to satisfy the following admission requirements:

- Complete and submit an Enrollment Agreement and pay appropriate fees
- Provide verification of completion of a high school diploma (from a state-recognized school), High School Equivalency, or College coursework or equivalency; diplomas from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>), or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included
- Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>) or through the American Association of Collegiate Registrars and Admissions Officers organization ([www.aacrao.org](http://www.aacrao.org)). Both a copy of the official foreign academic record and an official English translation must be included

### ***English Language Proficiency***

Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to the Professional 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 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.

## ACADEMIC CALENDARS 2018-2019

### DEGREE & CERTIFICATE PROGRAMS:

#### SUMMER 2018

Admission Deadline ( <b>application</b> ):	June 11, 2018
Tentative Registration Deadline for <b>Current Students</b> :	TBD
Orientation Class for New Students:	July 2,2018
BU 500, IT 500 Course for New Graduate Students	July 2 to 5, 2018
First Day of Classes ( <b>all new and current students</b> ):	July 9, 2018
Last Day to Add/Drop Classes ( <b>drop for 100% Refund</b> )	July 16, 2018
Last Day to Withdraw ( <b>partial tuition and W grade</b> )	August 20, 2018
Final Day of Classes:	September 15, 2018
Grades Posted:	September 21,2018
Holidays ( <b>no classes</b> ):	Independence Day: July 4th,2018 and Labor Day: September 3rd,2018

#### FALL 2018

Admission Deadline ( <b>application</b> ):	September 10, 2018
Tentative Registration Deadline for <b>Current Students</b> :	TBD
Orientation Class for New Students:	October 1,2018
BU 500, IT 500 Course for New Graduate Students	October 1 to 4, 2018
First Day of Classes ( <b>all new and current students</b> ):	October 8, 2018
Last Day to Add/Drop Classes ( <b>drop for 100% Refund</b> )	October 15, 2018
Last Day to Withdraw ( <b>partial tuition and W grade</b> )	November 19, 2018
Final Day of Classes:	December 15, 2018
Grades Posted:	December 21,2018
Holidays ( <b>no classes</b> ):	Veteran's Day November 12, 2018, Thanksgiving Holiday November 22-24, 2018

#### WINTER 2019

Admission Deadline ( <b>application</b> ):	December 16, 2018
Tentative Registration Deadline for <b>Current Students</b> :	TBD
Orientation Class for New Students:	January 7, 2019
BU 500, IT 500 Course for New Graduate Students	January 7 to 10, 2019
First Day of Classes ( <b>all new and current students</b> ):	January 14, 2019
Last Day to Add/Drop Classes ( <b>drop for 100% Refund</b> )	January 21, 2019
Last Day to Withdraw ( <b>partial tuition and W grade</b> )	February 25, 2019
Final Day of Classes:	March 23, 2019
Grades Posted:	March 29,2018
Holidays ( <b>no classes</b> ):	President's Day February 18, 2019

## CONTACT INFORMATION

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#### Whom to Speak with in San Diego:

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