Congratulations and Welcome New Buckeyes!

Orientation at The Ohio State University at Marion will be your first taste of life as a Buckeye. It will help you begin to feel at home on the Marion campus and help you become familiar with the wide range of opportunities at Ohio State Marion.

Orientation is designed for incoming freshmen and transfer students with less than 30 semester credit hours. (If you are a transfer student with 30 or more credit hours, please call 740–725–6334 to schedule an individual Orientation.)

Orientation registration is completed online and is required in order for you to attend Orientation.

YOUR ORIENTATION DATE IS TUESDAY, DECEMBER 13, 2016.

Within 24 hours of registering for Orientation, you will receive a confirmation to your Ohio State email account. Make sure this account has been activated and that you check it frequently. We will only send information to your OSU email account.

It is important that new students address certain items prior to attending Orientation. The items listed at the back of this brochure should be completed by the time you arrive for your Orientation. Additional information about your Orientation schedule, what to bring with you, how to prepare, and other frequently asked questions can be found in this booklet and online at www.osumarion.osu.edu. Under “Future Students,” select “Orientation.” Please review all of the following information prior to registering for Orientation.

PLEASE NOTE: THIS BROCHURE IS THE ONLY ORIENTATION INFORMATION YOU WILL RECEIVE VIA U.S. MAIL.
STEP 1: ACTIVATE YOUR OSU INTERNET IDENTITY/USERNAME AND BUCKEYE MAIL

Before you can register for Placement Testing and Orientation – or begin to use any Buckeye services – you must activate your identity and email account.

Your Ohio State email account will be used by the university for all correspondence regarding grades, courses, scheduling, financial aid, as well as communicating with your advisor. Be sure to check your email daily! We recommend that you do not forward your OSU email to any other account.

Follow these steps to activate your OSU username and Buckeye Mail.

- To activate your Ohio State Username (lastname.#), go to my.osu.edu and click “Activate Now.” Select “Request an Activation Code” and follow the instructions. If you experience problems activating your username, contact the IT Service Desk at 614–688–HELP (4357) or by TDD at 614–688–8743. You will use your Ohio State Username and password to:
  - Reserve your orientation program
  - Check your email
  - Take the math placement exam
  - Check your financial aid status
  - Complete your Financial Responsibility Statement (You will need to complete this step each semester prior to scheduling.)
  - Select/Waive Student Health Insurance status

- Your Buckeye email address will be lastname.#@osu.edu. To set up delivery instructions for your Ohio State email, go to my.osu.edu and log in using your Ohio State Username (lastname.#) and password. Click “Change Email Delivery” and follow the directions. To check your email, visit email.osu.edu. Log in using lastname.#@buckeyemail.osu.edu and password. Your Ohio State email will be used by the university for all official correspondence about grades, course schedules, financial aid, housing and more. It’s a good idea to check your Ohio State email at least once a week prior to starting classes and daily during the semester.

To receive OSU email on your smart phone or other device, go to https://ocio.osu.edu/help/. Scroll to “Common Help Requests” and choose “Instructions for Checking Buckeye Mail.”
**STEP 2: TRANSCRIPTS AND TEST SCORES**

Official transcripts must be sent directly to the Columbus campus of Ohio State from your high school or from the registrar of your former or current university. Transcripts that have been in the hands of students are not official. Faxed transcripts are not official. Unofficial transcripts are not official. College coursework listed on high school transcripts is not sufficient. Sending transcripts electronically is strongly encouraged.

Send Official Transcripts to:

The Ohio State University
Undergraduate Admissions
P.O. Box 182646
Columbus, OH 43218

Transcripts must be received no later than two weeks before your scheduled Orientation. This will allow for transfer review and the posting of transfer credit to the university system.

ACT/SAT Scores and Advanced Placement scores also help to determine your placement testing requirements. Scores must be sent electronically by the testing organization directly to Ohio State.

Scores printed on high school transcripts or photocopied test results are not acceptable.

**STEP 3: PLACEMENT TESTING**

Because most undergraduate programs at Ohio State require some work in mathematics, all incoming freshmen are required to take the Mathematics Skills Assessment. There is no course credit given for this test, nor does the test fulfill any math requirements. This assessment/placement test helps to determine the appropriate first course for you to take in Ohio State Marion’s course sequence in mathematics.

Placement testing also helps to determine your first course in a foreign language – see page 9.

There is no pass or fail with these assessments; they are used strictly to measure your current skill level, whether you just graduated from high school or you have been out of school for some time. Your ACT/SAT scores, Advanced Placement (AP) credit, and any college–level course work you may have completed while in high school will also help to determine your placement in these areas. If you have taken or will be taking AP tests, please contact the College Board website to have your AP test scores sent directly to OSU. If you have questions about AP test scores, contact your high school guidance office.
A. Math Skills Assessment (Math Placement Test)

You can take the online Math Placement Test at any time, but most certainly at least three days prior to your Orientation. You must have a math placement score in order to schedule math and science courses at Orientation.

There are two versions of the Mathematics Skills Assessment, both with a 75 minute time limit. Topics covered are:

- Test “B” (arithmetic, algebra, geometry)
  - ACT math score of 24 or lower (SAT math score of 560 or lower)
- Test “D” (pre-calculus)
  - ACT math score of 25 or higher (SAT math score of 570 or higher)

Scoring high enough on the “B” test will allow you to take the “D” test (pre-calculus), which may result in a higher placement level.

Please Note: The online assessment can only be taken once. Please provide yourself with an environment that will give you uninterrupted time and an atmosphere conducive for working math problems.

Since the score on your Math Skills Assessment determines your beginning placement level in math and sciences courses, you are encouraged to review the appropriate topics prior to taking the test. Sample problems, exam topics, and additional information can be found on the Department of Mathematics website.

If you do not complete your Math Skills Assessment prior to your date of Orientation, you will not be able to register for a math class or any course that has a math requirement (example: science; statistics; and computer science).

If you are currently enrolled in a high school math course, you should complete that course prior to taking the Math Skills Assessment.
Taking the Math Skills Assessment – Prior to Orientation

- Establish a web connection to https://buckeyelink3.osu.edu/secure/math, using Internet Explorer.
- Login using your OSU Internet username (lastname.#) and password from Step 1.
- The Math Skills Assessment instructions will now appear. Please read the instructions carefully, specifically noting:
  - You may use scratch paper, pencil, and any battery-operated calculator (including graphing calculators) but NOT a QWERTY keyboard machine such as a TI–92 or TI–Voyager, or a calculator with computer symbolic algebra.
  - You may not use other resources or assistance. If you receive help in any way during the test, the results may be skewed and you may be placed in a math or science class that is inappropriate for you.
  - The test is timed for 75 minutes, and the time remaining will be updated after you answer each question.
  - The test is entirely multiple-choice. No partial credit will be given.
  - If you experience computer or web browser problems during the test, return to the site and you should be able to begin where you left off, provided your time has not expired since time keeps running – https://buckeyelink3.osu.edu/secure/math.
  - If you experience technical problems during the online math assessment, please call the Office of Testing at 614–292–2241 (8:00 am–5:00 pm, Monday through Friday).
  - After you have finished taking the assessment, you will be given a math course code (see next page) that indicates your placement level and a link for more information about math placement.

Taking the Math Skills Assessment – After Orientation

If you do not complete the online Math Skills Assessment prior to your date of Orientation, or, if you take the online assessment and score a “U,” you will need to take the Paper/Pencil version of the test prior to scheduling a math class or any course that has a math requirement (example: science, statistics, and computer science).

The Paper/Pencil version of the Math Skills Assessment is available on the Marion campus every Friday at 10:00 am. Please call Amy Erickson at 740–725–6107 to schedule a date for your test.
### OSU Marion Math Skills Assessment Scoring Key

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Corresponding Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Math 1050: Pre-College Mathematics I</td>
</tr>
<tr>
<td>S</td>
<td>Math 1075: Pre-College Mathematics II</td>
</tr>
<tr>
<td>R</td>
<td>Math 1075: Pre-College Mathematics II</td>
</tr>
<tr>
<td></td>
<td>Math 116: Excursions in Math (Business)</td>
</tr>
<tr>
<td></td>
<td>Math 1135: Number &amp; Operations for Teachers (Educ)</td>
</tr>
<tr>
<td>N</td>
<td>Math 1130: College Algebra for Business</td>
</tr>
<tr>
<td></td>
<td>Math 1148: College Algebra</td>
</tr>
</tbody>
</table>

Please Note:
The Marion Campus DOES NOT offer Placement Testing at Orientation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Corresponding Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Math 1130: College Algebra for Business</td>
</tr>
<tr>
<td></td>
<td>Math 1148: College Algebra</td>
</tr>
<tr>
<td>M</td>
<td>Math 1130: College Algebra for Business</td>
</tr>
<tr>
<td></td>
<td>Math 1150: Pre-Calculus</td>
</tr>
<tr>
<td>L</td>
<td>Math 1131: Calculus for Business</td>
</tr>
<tr>
<td></td>
<td>Math 1151: Calculus</td>
</tr>
</tbody>
</table>

D” Test: Math ACT – 25 or higher; Math SAT – 570 or higher

“B” Test: Math ACT – 24 or less; Math SAT – 560 or less
B. ENGLISH PLACEMENT PROCEDURES

Your English Placement is based on your English ACT score.

There are four different beginning English classes in which you may be placed:

<table>
<thead>
<tr>
<th>ACT English Score</th>
<th>Corresponding Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>None or &lt; 18</td>
<td>English 1109: Reading and Writing</td>
</tr>
<tr>
<td>18–20</td>
<td>English 110.03/1193: First-Year English Composition with Workshop Component</td>
</tr>
<tr>
<td>21+</td>
<td>English 110.01: First-Year English Composition</td>
</tr>
<tr>
<td>25+</td>
<td>English 110.01H: Honors First-Year English Composition</td>
</tr>
</tbody>
</table>

**1109: Writing and Reading**

(ACT English score below 18 or No ACT score): If you have no ACT score or your score is below 18, your placement is English 1109. You **must** enroll in this class.

English 1109 is a 4–credit hour class that provides intensive practice in integrating academic reading and writing. Class size is limited to 15 students in order to provide additional one–on–one help in learning how to read and write at the college level. After completion of English 1109, students proceed to English 110.03 and 1193 to fulfill the first general education writing and related skills requirement.

**110.03/1193: First-Year English Composition with Workshop Component**

(ACT English score of 18–20): If your ACT score is 18–20, your placement is English 110.03/1193. We **strongly advise** you enroll in this class or 1109. You should consider enrolling in 1109 if you feel your skills are not up to par and would like extra instruction in writing. English 110.03/1193 provides intensive practice in the fundamentals of expository writing. Students in 110.03/1193 learn the conventions of academic research and writing within the context of a particular course theme, which may differ from course to course. Students in this course **must** enroll in both English 110.03 (3 credit hour classroom course) and its concurrent course, English 1193 (1 credit hour writing lab component). English 110.03/1193 fulfills the first general education writing and related skills requirement. Again, students **must** enroll in both English 110.03 (3 credit hours) and its concurrent course, English 1193 (1 credit hour).
1110.01: First-Year English Composition

(Act score of 21 and above): If your ACT score is 21 or above, your placement is English 1110.01. If you feel your skills are not up to par and would like extra instruction in writing, you may enroll in either 1109 or 1110.03/1193.

English 1110: First-Year English Composition is a 3-credit hour class that provides practice in the fundamentals of expository writing, and students learn the conventions of academic research and writing within the context of a particular course theme.

1110.01H: Honors First-Year English Composition

(Act score of 25 and above): If your ACT score is above 25, you have the option of enrolling in Honors English 1110.01 if you would like a more advanced class or if you are in the Honors Program. However, you can still enroll in any of the other course sections if factors such as availability of courses, individual schedule, or your own comfort level with writing affect this decision. You do not need to be enrolled in the Honors Program to enroll in English 1110.01H.

Notes on English Placement:

If you place into English 1109 and are interested in the opportunity to place into an English course beyond the placement determined by ACT, you may take a Writing Placement Test.

If you choose to complete the Writing Placement Test, you will produce a piece of writing in a timed setting. Your handwritten writing sample will be evaluated by the Writing Program Administrators, who are members of the English Department faculty. The decision of the Writing Program Administrators is final. No student may enroll in a writing course beyond that indicated by their ACT English score or writing test score, whichever is higher. Please call Amy Erickson at 740–725–6107 to schedule a Writing Placement Test.

Other reasons you may want to consider a Writing Placement Test:
• You are an avid reader.
• You write for pleasure (e.g., poetry, fiction, blogging, etc.).
• You feel highly confident in your academic writing ability.
• Your ACT English score does not accurately reflect your abilities/skills.
C. FOREIGN LANGUAGE TESTING

On the Marion campus, computerized foreign language placement exams are available in French, German, and Spanish. Exams are offered in the Media Lab, 281 Morrill Hall. No appointment is necessary, but please call ahead to confirm exam availability (740–725–6385).

Students who have had two or more years of the same language in high school are required to take a placement test in that language. On average, students require at least 20 minutes to take the test; however, based on students’ language and testing abilities, it can take from 10 minutes to one hour to complete. Students with very high or very low language ability will move more quickly through the test. For students whose ability lies between levels or who do not provide four consecutive wrong answers, the testing process will take more time.

At the end of the test, print out the score sheet and bring it to the Advising Office (100 Maynard Hall). Exams in other languages are available on the Columbus Campus. Call Amy Erickson at 740–725–6107 for additional information.

D. OTHER IMPORTANT INFORMATION

Transfer Students
If you are transferring from another college or university and have under 30 semester credit hours, you are required to register for and attend an Orientation session. During this session, you will schedule your classes. If you have over 30 semester credit hours, you are not required to attend Orientation. Contact the Advising Office to schedule an individual transfer student orientation appointment with the appropriate academic advisor. When Ohio State Columbus receives your official transcript, it will be evaluated for transfer credit and posted to your Student Center. **This evaluation will not be done until your $100 acceptance fee is paid.**

Office for Disability Services
Students with documented disabilities should contact the Marion Campus Office for Disability Services at 740–725–6247 to make accommodation arrangements for placement testing. Documentation must be provided to determine eligibility before authorization can be given for accommodations. A two-week notice prior to your visit will generally allow us to provide seamless access.
STEP 4: PREPARE FOR ORIENTATION

Listed on the following page is a sample Orientation program schedule. Ohio State Marion’s Orientation is designed to get new Buckeyes off to a strong start! It is an all-day program (9:00 am–4:00 pm), with lunch included. Parents and other adult family members are encouraged to attend with you. This program is required for students with less than 30 semester hours of college–level courses.

Your day will begin with check-in at 9:00 am in the lobby of Maynard Hall and end at approximately 4:00 p.m. During Orientation you will have the opportunity to:
• Receive information about the many campus resources available to you.
• Learn what is expected of you as an Ohio State student, both in and out of the classroom.
• Attend a group academic planning and advising session.
• Attend your first Exploration class.
• Meet with your Academic Advisor.
• Complete your Financial Responsibility Statement before you schedule classes.
• Schedule classes for your first semester. (Remember your username and password; both are required to schedule your classes.)
• Complete university business, such as getting your Buckeye ID and consulting with Student Financial Aid.
• Note that your first semester Statement of Account will show a $50 New Student Fee, which covers administrative costs.

During Orientation there is a featured session facilitated by Student Life for Parents and Guests. This session is designed to engage parents and guests of incoming students on the academic and social opportunities provided at the Marion campus. Topics range from academic success to updates on campus services.


The Family Education Rights and Privacy Act of 1974, as amended, sets forth requirements designed to protect the privacy of student records. Student records are confidential. The only information about a student that may be released without student permission is: name; address; telephone number; major; participant in officially recognized sports and activities; weight and heights of athletic team members; dates of attendance; degrees and awards received; most recent educational agency or institution attended. Students not wishing this information release should contact an academic advisor. Information concerning grades may be released to a parent of a dependent student if a signed release is on file.
Listed below is a sample Orientation Program schedule – subject to change. Please keep in mind that all Orientation Programs begin promptly at 9:30 am and end at approximately 4:00 pm. Students are required to attend all sessions of the Orientation day.

<table>
<thead>
<tr>
<th>New Buckeyes</th>
<th>Time</th>
<th>Guests/Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check-In; Continental Breakfast</td>
<td>9:00–9:20 am</td>
<td>Check-In; Continental Breakfast</td>
</tr>
<tr>
<td>Welcome from the Dean</td>
<td>9:30–9:45 am</td>
<td>Welcome from the Dean</td>
</tr>
<tr>
<td>Life Outside the Classroom:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members of the Student Life staff present an</td>
<td>10:00–10:45 am</td>
<td>Doing Business Buckeye Style: Guests</td>
</tr>
<tr>
<td>overview of college life and the resources available</td>
<td></td>
<td>See demonstration of how your student will conduct business at Ohio State using their online Student Center and Buckeye Mail</td>
</tr>
<tr>
<td>to help you succeed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doing Business Buckeye Style: Students</td>
<td>11:00–11:45 am</td>
<td>College Transitions: Family Matters</td>
</tr>
<tr>
<td>Online demonstration of your Student Center and</td>
<td></td>
<td>Student Life staff discusses the transition to college, academic support services, and ways family members, and the university, support new students</td>
</tr>
<tr>
<td>Buckeye Mail to conduct business at Ohio State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Planning</td>
<td>12:00–12:50 pm</td>
<td>Academic Planning</td>
</tr>
<tr>
<td>Learn curriculum requirements for your intended</td>
<td></td>
<td>Learn the curriculum requirements for your student's intended major. Students will begin choosing their first semester courses</td>
</tr>
<tr>
<td>major and begin choosing your first semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>1:00–1:50 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>Library Tour and Advising 1101: Student Registration</td>
<td>2:00–4:00 pm</td>
<td>Money Matters</td>
</tr>
<tr>
<td></td>
<td>2:00–3:00 pm</td>
<td>Presented by the Office of Financial Aid</td>
</tr>
<tr>
<td>Meet your guest(s) – Get your BuckID; see the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore; Financial Aid; Student Organizations;</td>
<td>4:00 pm</td>
<td>Wait for your student(s) – Your student can get her/his BuckID; see the Bookstore; Financial Aid; Student Organizations; housing options, etc.</td>
</tr>
<tr>
<td>housing options, etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please keep in mind that Ohio State Marion students are not permitted to take classes at the Columbus campus during their first semester of enrollment.
**STEP 5: RESERVE YOUR ORIENTATION DATE**

Now that you have read the information about The Ohio State University at Marion Orientation, it’s time to register!

You must have been admitted to Ohio State Marion and have your OSU email account activated (see **STEP 1: ACTIVATE YOUR OSU INTERNET IDENTITY/USERNAME AND BUCKEYE MAIL** on page 2 of this brochure) in order to reserve an Orientation.

Please note: You cannot save as you go through this registration process. If you are interrupted, or are unable to complete registration, you can go back to it later but will need to start the registration process from the beginning.

- Open a web browser, and go to osumarion.osu.edu.
- Click on Buckeye Link at the top and Log in to your Applicant Center (if you have not yet paid your $100 acceptance fee) or your Student Center (if you have paid your $100 acceptance fee) with your Ohio State username and password.
- Your Applicant Center should now appear. On the left side you will see Admissions. Click on the Orientation Information tab below.
- Read the information on the Welcome! Tab titled Orientation Registration and continue through the following pages tabbed:
  - Registration Form
    - Indicate your area of study/major by clicking on eyeglass.
    - Continue to scroll through the windows, answering the questions according to your area of study/major.
  - Review Your Details
    - Note your placement testing.
    - Register your guests for the day.
    - Review the details you have selected. Go back and edit, if necessary.
  - Program Date Options
    - Select a date for your major (Tuesday, December 13 is the only date to choose).
    - Click on Register to go to your Confirmation page.

If you experience problems while reserving your Orientation program online, or if a situation arises that makes it impossible for you to attend, please call the Advising Office at least 24 hours ahead of time at 740–725–6107.

♦ Reminder ♦

To have access to class scheduling at Orientation, if you have not already done so, please pay your $100 acceptance fee online at https://buckeyelink.osu.edu/futurestudents.html.

Please call the university IT Help Desk at 614-688-HELP if you are having trouble accessing your account.

If you do not have a credit card, you may pay the bill by cash, check, or money order in person in the Admissions Office in room 100 of Maynard Hall.

If the fee is beyond your ability to pay due to financial hardship, please contact Matt Moreau at 740–725–6242.
OTHER IMPORTANT INFORMATION

Sites to Bookmark on your computer’s web browser

osumarion.osu.edu
Ohio State Marion Home Page: check your OSU email (webmail), access local services and information. View course schedules for the Marion Campus.

osumarion.osu.edu/advising
Ohio State Marion Advising Home Page: view contact information for our advising staff, link to your college or department’s homepage.

buckeyelink.osu.edu
OSU's Online Academic Center: your online portal to most essential OSU services.

registrar.osu.edu
View academic calendars and dates & deadlines for several terms in advance, obtain enrollment verification, order transcripts and more.

www.fafsa.ed.gov
Federal Student Aid: to manage your FAFSA.

www.pin.ed.gov
Federal Student Aid – PIN Website: to manage your Federal PIN.

shi.osu.edu
Student health insurance information

sfa.osu.edu
Student Financial Aid: for comprehensive financial aid information and services.

www.studentloans.gov
Student Loans: to manage Direct Loan Master Promissory Notes

www.fastweb.com
Pay for College with Fastweb: to search for additional scholarships.

bursar.osu.edu
Office of Financial Services: manage your Statement of Account (your bill); manage Direct Deposit; Tuition Option Payment Plan; etc.
NEW STUDENT CHECKLIST

☐ Activate your OSU internet username and Buckeye Mail (page 2). Remember to check your Student Center and Buckeye Mail several times per week for important information and communication from the university.

☐ Reserve an Orientation date (page 12).
   My Orientation date is: ___________________________
   My major is: ____________________________

☐ Complete Placement Testing (pages 3-9), as needed.
   Math placement level: ____________________________
   English placement determined by ACT score: ____________________________
   Foreign Language placement (if taken): ____________________________

☐ Review the sample Orientation schedule (page 11) with parents/family members who may be joining you on your Orientation day. Develop a list of questions that you and your family would like to have answered at Orientation.

☐ Log into your Student Center via Buckeyelink.osu.edu and resolve any items on your To Do List:
   ☐ Select/Waive Student Health Insurance Coverage
   ☐ Complete Financial Responsibility Statement
   ☐ Other items

☐ Remember to bring this booklet with you to your Orientation program!

Notes:
Directions to The Ohio State University at Marion

**From the North:** Travel on U.S. Route 23 south; exit west onto SR 95, where you will see a Lowe’s store on your right; turn right and travel ½ mile west on SR 95 to campus.

**From the South:** Travel on U.S. Route 23 north; exit west on SR 95, where you will see a Meijer store on the right; turn left and travel ½ mile west on SR 95 to campus.

**From the West:** Travel east on SR 309/95, which will become West Center Street. Just past the second set of railroad tracks, turn right onto Park Blvd., and then almost immediately left onto West Church Street. Follow West Church Street (SR 95) to Mt. Vernon Avenue. Veer right onto Mt. Vernon and follow it east to campus.

**From the Southwest:** Travel north on SR 4; turn right onto Barks Road. Travel east on Barks Road, and turn left onto Delaware Avenue (SR 423). Travel north to the Harding Memorial and turn right onto Vernon Heights Blvd. Turn right again onto Mt. Vernon Avenue. Follow Mt. Vernon Ave. east to campus.

**NOTE:** The Ohio State University at Marion is co-located with Marion Technical College. Ohio State is on the south side of SR 95. Keep to the right when entering campus.