Campus Resource Guide
2015–2016

Compiled and edited by:

The Office of Academic Advising
100 Maynard Hall
Marion, Ohio 43302
osumarion.osu.edu/advising

Printing:

Laipply’s Printing and Marketing Solutions
Marion, Ohio 43302
www.laipplyqprint.com

Cover art work by Daniel A. Erickson
Dear Student:

Welcome to The Ohio State University at Marion!

This is an exciting time to pursue a degree from The Ohio State University. For years, the university has been recognized as the flagship educational institution in Ohio. Now, Ohio State is increasingly being recognized as one of the finest teaching and research universities in the world.

As part of the “one university” that is Ohio State, The Ohio State University at Marion fulfills an important role in the university’s plan to improve and expand its outstanding academic programs and course offerings. What does that mean to you and the growing number of students who choose Ohio State Marion? It means the Marion campus, and our regional campus counterparts, is being strengthened to provide continued and improved access to the university for students from all backgrounds.

We have added new courses and degree programs which students are able to complete on the Marion campus; more are coming in the future. We have made investments to increase the number and scope of academic support services available to students.

The college experience at Ohio State Marion has been enhanced as well. Students have a wide range of clubs and organizations they may join. It is our goal to create a vibrant, active campus that reflects the diverse interests of our student population.

As Dean and Director, I am encouraged by the growth of academic offerings and academic/student support services provided by Ohio State Marion and by Ohio State as a whole. As we grow, it becomes even more important to be sure you, our students, know about Ohio State’s expanded programs and services.

The Campus Resource Guide is one means to equip you with the pertinent information needed to make the most of your university education. The following pages contain details regarding transitioning to college life and useful information on academics and curriculum, scheduling classes, university policies and procedures, how to access university services, benefits, and campus resources.

Please take time to review this Campus Resource Guide and learn about the numerous opportunities and activities Ohio State Marion has to offer. Ohio State Marion is a great place to start – and finish – as a Buckeye. I look forward to seeing you on campus!

Sincerely,

Gregory S. Rose
Dean and Director
The Ohio State University at Marion
# Table of Contents

Welcome to **The Ohio State University**  
1

**Getting Started – You’re a Buckeye Now!**  
3
A. Important Dates and Deadlines  
B. Before the Semester Begins  
C. Once the Semester Begins  
D. How to Study in College  
E. Taking Examinations

**Academic Programs**  
9
A. Semester System  
B. Types of Courses  
C. Honors Program/Classes  
D. Colleges within the University  
E. Majors  
F. Minors  
G. Degrees

**Scheduling Classes**  
15
A. Enrollment Appointment Time  
B. Steps to take Before Scheduling  
C. Planning Your Schedule  
D. Scheduling Resources  
E. Registering for Classes  
F. Wait List Instructions  
G. Adding and Dropping Classes  
H. Campus Change to Columbus  
I. International Study Opportunities

**Grades and GPA**  
23
A. Viewing Your Grades  
B. How to Calculate GPA & Deficiency Points  
C. Academic Difficulty  
D. Early Alert Program  
E. Fresh Start  
F. Freshman Forgiveness  
G. Repeating a Course  
H. Transfer Credit Information  
I. Pass/Non – Pass Option  
J. Auditing a Course

**Academic Status**  
31
A. Dean’s List  
B. Academic Misconduct  
C. Code of Student Conduct  
D. Plagiarism

**Campus Resources**  
35
A. Academic Advising  
B. Career Services  
C. Disability Services  
D. Financial Aid  
E. Business Office – Fee Payment  
F. Library  
G. IT for Students  
H. Bookstore  
I. Academic Enrichment Center  
J. Ombudsman  
K. Campus Information  
L. Weather Closing Policy  
M. Public and Campus Safety

**On Campus**  
53
A. Office of Student Life  
B. Counseling and Wellness  
C. Student Activities and Organizations  
D. Student Employment

**Campus Directory**  
61

**Buckeye Lore**  
63

**Carmen Ohio**  
64

---

The 2015–2016 Campus Resource Guide was compiled and edited by the Office of Academic Advising. While every effort is made to provide accurate information, additions and corrections may have been made after the printing of this guide. Please reference the OSU Marion webpage for the most current information.
Campus Resource Guide
2015–2016

Compiled and edited by:

The Office of Academic Advising
100 Maynard Hall
Marion, Ohio  43302
osumarion.osu.edu/advising

Printing:

Laipply’s Printing and Marketing Solutions
Marion, Ohio 43302
www.laipplyqprint.com

Cover art work by Daniel A. Erickson
Dear Student:

Welcome to The Ohio State University at Marion!

This is an exciting time to pursue a degree from The Ohio State University. For years, the university has been recognized as the flagship educational institution in Ohio. Now, Ohio State is increasingly being recognized as one of the finest teaching and research universities in the world.

As part of the “one university” that is Ohio State, The Ohio State University at Marion fulfills an important role in the university’s plan to improve and expand its outstanding academic programs and course offerings. What does that mean to you and the growing number of students who choose Ohio State Marion? It means the Marion campus, and our regional campus counterparts, is being strengthened to provide continued and improved access to the university for students from all backgrounds.

We have added new courses and degree programs which students are able to complete on the Marion campus; more are coming in the future. We have made investments to increase the number and scope of academic support services available to students.

The college experience at Ohio State Marion has been enhanced as well. Students have a wide range of clubs and organizations they may join. It is our goal to create a vibrant, active campus that reflects the diverse interests of our student population.

As Dean and Director, I am encouraged by the growth of academic offerings and academic/student support services provided by Ohio State Marion and by Ohio State as a whole. As we grow, it becomes even more important to be sure you, our students, know about Ohio State’s expanded programs and services.

The Campus Resource Guide is one means to equip you with the pertinent information needed to make the most of your university education. The following pages contain details regarding transitioning to college life and useful information on academics and curriculum, scheduling classes, university policies and procedures, how to access university services, benefits, and campus resources.

Please take time to review this Campus Resource Guide and learn about the numerous opportunities and activities Ohio State Marion has to offer. Ohio State Marion is a great place to start – and finish – as a Buckeye. I look forward to seeing you on campus!

Sincerely,

Gregory S. Rose
Dean and Director
The Ohio State University at Marion
# Table of Contents

Welcome to The Ohio State University ❄ ❄

**GETTING STARTED – YOU’RE A BUCKEYE NOW!** ❄

A. Important Dates and Deadlines
B. Before the Semester Begins
C. Once the Semester Begins
D. How to Study in College
E. Taking Examinations

**ACADEMIC PROGRAMS** ❄

A. Semester System
B. Types of Courses
C. Honors Program/Classes
D. Colleges within the University
E. Majors
F. Minors
G. Degrees

**SCHEDULING CLASSES** ❄

A. Enrollment Appointment Time
B. Steps to take Before Scheduling
C. Planning Your Schedule
D. Scheduling Resources
E. Registering for Classes
F. Wait List Instructions
G. Adding and Dropping Classes
H. Campus Change to Columbus
I. International Study Opportunities

**GRADES AND GPA** ❄

A. Viewing Your Grades
B. How to Calculate GPA & Deficiency Points
C. Academic Difficulty
D. Early Alert Program
E. Fresh Start
F. Freshman Forgiveness
G. Repeating a Course
H. Transfer Credit Information
I. Pass/Non – Pass Option
J. Auditing a Course

**ACADEMIC STATUS** ❄

A. Dean’s List
B. Academic Misconduct
C. Code of Student Conduct
D. Plagiarism

**CAMPUS RESOURCES** ❄

A. Academic Advising
B. Career Services
C. Disability Services
D. Financial Aid
E. Business Office – Fee Payment
F. Library
G. IT for Students
H. Bookstore
I. Academic Enrichment Center
J. Ombudsman
K. Campus Information
L. Weather Closing Policy
M. Public and Campus Safety

**ON CAMPUS** ❄

A. Office of Student Life
B. Counseling and Wellness
C. Student Activities and Organizations
D. Student Employment

**CAMPUS DIRECTORY** ❄

**BUCKEYE LORE** ❄

**CARMEN OHIO** ❄

---

The 2015–2016 Campus Resource Guide was compiled and edited by the Office of Academic Advising.

While every effort is made to provide accurate information, additions and corrections may have been made after the printing of this guide. Please reference the OSU Marion webpage for the most current information.
Campus Resource Guide
2015–2016

Compiled and edited by:

The Office of Academic Advising
100 Maynard Hall
Marion, Ohio 43302
osumarion.osu.edu/advising

Printing:

Laipply’s Printing and Marketing Solutions
Marion, Ohio 43302
www.laipplyqprint.com

Cover art work by Daniel A. Erickson
Dear Student:

Welcome to The Ohio State University at Marion!

This is an exciting time to pursue a degree from The Ohio State University. For years, the university has been recognized as the flagship educational institution in Ohio. Now, Ohio State is increasingly being recognized as one of the finest teaching and research universities in the world.

As part of the “one university” that is Ohio State, The Ohio State University at Marion fulfills an important role in the university’s plan to improve and expand its outstanding academic programs and course offerings. What does that mean to you and the growing number of students who choose Ohio State Marion? It means the Marion campus, and our regional campus counterparts, is being strengthened to provide continued and improved access to the university for students from all backgrounds.

We have added new courses and degree programs which students are able to complete on the Marion campus; more are coming in the future. We have made investments to increase the number and scope of academic support services available to students.

The college experience at Ohio State Marion has been enhanced as well. Students have a wide range of clubs and organizations they may join. It is our goal to create a vibrant, active campus that reflects the diverse interests of our student population.

As Dean and Director, I am encouraged by the growth of academic offerings and academic/student support services provided by Ohio State Marion and by Ohio State as a whole. As we grow, it becomes even more important to be sure you, our students, know about Ohio State’s expanded programs and services.

The Campus Resource Guide is one means to equip you with the pertinent information needed to make the most of your university education. The following pages contain details regarding transitioning to college life and useful information on academics and curriculum, scheduling classes, university policies and procedures, how to access university services, benefits, and campus resources.

Please take time to review this Campus Resource Guide and learn about the numerous opportunities and activities Ohio State Marion has to offer. Ohio State Marion is a great place to start – and finish – as a Buckeye. I look forward to seeing you on campus!

Sincerely,

[Signature]

Gregory S. Rose
Dean and Director
The Ohio State University at Marion
TABLE OF CONTENTS

Welcome to THE OHIO STATE UNIVERSITY 1

GETTING STARTED – YOU’RE A BUCKEYE NOW! 3
A. Important Dates and Deadlines
B. Before the Semester Begins
C. Once the Semester Begins
D. How to Study in College
E. Taking Examinations

ACADEMIC PROGRAMS 9
A. Semester System
B. Types of Courses
C. Honors Program/Classes
D. Colleges within the University
E. Majors
F. Minors
G. Degrees

SCHEDULING CLASSES 15
A. Enrollment Appointment Time
B. Steps to take Before Scheduling
C. Planning Your Schedule
D. Scheduling Resources
E. Registering for Classes
F. Wait List Instructions
G. Adding and Dropping Classes
H. Campus Change to Columbus
I. International Study Opportunities

GRADES AND GPA 23
A. Viewing Your Grades
B. How to Calculate GPA & Deficiency Points
C. Academic Difficulty
D. Early Alert Program
E. Fresh Start
F. Freshman Forgiveness
G. Repeating a Course
H. Transfer Credit Information
I. Pass/Non – Pass Option
J. Auditing a Course

ACADEMIC STATUS 31
A. Dean’s List
B. Academic Misconduct
C. Code of Student Conduct
D. Plagiarism

CAMPUS RESOURCES 35
A. Academic Advising
B. Career Services
C. Disability Services
D. Financial Aid
E. Business Office – Fee Payment
F. Library
G. IT for Students
H. Bookstore
I. Academic Enrichment Center
J. Ombudsman
K. Campus Information
L. Weather Closing Policy
M. Public and Campus Safety

ON CAMPUS 53
A. Office of Student Life
B. Counseling and Wellness
C. Student Activities and Organizations
D. Student Employment

CAMPUS DIRECTORY 61

BUCKEYE LORE 63

CARMEN OHIO 64

The 2015–2016 Campus Resource Guide was compiled and edited by the Office of Academic Advising.
While every effort is made to provide accurate information, additions and corrections may have been made after the printing of this guide. Please reference the OSU Marion webpage for the most current information.
## GETTING STARTED – YOU’RE A BUCKEYE NOW!

### A. Important Dates and Deadlines

| One week prior to the beginning of the term | - Last day to pay fees, tuition, and prior term balance without penalty  
- TOPP payment due – #1  
- Last day to withdraw from Student Health Insurance |
| Six days prior to the beginning of the term | - Late payment penalty of $200 begins |
| First day of the term | - Classes begin |
| Week 1 – Friday | - Last day to add a course w/o written permission of instructor  
- Last day for 100% refund of Semester fees  
- Last day to be added off a waitlist (check your schedule!) |
| Week 2 – Friday | - Last day to add a course with written permission of instructor – after this date petitioning required to add a course  
- Students who have not paid fees/balances by today will be dropped for non-payment; students assessed $300 for reenrollment in addition to late fees  
- Last day for 75% refund of Semester fees  
- Late payment penalty of $300 begins  
- $100 for each class added after this date  
- Late registration fee of $500 for all students |
| 15th Day | - “15th Day” for Semester; OSU reserves the right to refuse registration and/or fee payment after this date |
| Week 4 – Friday | - Last day to drop online  
- Last day to drop/withdraw without having a “W” on your record  
- Last day to select Audit, Pass/Non-Pass options  
- TOPP payment due – #2  
- Last day for 50% refund; NO REFUNDS AFTER TODAY |
| Week 10 – Friday | - Last day to drop a course or withdraw without petitioning |
| Week 8 (approximately) | - Priority Scheduling windows open  
- TOPP payment due – #3 |
| Week 9 | - Graduating seniors windows open |
| Week 10 | - Rank 4 windows open |
| Week 11 | - Rank 3 windows open |
| Week 12 | - Rank 2 windows open |
| Week 13 | - Rank 1 windows open |
| Weeks 14 & 15 | - Last day of regularly scheduled classes, Reading Day, and Final Examinations |
| Sunday following finals | - Commencement |

Important Dates and Deadlines can also be found at: [http://registrar.osu.edu/registration/index.asp](http://registrar.osu.edu/registration/index.asp)
B. Before the Semester Begins

- Apply and be accepted to Ohio State Marion.
- Request final official transcripts from your high school, as well as other colleges or universities you have attended, and have all transcripts evaluated by the Columbus campus.
- Activate your Ohio State email account. **(Do Not)** forward your OSU email to another account.
- 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.”
- Take all necessary Placement Assessments/Tests.
- Contact Disability Services, if applicable (740–725–6247).
- Obtain textbooks and class materials (http://go.osu.edu/mariontextbooks).
- Complete the FAFSA (Free Application for Federal Student Aid) at www.FAFSA.ed.gov.
- Accept all forms of Financial Aid.
- Pay all fees associated with your Statement of Account.
- Obtain your BuckID.
- Make a decision on whether or not you will waive Student Health Insurance coverage.
- Attend an Orientation program for Ohio State Marion.
- Read Student Release of Information and Bursar Release of Information – FERPA – and decide if you will grant any individuals access to your record – academic, financial, or otherwise.

   The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of student education records. These records, maintained by Ohio State or any party acting on its behalf, include information/documentation recorded in any way and contain information directly related to a student. Since persons are legal adults at age 18, Ohio State cannot, by law, disclose grades, financial account status, disciplinary proceedings or other records to parents, guardians, or anyone else without the written consent of the student. Students should complete these releases for financial and personal information online through their Student Center. Click on “Student Information Release” and/or “Bursar Information Release” near the lower left.

If you have questions or need further information regarding financial aid or fees, please contact The Ohio State University at Marion Office of Admissions and Financial Aid (740–725–6242). For questions regarding placement testing or scheduling, contact The Ohio State University at Marion Advising Office appointment line (740–725–6334).

C. Once the Semester Begins

- Read your course syllabus for each class you are taking. Each faculty member will outline her/his expectations in the course syllabus. Reading your syllabus carefully at the start of each semester will help you understand the expectations for each class. Some faculty have very stringent policies on attendance, use of technology in the classroom, classroom behavior, and late assignments. Understanding and meeting the expectations outlined in each syllabus is critical to your academic success.
• Check your BuckeyeMail account several times per week to stay on top of any communication from your faculty members and offices on campus.

• Check your Student Center weekly to ensure that you are aware of items on your To Do List.

• Meet with your Advisor and a Financial Aid counselor if you are considering dropping a class.

• Ask questions if there is something you do not understand. Use this Resource Guide to locate information and a directory of staff who are here to help support your success.

D. How to Study in College
(originally from Dr. Terry Pettijohn, Department of Psychology)

For various reasons, some students need help gaining the basic skills in study techniques for success in college including:

• You are no longer in high school; college is different from high school.

• You have been out of high school for a few years.

• You never really learned how to study.

• You are working and going to school.

There are several different types of classes: lecture; recitation; discussion; laboratory; seminar; and independent study. You need to prepare for each one differently. Since the basic experience for students is the lecture format, you should concentrate on note taking in the lecture class. Before class, prepare by reading the assignment, reviewing your notes, and anticipating the day’s lecture material. Arrive early. Remember that your job is to obtain facts, so avoid distractions such as cell phones, ipads, other student distractions, or what may be out the window. If you are absent, make arrangements with another student in class – not the instructor – to get classroom notes and assignments.

Most students have one of two problems in taking notes: either they take too many notes and cannot tell what is important; or they do not take enough and cannot make sense out of them. How can you tell what is important? Instructors usually signal major points by using several techniques:

• They pause briefly just before and/or after an important idea which allows students to orient to the concept and gives them enough time to take notes on it.

• Instructors often write key concepts and important words on the board (or in a handout). A good rule is that if an instructor takes time to write it out, put it in your notes.

• Instructors often introduce major ideas with signal words (for example: in summary; steps of; effects of; importance of; causes of; differences; uses of; history of; purpose of). Whenever an instructor uses techniques such as these, it usually indicates a major idea in the lecture.
A six-step note taking procedure that is often used is:

- **Record** – Write down the important facts in the lecture.
- **Reduce** – Summarize the main ideas with key words or questions.
- **Recite** – Look at the reduced notes and try to recall information.
- **Reflect** – Think about the ideas contained in the notes, including applications, examples, and implications.
- **Review** – Go back over the notes, reciting and reflecting again.
- **Recapitulate** – Briefly summarize the notes you have taken. Note taking is an active process, with only the first step done in class.

**Studying at Home** – For effective study, you need to have preparation. Have a special place where you can study. It should be a place without distractions (noise, people, things, food), so you can concentrate. You need to be motivated, and if you really do not want to study, you might be better off waiting awhile or taking a break. Before you begin, make sure you have all the supplies you will need (textbooks, notebooks, etc.).

**Studying at School** – In addition to any quiet area you can find, study areas are located in the Academic Enrichment Center (216 Morrill Hall), the Library, the Morrill Hall Student Lounge and First Floor Lobby, the Morrill Hall third floor hallway, and the Alber Student Center Lobby. Group study rooms are available in the Library and the Academic Enrichment Center.

**Reading Texts** – Reading is critical to effective studying. You should recognize the different purposes of reading. Skim the text to get a brief overview. Read quickly to understand the main ideas and important details. In addition, you read to evaluate, apply, and obtain answers to specific questions. Try to develop reading speeds appropriate to the task.

Most students read too slowly. Here some techniques to increase reading speed and comprehension.

- Practice reading faster. Push yourself on easy, light material (newspapers or magazines).
- Stop talking to yourself. Many people voice each word they read.
- Use your eyes to read “thought units.” Increase your recognition span (number of words seen in one glance).
- Read straight ahead.
- Adjust your reading speed for the particular purpose you are doing.
- Read enjoyable things to have fun while reading.
- Survey – always get the overall picture. When studying a chapter, glance at the contents outline, skim through the pages noting the major sections, and look over the chapter summary.
- Question – as you are examining the chapter, ask yourself questions about the content.
- Questions force you to do active studying and to better prepare for tests. Some texts have study questions to use, but many times you will need to create your own.
• Read – read for a purpose (to answer your own questions). Read carefully and completely (including tables and illustrations). Concentrate on getting the main ideas and the important details. Read by paragraph.

• Record – After reading a paragraph or section of text, underline key words or write a one sentence summary. Write questions in the margins.

• Recite – recitation is an important step. Try to recall the main ideas and important details.

• Can you answer your questions without use of the text? If you have any weak spots, take the time to correct them.

• Review – people easily forget what they learn if they do not review. Review shortly after first studying, and space your reviews out before the test.

• Reflect – Organize the information; think of examples and applications.

After you have read a section of a textbook chapter, take brief notes on it. Keep topics organized, and include main ideas and important details you want to remember. Keep the textbook notes with the lecture notes on the same topic. Do not spend a lot of time writing out all the details in the text (keep the notes brief and organized). Ideally, a one sentence summary for each paragraph or key concept is sufficient.

Many students prefer to underline or highlight their textbooks. If you do, keep in mind you want to identify the main ideas and important details for later use. Use marks you recognize, and write key words in margins. It is best to use a pencil (which can be erased if you change your mind), and to keep underlining to a minimum (about 10 words per paragraph). Be careful not to overdo it, or you will not be able to tell what is important.

E. Taking Examinations

The best way to prepare for an exam is through daily review. After you take notes and study the textbook, take time to review the material in context of the rest of the course. Make up exam questions and write out the answers. Ask the instructor what type of exam it will be and if any samples of old exams are available for study use. Be prepared for the exam. Keep up to date on assignments. Schedule your time carefully so you will not have to cram just before the exam. Keep a positive attitude, and always do your best.

There are a couple of general rules for taking exams: be prepared; relax (anxiety can hurt your performance); get there early; always do your own work; do not rush to get through (and use any extra time to review your answers); stay positive; work carefully (many points are lost through carelessness); and do your best. If you have exam anxiety, get help and learn to relax.

The first general type of examination is the OBJECTIVE TEST (true–false, multiple–choice, completion, and matching). When you get the exam, survey it to determine how many questions you need to answer in the given time (so you can pace yourself). Read carefully and understand the directions. Answer the easy questions first (this gives you confidence, and all questions are worth the same). Be sure to read the entire question. Look for key words or qualifiers. For example, if the question says “all” and you can think of an exception, then it is false. Remember the multiple–choice questions are essentially groups of true–false questions. Keep the context of
the course in mind while answering questions. If you do not know an answer (and there is no penalty for guessing), guess. Look for the best answer, rather than the only answer.

If you finish early, go back over the exam and check your answers. Never leave a question unanswered. When your test is returned to you, go over it and make sure you understand what you did wrong. Remember that objective tests are essentially recognition exams.

The second general type of examination is the ESSAY TEST (short-answer, essay, and definition-identification). Essay exams are based on recall. Carefully read the directions, plan your time, and leave no question unanswered. Take a little extra time to carefully organize your answers. If you give the incorrect or partial response, you will not receive full credit for the answer. Always use neat handwriting, proper spelling, and correct grammar. Handwriting is very important in effective communication. Whenever possible, give examples to demonstrate that you understand the concept. If you get done early, go back and review your answers. If you run out of time, outline your answer. When your exam is returned to you, make sure you understand why you received that particular score. Remember that performance on an exam is a measure of what you have learned. Use the feedback to improve learning in the future.
ACADEMIC PROGRAMS

A. Semester System

The Ohio State University operates on the Semester System. The academic year is divided into semesters. Autumn and Spring semesters typically have 14 weeks of classes followed by a week for final exams. Summer semester is unique, consisting of a May session, a 7-week session (followed by exams), and a 12-week session (followed by exams).

B. Types of Courses

General Education (GE) – Every student must complete a body of course work that assures a broad acquaintance with the basic areas of academic study. To meet GE requirements, credit hours must be completed from the following areas of academic study:

- Writing and Related Skills.
- Quantitative and Logical Skills.
- Natural Sciences.
- Social Sciences.
- Arts & Humanities.
- Global Studies.
- Issues of the Contemporary World.

Some majors also require completion of a foreign language sequence. Students should consult their specific college or school publications or academic advisor for a list of general education requirements pertaining to their major. The aim of the General Education Curriculum is to foster the ability to:

- Write and speak clearly and precisely.
- Read and listen critically and with comprehension.
- Engage in careful, logical thinking and critical analysis.

You must earn at least a “D” in a course for it to meet a GE requirement. Courses taken on a pass/non–pass basis cannot be used to meet GE requirements. Consult with your specific program information and academic advisor for details.

Prerequisites – A “prerequisite” is a course that must be completed before taking another course. For example, Math 1075 is a prerequisite for Chemistry 1101. This information is contained in the online course catalog, accessible through BuckeyeLink.

Major Courses – Students select an area of study or major as their degree program. Each major has a specific list of required courses necessary to complete to earn a degree.

Electives – Courses taken that do not fulfill requirements, either GE or major, are considered electives. Students may choose from a variety of courses or additional courses in their major area to complete the necessary credit hours for graduation.
**Developmental Courses** – Courses are available to prepare students for the beginning levels of college math and English. These courses are taught at levels below the first college levels in these areas. Math 1050 and 1075 and English 1109 are excellent preparation for academic success at the beginning college courses; however, most majors cannot count the credit hours for these courses for graduation.

**C. Honors Program/Classes**

Beginning with your first semester at The Ohio State University, you will be eligible to enroll in Honors classes if you are looking for an extra challenge. You do not have to be a part of the Honors Program to take Honors level classes. The Honors classroom climate is stimulating and conducive to learning. Honors courses encourage students to become active in the learning process, to think critically and creatively, to participate in class, and to express their thoughts clearly both orally and in writing. An “H” following the course number (Geography 1900H) designates classes limited to Honors students. An “E” following the course number (Psychology 1100E) designates classes that have an honors component alongside of the regular course. Students who are part of the Honors Program benefit from an environment of academic enrichment, special grants and scholarships, individual and personalized attention, priority scheduling, personalized attention, and diverse academic opportunities. Honors classes and other Honors options are offered in many subject areas and provide opportunities for research experiences, one–on–one work with faculty, priority scheduling, and development and presentation of an Honors thesis.

The Honors Program is by application only. Students interested in the Honors Program are encouraged to contact the Honors Program Director on the Marion campus, Dr. Chris Daddis (740–725–6109; daddis.1@osu.edu) for more information.

**D. Colleges within the University**

The Ohio State University is divided into specific colleges: College of Engineering; College of Arts and Sciences; Fisher College of Business; John Glenn School of Public Affairs, etc. Many colleges within the university are competitive in nature, meaning you must meet certain criteria, apply, and be accepted before taking classes within the college. Students pursuing competitive majors may begin their college career in University Exploration. Once you have completed the courses required by the college of your choice, you must apply to be admitted into that college. Your academic advisor will advise you regarding courses necessary and timing of application.

- **University Exploration (EXP)** – EXP is designed to assist incoming and current Ohio State students who are undecided on their major. Many students remain in Exploration until admitted to the college of their major.

- **Applying to your College** – Many majors require students to apply to their college for admission. Education, Nursing, and Human Ecology are a few of these colleges within the university. Each college has a list of requirements for admission that include specific courses, GPA, and number of credit hours. All students wanting to change to the Columbus campus must meet the specific requirements to be admitted to the college that offers the major they intend to pursue.
Selective Admission – Due to the rigors of the curriculum and space available in the program, some majors have selective admissions that require high GPAs, specific courses, etc. Usually applications for these majors are accepted once or twice a year with specific deadlines for submitting applications. Fisher College of Business and the College of Nursing are two examples of colleges with selective admission.

E. Majors

From accounting to zoology, over 170 majors are available at The Ohio State University. Students at Ohio State Marion can begin course work for any one of these bachelor degree programs. A complete listing of majors is available at majors.osu.edu.

Students come to college with varying levels of commitment to their major:

- 100% certain.
- Almost decided on a major.
- Deciding between two or more majors.
- Exploring interests and options.

If you are still deciding or re-deciding on a major, you are not alone. Some students have well-defined plans for their majors and careers, whereas many students have a variety of questions and concerns about choosing a major. It is not unusual for students to change majors three to five times prior to graduation; however, prolonging a decision upon a major or re-deciding can extend time necessary to complete a degree.

The following majors may be completed in their entirety at Ohio State Marion:

- Biology – A Bachelor of Science Degree (B.S.) or Bachelor of Arts (B.A.) in Biology is available on the Marion Campus. This major prepares students to pursue graduate degree programs in life science areas, as well as provide students the opportunity to become certified science teachers for grades K–12. Those who are considering working in the medical field are able to complete all undergraduate degree requirements at Ohio State Marion. By offering a major in Biology at Ohio State Marion, we are making careers in biological and biomedical disciplines accessible to more students.

- Business – A Bachelor of Science Degree (B.S.) in Business Administration from Ohio State’s Fisher College of Business can be earned on the Marion Campus. This general business degree, available exclusively on regional campuses, has a broad business foundation rather than a specialized major in only one area of business. Students are exposed to all areas of business including accounting, marketing, finance, and management. The program focuses on the needs of small to medium-sized businesses most prevalent in the Marion community.

- Education in Early and Middle Childhood – The undergraduate degree in early or middle childhood education (Bachelor of Science in Education Degree or B.S.Ed.) emphasizes course work from a wide variety of disciplines. Students develop basic knowledge of the teaching/learning process and choose a specialty in two areas of concentration from child and family studies, mathematics, natural sciences, social sciences, or reading and language arts.
English – A wide range of English courses is offered leading to the completion of a Bachelor of Arts Degree (B.A.) in English. Within the program, students may opt to concentrate on general writing, fictional writing, or American or British literature.

History – Majoring in History at Ohio State (and earning a Bachelor of Arts Degree – B.A.) allows students the opportunity for advanced study across the spectrum of time and in different geographical areas. The history major includes a focus on one geographical area, and distribution requirements with the selection of courses deal with the human experience both before and after 1750.

Psychology – A Bachelor’s Degree in Psychology (B.A. or B.S.) prepares students for entry into many career fields such as administration and management, business and industry, social work, health services, marketing and public relations, personnel, laboratory work, sales, teaching, or technical writing. Psychology is the number one requested major on university campuses because of its versatility.

Nursing (R.N. to B.S.N. Option) – This program enables registered nurses (R.N.) who have completed an Associate Degree in Nursing from an accredited school to complete a bachelor of science degree in nursing (B.S.N.), building on the knowledge and skills that an R.N. brings to the educational experience.

Social Work (B.S.S.W.) – The Bachelor of Science in Social Work Program prepares students to assume beginning professional roles as direct service practitioners in social welfare organizations and lays the foundation for further social work education at the graduate level. The major is built upon a sequence of courses that provides a strong liberal arts perspective and features social work courses designed to enable the development of a common base of skills in social policy/program analysis, human behavior, diversity, social work practice, and social work research.

Double Majors – Students may choose to pursue two majors in different subject areas. To double major, all requirements for each major must be met. In some areas, courses may overlap with the GE requirements where appropriate.

Dual Degrees and Second Degree Programs – Some students wish to receive more than one degree. This may be accomplished while pursuing the first degree (dual degree) or by returning after previously finishing one degree (second degree). Courses cannot overlap from either major. All degree requirements for the additional degree, including GE requirements not required for the first degree, must be completed.

Personalized Study Program (PSP) – If you cannot find a particular Ohio State major that suits your academic and career goals, you can speak with an advisor about doing a Personalized Study Program (PSP). With a 3.0 minimum GPA, approval of a faculty advisor, and the approval of an Arts and Sciences Dean, you can create a special major to focus on your particular goals. More information is available at www.ascadvising.osu.edu/programs/psp.

F. Minors

The university offers over 100 minors. Students may have more than one minor; however, minors are not required for graduation – except for students in FAES. Minors cannot be earned in the same subject area as the student’s major. Courses for a minor may not be used for the major.
Grades of “C-” or higher must be earned in courses for minors. Minor courses cannot be taken pass/non-pass. A complete list can be found at http://ascadvising.osu.edu/programs/minors/list.

Improve your writing and add valuable credentials to your resume by completing coursework for the Minor in Professional Writing and doing an internship in professional writing. The minor and the internship can supplement any undergraduate major. For more information, see http://english.marion.ohio-state.edu/minor.htm.

G. Degrees

**Associate of Arts Degree** (A.A.) – The Associate of Arts Degree is available to students who have taken a minimum of 15 credit hours on a regional campus. Candidates for the A.A. degree must complete a minimum of 60 hours with 33 of these credit hours from specific areas on the GE course list. The A.A. is a general two–year degree and in no way interferes with earning a Bachelor’s degree. This degree is awarded each Spring at the Annual Academic Recognition Program.

**Bachelor of Arts Degree** (B.A.) – Most B.A. degrees require a minimum of 121 credit hours and completion of all requirements in GEs and the major area of study. Bachelor of Arts degrees are undergraduate degrees.

**Bachelor of Science Degree** (B.S.) – These degrees require 121 or more credit hours depending upon the major. Generally the B.S. degree requires more and higher courses in mathematics and natural sciences.

**Bachelor of Fine Arts** (B.F.A.) – Students in the College of the Arts may pursue a B.F.A. degree that includes a course of study specializing in a specific area of the arts such as Photography, Ceramics, or Glass, as well as Art, Music, Dance, etc.

**Graduate Degrees** – Master’s degrees are offered in most fields and may also be academic or professional in orientation. In many fields, the master’s degree may be the only professional degree needed for employment in the field. This is the case in fine arts (M.F.A.), library science (M.L.S.), and social work (M.S.W.).

Traditionally, graduate education has involved acquiring and communicating knowledge gained through original research in a particular academic field. The highest earned academic degree, which requires the pursuit of original research, is the Doctor of Philosophy (Ph.D.). In contrast, professional training stresses the practical application of knowledge and skills, for example, in the fields of business, law, and medicine. At the doctoral level, degrees in these areas include the Doctor of Business Administration (D.B.A.), the Doctor of Jurisprudence (J.D.), and the Doctor of Medicine (M.D.).
SCHEDULING CLASSES

A. Enrollment Appointment Time

Students use a web registration system to schedule courses at The Ohio State University. Your enrollment appointment refers to the date and time you can begin to schedule your classes for the upcoming semester(s). Obviously, to get the best selection of courses, you should plan to schedule as close to this date as possible.

- **How to Find your Enrollment Appointment Time** – Around the fourth week of each semester, you will receive an email from the Registrar’s Office. This email will contain important registration information and will direct you to your Student Center where you can find your enrollment appointment time for the following semester(s). If you accidentally delete the email, or for some reason never receive it, you can simply log-in to your Student Center to find the information.

- **Scheduling Priorities** – Students who meet the following conditions will have the earliest enrollment appointment times: Honors designation; students with documented disabilities; varsity athletes. The remaining students will have a window time based on their rank: Graduating seniors; rank 4 (90 or more credit hours); rank 3 (60–less than 90); rank 2 (30–less than 60); and rank 1 (0–less than 30).

B. Steps to Take Before Scheduling

Consult your academic advisor for guidance in selecting courses in your major and for your overall degree.

- **Determine how many credit hours you need.** Full-time at The Ohio State University is 12 credit hours or more in a semester. For financial aid purposes, 9–11 credit hours is ¾ time; 6–8 credit hours is ½ time. If financial aid is used to pay fees, be sure to check with the Office of Financial Aid before making adjustments to the number of registered credit hours. Exceeding 18 credit hours will result in increased tuition costs.

- **Make sure that you, the student, know the GE requirements for your degree.**

- **What are the major requirements? Are there prerequisite courses that must be met before you can be admitted to the major? Must courses in the pre-major or major area be taken in a particular sequence?**

- **Have an up-to-date list of major and GE requirements for your major.**

**Please Note** – **Plan to see your advisor well before your enrollment appointment time.** If you wait, you may not be able to get an advising appointment until after your enrollment appointment time opens, and you will lose valuable scheduling priority. The planning process for scheduling for future semesters is ongoing, and much of the work can be done well in advance. You do not need to know when your registration enrollment appointment time opens or have the next semester’s Master Schedule to make good use of a consultation with your advisor. The Master Schedule is available online well before enrollment appointment time opens for scheduling. The longer you wait to plan and to see your advisor, the more likely you will have fewer courses to choose from when you are finally ready to schedule.
Consult the course guide located at http://buckeyelink.osu.edu/ under Academics.

- Read the course descriptions of the courses you may want to take.
- Have you met the prerequisites for the course(s) you wish to take? Are there any restrictions on who may take each course? Is the course limited, for example, to majors only? Do you need instructor permission to take the course?

Consult the Master Schedule (http://www.buckeyelink.osu.edu or http://www.osumarion.osu.edu). Also, consult the Master Schedule, located on BuckeyeLink, for a list of course offerings university-wide. You can search for courses on any of the regional campuses, as well as the Columbus campus for the upcoming semester. Access the schedule of classes for the Marion campus only at: http://osumarion.osu.edu/schedules. You will typically find that this schedule is available two to three semesters in advance. If you click on the number in the “course” column, the course description information, including prerequisites, will appear. Using the Marion schedule and the Master Schedule, you will find detailed course information including:

- Which courses are offered in the upcoming semester.
- Specific days and times courses are offered.
- Class numbers for each section of each course – these are the numbers you will enter when scheduling.
- Class location – Most classes in Marion have an average of 30-45 students in the class. Some classes that utilize computer labs will have less. Abbreviations for classroom facilities are: MR=Morrill Hall; LC=Library Classroom; SD=The Alber Student Center; and MY=Maynard Hall. Campus maps that include classroom locations for all buildings on the Marion campus are available in 100 MY and online osumarion.osu.edu/sites/default/files/u2/osum_map.pdf.

Plan a tentative schedule. Make sure you have backup choices in case your first-choice courses are no longer available when your enrollment appointment time opens. If you plan on taking five courses, select five primary choices and five backup choices. Note your enrollment appointment time. Be prepared to schedule as soon as your appointment occurs to maximize your chances of getting the courses you want.

C. Planning Your Schedule

Timely degree completion requires that you plan well in advance for each semester. Taking the time to plan your schedule for each semester is critical.

Why are you taking the course?

- Is the course required for your pre-major or major? Is it a prerequisite to a required pre-major or major course?
- Does the course meet a GE requirement?
- Is the course an elective? (Electives can be used to explore possible majors or minors, to complement a major or minor, to pursue a personal interest in a subject, to enhance job or life skills, to do internships, to study abroad, etc.)
• Is the course part of a sequence, and if so, will you be able to proceed through the sequence in a timely fashion? (Many students make the mistake of taking one or two semesters of a foreign language, then waiting a year or more before taking the next course in the language. This puts them at a great disadvantage and requires extra work in order to catch up. Avoid these situations; plan how you will proceed through sequenced courses.)

Are you eligible to take the course?

• Check prerequisites and restrictions in the online course catalog, accessible through Buckeye Link.

• Do you need instructor permission? If so, obtain it before your enrollment appointment or you may not be able to add the course. If you wait until after your window opens, you have lost the advantage of your scheduling priority. Obtaining permission requires a Course Enrollment Permission Form from the Academic Advising Office (100 Maynard Hall) or from your college office on the Columbus campus and having it signed by the instructor. After getting the appropriate signature, you must return the form to the Advising Office for processing.

Course-specific issues

• How is course content presented? Large lecture? Small discussion groups?

• How will your work be evaluated? Midterms and final only? Papers? Projects? Group work? You can get this information by obtaining a copy of the syllabus from the course department or checking their website to see if the syllabus is on the web.

How much class time is required?

• The length of time you spend in the classroom depends on the credit hours received for the course. Most courses are 3 credit hours, so you will be in class approximately one hour every day, 1.5 hours two days a week, etc. Some subjects have more leeway, so not all class times will be the same.

• How much time will you be able to devote to class preparation and attendance?

• What are your other obligations – employment, family responsibilities, internships, sports and recreation, extracurricular activities, social activities?

• The recommended time for study is two hours outside of class for every hour in class.

How will you balance your schedule?

• If your program permits, schedule a combination of GE courses, major courses, and electives.

• Balance the types of courses – does the course require a great deal of reading and/or writing, memorization of material, frequent homework, laboratory work? Try to take a variety of courses each semester. Balance courses that you know will be difficult with courses that will be easier for you. Balance courses in which you have great interest with those that don’t interest you as much.
Other Considerations

- Do you need to concentrate on raising your GPA? Plan to take courses in which you expect to do well.
- Is it important to establish a relationship with a faculty member in order to get a recommendation in the future, or to do an independent study? Plan on taking a course or courses from a faculty member in your interest area.
- You may have a special window for waitlisted courses. If you want to take advantage of the Wait List priority for these courses, you should schedule them during this special window.
- Check your student “To Do List” to see if there are any holds on your account. Resolve any “To Do List” items before your enrollment appointment. Failure to do so may prevent you from being able to schedule your classes. Something as simple as a small library fee or unpaid parking ticket can result in a hold being placed on your record.
- Verify the accuracy of your current semester schedule.
- Verify the accuracy of all other information: your college; major; address; etc.

D. Scheduling Resources

Academic Advisors

- Help keep you on track in your major, the GEs, and your progress toward graduation.
- Provide advice based on your individual needs and goals.

Course Catalog and Course Bulletin Online

- Course descriptions, course content.
- Prerequisites, restrictions.
- The Course Catalog is not always reliable when it lists the semesters when courses will be offered. Always refer to the Master Schedule if you need to know which semesters a particular class will be offered.

Master Schedule of Classes Online

- Class schedules for Marion only are accessible from the campus website: osumarion.osu.edu/schedules. This is the best way to locate course offerings for our campus. Schedules are generally posted two semesters in advance.
- Class schedules for all campuses are accessible through Buckeye link: buckeyelink.osu.edu. Look for the academic heading. You will need to enter search criteria such as the department and course number. Schedules via Buckeye link are generally posted one semester in advance.
- Class numbers for each section of each course will be provided. This is the number you will enter when scheduling classes.
GE Curriculum Sheets and Major Information Sheets

- Obtain from your academic advisor, the kiosk outside 100 Maynard Hall, or from the appropriate college or department website: http://www.osu.edu/academics/a-z.html.

Degree Audit and Advising Report

- Accessible through your Student Center via Buckeye Link: http://www.buckeyelink.osu.edu.
- Degree audits compare courses you have taken with specific requirements for a selected major.
- Advising report (unofficial transcript) contain a semester history of your OSU coursework including grades earned.

Schedule Planner

- Available from the front page of your Student Center.
- Allows you to enter courses you wish to take in a given term on a specific campus.
- Displays the various day/time combinations that are available for the courses you entered.
- Allows the scheduling of “breaks” to eliminate courses at times that you have other commitments such as work, travel, family, etc.
- Can send your preferred schedule directly to your Student Center enrollment page rather than entering each class number individually.
- Tends to be more useful when looking for classes on the Columbus campus where many sections of a particular course exist.

E. Registering for Classes

- You should see your advisor BEFORE your enrollment appointment time opens if you have questions about what you should schedule.
- You will schedule your classes online through your Student Center, accessible through Buckeye Link: http://buckeyelink.osu.edu.
- For a helpful tutorial and video tour of your Student Center and how to schedule classes. Visit the Student Center Help option located on Buckeye Link.
- If you need permission to take a class, you should get that permission posted prior to when your enrollment appointment time opens (this may require visiting both an instructor and your advisor).
- If you have a hold on your account (Financial Responsibility Statement, overdue library book, parking ticket, etc.), you must have it cleared BEFORE your enrollment appointment time opens. Contact the office that placed the hold on your account.
- Your priority is built into your enrollment appointment time. Thus, in order to secure your scheduling priority, you must schedule when your enrollment appointment time opens.
- Every minute you wait to schedule after your enrollment appointment time open, someone who has lower priority than you have gets a chance to register for the course(s) you wanted.
• Before you register via the web, plan to schedule ALL of your classes.
• Since it is LIVE registration, you will know immediately whether or not you are in a class. This makes it very important to be prepared with backup times for the classes that you are interested in taking, in case the section you want is filled. You should also have alternate course choices ready in case the course is completely filled.
• Be sure you have completed all steps for course registration by confirming “enrolled” status on your class schedule.

F. Wait List Instructions
• You can choose to be placed on a Wait List if you are unable to schedule a course during registration due to time conflicts, closed sections, or canceled sections. You must meet all prerequisites for the course before you can be waitlisted for the course.
• You are added into a course from the Wait List on a “first-on, first-off” basis as space becomes available that fits your schedule.
• Check your Wait List position weekly before the semester starts on your Student Center.
• Check the Wait List daily during the entire first week of classes.
• The Wait List will be active through the first Friday of the semester.
• You should attend the first week of class with a Course Enrollment Permission Form if your wait list number is low.

G. Adding and Dropping Classes

Adding Classes – Once your Enrollment Appointment Time opens, you are able to add classes (if they are still open) on the web until 8:00 p.m. of the first Friday of the semester.

After the first Friday and through the second Friday, you must have the permission of the instructor to add a class. You will need to obtain a Course Enrollment Permission Form from the Academic Advising Office. After getting the appropriate faculty member’s signature, you must return the completed form to Academic Advising/Registrar’s Office (100 Maynard Hall) for processing.

After the second Friday and through the third Friday, you must have the permission of the instructor AND the permission of the Department Chair of the course you want to take. You will need to obtain a Course Enrollment Permission Form from the Academic Advising Office. After it is signed by both the instructor and the department chair, you must return the form for processing. The only way to add a class after the third Friday is by petitioning your college office. You must also have the above two signatures.

Dropping Classes – You may drop a course online through the fourth Friday of the semester. If you drop on or before the fourth Friday, no record of your enrollment will be recorded on your transcript. If you drop after the fourth Friday of the semester, you will receive a “W” on your transcript, indicating that you withdrew. It does not affect your GPA (grade point average), but please be aware of possible financial aid consequences if you drop below full-time. Too many “W’s” on your record may suggest a pattern of careless enrollment. However, a “W” on your record is more favorable than a poor grade.
After the fourth Friday and through the tenth Friday of the semester, you need to complete a Change Ticket – available in the Academic Advising Office, 100 Maynard Hall – in order to drop a class. Submit the completed form to Academic Advising for processing. Before dropping classes, however, consider how this action will affect both your progress toward your degree and your financial aid status, if applicable. Consult with financial aid and your academic advisor about the consequences of dropping a course.

A course may not be dropped after the tenth Friday of the semester except by petition and not unless there are circumstances beyond a student’s control and sufficient documentation is presented to your advisor. Following the submission to your advisor, the petition will be forwarded on to a committee for review. To petition, please make an appointment to meet with your academic advisor.

Examples of unacceptable reasons for not dropping by the deadline are:
- Forgot to drop.
- Was working and did not have time to drop.
- Underperforming – may be failing.
- Lose financial aid.

Withdrawing from the University – If you drop all of your courses for a semester, you should withdraw from the university. An official withdraw form can be obtained from Academic Advising/Registrar’s Office (100 Maynard Hall) on the Marion campus.

H. Campus Change to Columbus

You are eligible to enroll in classes on the Columbus campus once you have earned 30 semester credit hours (post–high school graduation, excluding Credit by Examination) with a cumulative Ohio State grade point average of 2.0 or higher. You can complete Campus Change paperwork with your Marion Campus Academic Advisor during the semester you anticipate earning your 30th credit hour.

Some colleges require additional college-specific forms, requirements, and prerequisite courses to change to specific majors. Students who meet campus change criteria but not college-specific criteria can still campus change but may need to be referred to another major.

If you are interested in living in a residence hall once you make the change to the Columbus Campus, you need to email housing@osu.edu and let them know of your intentions. Housing is only available as space permits, and can vary from one semester to the next. You are encouraged to email housing as soon as you know that you are interested in this option, even if your campus change will not occur for two to three semesters.

The Columbus Campus Office of Orientation (Office of Undergraduate Admissions and First–Year Experience) sponsors a Columbus Campus Change Day each Spring semester where Columbus personnel come to the Marion Campus to answer questions about parking, housing, financial aid, visits, tours, and advising. Additionally, the Office of Off–Campus Student Services hosts the Buckeye Welcome each semester, giving new students another opportunity to become more acquainted with the campus. Additional information can be found at campuschange.osu.edu.
I.  International Study Opportunities

Today, a university education is a global education. Study tours and studying abroad promotes cross-cultural understanding, broadens your worldview, and prepares you for your future. We are committed to making overseas study accessible to every OSU student who seeks this experience. Students at all levels of study, undergraduate or graduate, and in any major can study abroad.

Programs range from a few weeks up to a year in many countries around the world. Study abroad is a life changing experience. Living and studying in a foreign country provides an extraordinary opportunity for you to learn about another culture from first-hand experience. You will visit new places, make new friends, learn a new language, and experience life in a new environment. Studying overseas offers you a different perspective on global events and prepares you for a lifetime of learning. At the same time, you can impact the lives of those you meet and build lifelong ties and friendships. We encourage you to meet this challenge and gain the experience of a lifetime. For more information, see the Office of International Affairs at http://oia.osu.edu/study-abroad.html.
GRADES AND GPA – CALCULATING YOUR CUMULATIVE GPA & DEFICIENCY POINTS

It is essential for you to know how to calculate your semester point-hour ratio (SEMHR) and your cumulative point hour ratio (CPHR). When setting academic goals, which helps lead to success, it is important to understand how success is measured.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>E/EN</td>
<td>0</td>
</tr>
</tbody>
</table>

Notes about grades:
- Ohio State does not offer the grades of “A+” and “D-“.
- You earn no points for an “E,” but the hours are calculated into the point-hour ratio.
- Additional marks which are not included in GPA calculation are:
  - S/U = Satisfactory/Unsatisfactory
  - PA/NP = Pass/Non-Pass
  - EM = Examination credit
  - K = Transfer Credit
  - NG = No Grade Reported
  - R = Audit
  - I = Incomplete**

**Incomplete grades change to a final grade that will be part of your SEMHR/CPHR calculation after the final grades posts. It is your responsibility to work with your instructor to understand what needs to be done to complete the course and to establish a timeline for submitting late work.

A. Viewing Your Grades

You will access your grades at the end of each semester at your Student Center, accessible through Buckeye Link. Grades are not mailed to students.

B. How to Calculate GPA & Deficiency Points

A student whose Cumulative Point-Hour Ratio (CPHR) has fallen below 2.00 is no longer in academic “Good Standing” and is considered to be in academic difficulty. One index to measure the degree of academic difficulty is deficiency points. Deficiency points are defined as the number of credit points a student whose CPHR is below 2.00 should have earned in order to have a 2.00.

Academic Probation Example #1: Although the student has accumulated a small number of deficiency points, he/she is placed on “Academic Probation.” The following example illustrates this scenario:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hr</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>03</td>
<td>C</td>
<td>(3 x 2.0)  6.0</td>
</tr>
<tr>
<td>English</td>
<td>03</td>
<td>C</td>
<td>(3 x 2.0)  6.0</td>
</tr>
<tr>
<td>Math</td>
<td>05</td>
<td>C-</td>
<td>(5 x 1.7)  8.5</td>
</tr>
<tr>
<td>History</td>
<td>03</td>
<td>B-</td>
<td>(3 x 2.7)  8.1</td>
</tr>
<tr>
<td>Theatre</td>
<td>03</td>
<td>D</td>
<td>(3 x 1.0)  3.0</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td></td>
<td>31.6</td>
</tr>
</tbody>
</table>

Notes about grades:
- Ohio State does not offer the grades of “A+” and “D-“.
- You earn no points for an “E,” but the hours are calculated into the point-hour ratio.
- Additional marks which are not included in GPA calculation are:
  - S/U = Satisfactory/Unsatisfactory
  - PA/NP = Pass/Non-Pass
  - EM = Examination credit
  - K = Transfer Credit
  - NG = No Grade Reported
  - R = Audit
  - I = Incomplete**
This student has attempted 17 credit hours, earned 31.6 points, and would have an SEMHR of 1.86 with 2.4 deficiency points. The reason the deficiency point total is 2.4 is that that student needed 34 points to attain a 2.00 and by earning only 34, fell short by 2.4.

**Academic Probation Example #2:** A student who has accumulated a deficiency point total more significant than example #1. Once placed on Probation the student will remain on Probation until cumulative deficiency points are zero.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hr</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exploration 1100.01</td>
<td>01</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>History 1151</td>
<td>03</td>
<td>D</td>
<td>3.0</td>
</tr>
<tr>
<td>Sociology 1101</td>
<td>03</td>
<td>C+</td>
<td>6.9</td>
</tr>
<tr>
<td>Chemistry 1210</td>
<td>05</td>
<td>D</td>
<td>5.0</td>
</tr>
<tr>
<td>Biology 1113</td>
<td>04</td>
<td>E</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td>15.9</td>
</tr>
</tbody>
</table>

This student has attempted 15 credit hours, earned 15.9 points and would have a SEMHR of 1.06 with 14.1 deficiency points for the term. The deficiency-point total for that semester is 14.1, because the student needed 30 points to attain a 2.00, and by earning only 15.9, fell short by 14.1.

**Removing Deficiency Points:** Deficiency points are removed by earning more points than the minimum needed to achieve an SEMHR of 2.00. Using the previous example, consider the following grades as the student’s second semester:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hr</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre 2100</td>
<td>03</td>
<td>C+</td>
<td>6.9</td>
</tr>
<tr>
<td>EDPL 1259</td>
<td>03</td>
<td>A-</td>
<td>11.1</td>
</tr>
<tr>
<td>Chemistry 1220</td>
<td>05</td>
<td>C</td>
<td>10.0</td>
</tr>
<tr>
<td>English 2290</td>
<td>03</td>
<td>B</td>
<td>9.0</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td></td>
<td>37.0</td>
</tr>
</tbody>
</table>

This student has attempted 14 hours, earned 37 points and would have a QPHR of 2.64. This time the student has earned 9 more points than needed to attain a 2.00. Therefore, the student has reduced the deficiency-point total from 14.1 to 5.1. Because the student still has deficiency points, their probation status is continued into their next term of enrollment.

**Acronyms to Know:**

- DP = Deficiency Points
- CPHR = Cumulative Point–Hour Ratio
- SEMHR = Semester Point–Hour Ratio
- GPA = Grade Point Average
- EH = Earned Hours
Understanding Deficiency Points

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit hours</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A (+2.0)</td>
<td>-2.0</td>
<td>-4.0</td>
<td>-6.0</td>
<td>-8.0</td>
<td>-10.0</td>
</tr>
<tr>
<td>3.7</td>
<td>A- (+1.7)</td>
<td>-1.7</td>
<td>-3.4</td>
<td>-5.1</td>
<td>-6.8</td>
<td>-8.5</td>
</tr>
<tr>
<td>3.3</td>
<td>B+ (+1.3)</td>
<td>-1.3</td>
<td>-2.6</td>
<td>-3.9</td>
<td>-5.2</td>
<td>-6.5</td>
</tr>
<tr>
<td>3.0</td>
<td>B (+1.0)</td>
<td>-1.0</td>
<td>-2.0</td>
<td>-3.0</td>
<td>-4.0</td>
<td>-5.0</td>
</tr>
<tr>
<td>2.7</td>
<td>B- (+0.7)</td>
<td>-0.7</td>
<td>-1.4</td>
<td>-2.1</td>
<td>-2.8</td>
<td>-3.5</td>
</tr>
<tr>
<td>2.3</td>
<td>C+ (+0.3)</td>
<td>-0.3</td>
<td>-0.6</td>
<td>-0.9</td>
<td>-1.2</td>
<td>-1.5</td>
</tr>
<tr>
<td>2.0</td>
<td>C (0.0)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1.7</td>
<td>C- (-0.3)</td>
<td>+0.3</td>
<td>+0.6</td>
<td>+0.9</td>
<td>+1.2</td>
<td>+1.5</td>
</tr>
<tr>
<td>1.3</td>
<td>D+ (-0.7)</td>
<td>+0.7</td>
<td>+1.4</td>
<td>+2.1</td>
<td>+2.8</td>
<td>+3.5</td>
</tr>
<tr>
<td>1.0</td>
<td>D (-1.0)</td>
<td>+1.0</td>
<td>+2.0</td>
<td>+3.0</td>
<td>+4.0</td>
<td>+5.0</td>
</tr>
<tr>
<td>0.0</td>
<td>E (-2.0)</td>
<td>+2.0</td>
<td>+4.0</td>
<td>+6.0</td>
<td>+8.0</td>
<td>+10.0</td>
</tr>
</tbody>
</table>

Subtracts Deficiency Points

No Change

Adds Deficiency Points

Example: Student earns a five-hour B; a five-hour C+; and a three-hour B. This removes eight deficiency points (3.5 + 1.5 + 3 = 8).

C. Academic Difficulty

When your cumulative point hour ratio (CPHR), also called your cumulative GPA, falls below a 2.0, you are considered to be in academic difficulty. This can lead to academic probation or even dismissal. If you feel that you are in academic difficulty (even if your CPHR is above 2.0), you should see your academic advisor as soon as possible to discuss the issues that may be affecting your academic performance and for advice on how to get back on track. Below are descriptions of the different levels of academic difficulty.

- **Academic Probation**
  You will be placed on academic probation when you have accumulated .1 or more deficiency points. You will be sent a letter informing you of your status and specifying the conditions of probation, including the minimum grade point average you must achieve in the following semester to avoid academic dismissal. You should consult with your academic advisor. Because of your academic status, any future registration is LOCKED until you meet with your academic advisor. Once your CPHR reaches a 2.0, you will again be in good academic standing and will be removed from Probation.

- **Probation by Special Action**
  You may be placed on Special Action Probation, even if you have no cumulative deficiency points and a CPHR above 2.0, when your college has determined by a review of your grades, that you are not making satisfactory progress toward a degree. You will be sent a letter informing you of your status and specifying the conditions of probation, including the minimums you must achieve in the following semester to avoid academic dismissal. Because of your academic status, any future registration is LOCKED until you meet with your academic advisor.
• **Academic Dismissal**
  Any student in academic difficulty is at risk of being dismissed from the university. There is no specific CPHR or number of deficiency points that warrants a dismissal. These decisions are made on a case–by–case basis and given serious thought. You are a likely candidate for dismissal if you are on academic probation and continue to accumulate deficiency points, or if you do not show steady academic progress, especially in your intended or decided major. Dismissed students will be notified of their status by letter and will also receive a phone call from their academic advisor.

• **Reinstatement**
  After being academically dismissed from the university, students can petition for reinstatement to the university after waiting for a period of two semesters. Reinstatement is not guaranteed, and simple desire to return is not sufficient support for a petition.

  Petitioning students need to prove they are now ready to succeed if they are allowed to return to the university. It is advisable to take academic coursework at another institution during your time away from Ohio State to demonstrate that you are capable of succeeding in quality college–level work. See an academic advisor if you are interested in attending another institution to help guide your course decisions for transfer back to Ohio State.

D. **Early Alert Program – Marion Campus Only**

At the mid-point of each semester, you may be alerted if you are “at risk” academically in one or more of your classes. You will receive an email and a phone call from your academic advisor. The course(s), the instructor(s), and the instructor’s comments will be identified so that you and your academic advisor can come up with a successful plan of action.

E. **Fresh Start**

If you have not been enrolled at the university for a full five (or more) years, you may petition for the Fresh Start Rule. Students who have a CPHR under a 2.0 or who have been dismissed from the university may want to petition to use Fresh Start. This will eliminate any deficiency points that you may have earned previously and will let you start at Ohio State with a clean CPHR (0.00.)

  While all courses will remain on your permanent record, only courses in which you received a C- or higher will be counted for credit. Other course work will not be counted for credit towards any requirement, or toward graduation. You will return to Ohio State with a recalculated Cumulative Point–Hour Ratio of 0.00. You must complete a minimum of 30 semester credit hours after using the Fresh Start Rule before you are eligible to graduate.

  Keep in mind that if you are considering applying to graduate or professional schools, or even to other colleges at Ohio State, their admissions processes will factor in all of your grades and may recalculate the original grade(s) into your total. You must earn at least 60 hours after utilizing Fresh Start to be considered for University Honors status.
F. Freshman Forgiveness

If you receive a D+, D, or E in a class during your freshman year (before you have earned 30 total college credit hours, either at Ohio State or at another institution) you may retake the course, and the first grade will be dropped from your cumulative point–hour ratio (the record of the original grade will remain on your transcript). You may only retake the course once, and you must retake it before you earn 60 hours. If you earn a worse grade the second time around, that grade counts, not the higher grade! You can use the forgiveness rule for up to 15 credit hours. It is best to retake the course(s) as early as possible. Please note that hours of examination (EM) credit do not count in calculating earned hours for purposes of the Freshman Forgiveness Rule; however, transfer credit hours do count. If the transfer credit hours were earned before you invoke Freshman Forgiveness, they also count towards the 30 and 60 semester hour markers regardless of when the hours were transferred to Ohio State. Transfer credit includes Post–Secondary Education Option (PSEO) coursework taken through a college while in high school (course may be taught in your high school or on a college campus).

Keep in mind that if you are considering applying to graduate or professional schools, or even to other colleges at Ohio State, their admissions processes will look at all of your grades and may recalculate the original grade(s) into your total.

G. Repeating a Course

You may repeat any course, regardless of the grade you received and when you completed it the first time, with the approval of your college office. If you do not qualify for the Forgiveness Rule, both grades will count in your cumulative grade–point average. Credit for the course may only be counted once in the minimum total hours required for graduation. If you wish to repeat a course more than once, you will need to meet with your academic advisor to petition for this request.

H. Transfer Credit Information

When students transfer to Ohio State from another institution, they bring with them varying amounts of transfer credit. Ohio State will need to receive official transcripts in order to post transfer credit. These need to be sent to Ohio State’s Admissions Office, not to your college office. This credit will take a few weeks to be posted to your record. The grades you earn in transferred courses do not transfer to Ohio State; courses taken at another institution are designated with a “K” in the grading column. Also, your Grade Point Average (GPA) from courses taken at another institution does not transfer to Ohio State. However, some colleges will take your transfer GPA into account for the purposes of admission into a competitive major. There are several types of transfer credit. These are outlined below.

- Direct Equivalency
  This means that the course transferred was similar enough in content that the student was awarded direct credit for an existing OSU course. If you earn direct equivalency credit for a course, it will look like this on your record:

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>1100</td>
<td>K</td>
</tr>
</tbody>
</table>
• **General Credit**
  General credit is awarded when there may be an equivalent course at Ohio State, but the transfer credit evaluator could not make that determination without further information. Students have the opportunity to have general credits evaluated by the departments in order to determine if a direct equivalency exists. Until these courses are evaluated, they are not counted towards any specific requirement other than total hours towards graduation.

  It is vital that you have general credits evaluated early in your college career to determine what courses you still need to take and to avoid taking a course that you may already have taken at another institution. If you earn general credit for a course, it will look like this on your record:

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>G000.01</td>
<td></td>
</tr>
</tbody>
</table>

• **Special Credit**
  Special credit is awarded when no specific course equivalent exists at The Ohio State University. These credit hours are not counted towards any specific requirement other than graduation.* Special credit is usually used as elective hours.

  *In some cases, special credit may be used to fulfill degree requirements. After students declare their major, they should contact their new college office regarding the use of special credit to fulfill degree requirements.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>S000.01</td>
<td></td>
</tr>
</tbody>
</table>

• **Technical Credit**
  Technical credit is awarded for technical course work that is acceptable as undergraduate credit at The Ohio State University. Technical credit may count toward some degrees, but will not be counted towards specific degree requirements unless your degree-granting college determines otherwise.*

  *In some cases, technical credit may be used to fulfill degree requirements. After students declare their major, they should contact their new college office regarding the use of technical credit to fulfill degree requirements.

  If you earn technical credit for a course, it will look like this on your record:

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>T000.01</td>
<td></td>
</tr>
</tbody>
</table>

• **Deferred Credit**
  This designation is used for course work for which you have not yet been awarded transfer credit. For a determination about whether credit will be awarded for the course, you should see the transfer credit evaluator in the appropriate department at Ohio State. Any materials and information you can provide about the course will help the evaluator in making that decision.
Transfer Credit Evaluations
Each department handles transfer credit evaluations of general credit through their own offices. Visit the Transfer Credit Coordinator list for contact information at registrar.osu.edu. Locate the correct department on the list and contact the designated person listed.

Remember that the application, if any, of special and technical credit to your degree will be determined after you declare your major through your degree-granting college. If you are unsure about what credits need to be evaluated, consult with your Academic Advisor.

I. Pass/Non-Pass Option
- Only electives can be taken PA/NP. You cannot take GE, major, minor, or prerequisite courses PA/NP.
- You must have a 2.00 GPA to use the PA/NP option.
- Twenty hours is the maximum allowed on the PA/NP option. The fourth Friday of a semester is the deadline to apply for PA/NP.
- Remember, too many hours of PA/NP may hurt your admission to graduate or professional schools and may not transfer to other schools.

J. Auditing a Course
You may choose to audit a course in order to refresh yourself on the material or to learn more about a subject without wanting to earn a letter grade. Fees are assessed for auditing a course, but no credit hours are awarded. You cannot audit a course and then later take the course for a grade. Auditing a course requires the permission of the instructor and the permission of your college office through your advisor.
**ACADEMIC STATUS**

At the end of each semester, the academic record of every student on the Marion campus is carefully reviewed to determine the appropriate status. Any questions about academic status should be directed to the Academic Advising Office (740–725–6107). It should be noted that academic performance/status is directly connected to a student’s eligibility to receive Financial Aid. See pages 38–39 for information on financial aid standards.

A. **Dean’s List**

Students completing a minimum of 12 graded credit hours with a point-hour ratio of 3.50 or higher for any given semester will be named to the Dean’s List for that semester in the college in which they are enrolled. Normally courses graded Satisfactory/Unsatisfactory (“S/U”) or Pass/Non-Pass (“PA/NP”) do not count toward the minimum of 12 graded hours, and a grade of “U,” “NP,” or an “Incomplete” will disqualify you from making the Dean’s List even if you meet the numerical criteria.

B. **Academic Misconduct**

**What is Academic Misconduct?** The university’s Code of Student Conduct defines academic misconduct as “any activity that tends to compromise the academic integrity of the university or subvert the educational process.”

While many people associate academic misconduct with “cheating,” the term encompasses a wider scope of student behaviors which include, but are not limited to, the following:

- Violation of course rules.
- Violation of program regulations.
- Knowingly providing or receiving information during a course exam or program assignment.
- Possession and/or use of unauthorized materials during a course exam or program assignment.
- Knowingly providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor or, where appropriate, a project/research supervisor.
- Submission of work not performed in a course: This includes (but is not limited to) instances where a student fabricates and/or falsifies data or information for a laboratory experiment (i.e., a “dry lab”) or other academic assignment. It also includes instances where a student submits data or information (such as a lab report or term paper) from one course to satisfy the requirements of another course, unless submission of such work is permitted by the instructor of the course or supervisor of the research for which the work is being submitted.
- Submitting plagiarized work for a course/program assignment.
- Falsification, fabrication, or dishonesty in conducting or reporting laboratory (research) results.
- Serving as or asking another student to serve as a substitute (a "ringer") while taking an exam.
- Alteration of grades in an effort to change earned credit or a grade.
- Alteration and/or unauthorized use of university forms or records.
Cases of alleged academic misconduct are adjudicated through a formal hearing process by the Committee on Academic Misconduct (COAM), a standing committee of the University Senate. To insure a broad representation on the Committee, COAM draws its members from throughout the university’s academic community: faculty (appointed by University Senate); graduate students (appointed by the Council of Graduate Students); and undergraduate students (appointed by Undergraduate Student Government). Many of the most common questions regarding the academic misconduct process at The Ohio State University are answered at the following website: http://oaa.osu.edu/coamfaqs.html.

C. Code of Student Conduct

Students who enroll at Ohio State agree to abide by the Code of Student Conduct, available on the web at http://studentlife.osu.edu/csc. Each student is responsible for becoming familiar with the rules and regulations of The Ohio State University. The Office of Student Judicial Affairs has prepared the following synopsis of the Code of Student Conduct:

“The code exists to protect the persons, their rights, and the property of the university community. The code applies to the conduct of all students and registered student organizations while on University premises; while on professional practice assignments; on assignment which is associated with academic course requirements; or while involved with a University–related activity or a registered student organization activity. There are certain types of conduct which may lead to disciplinary action against a student or student organization in addition to criminal charges in some cases.”

Student conduct also refers to academic integrity in coursework. Academic misconduct refers to any activity that compromises the academic integrity of the university or subverts the educational process. Examples of academic misconduct include, but are not limited to:

- Violations of course rules as contained in the course syllabus or other information provided to the student.
- Knowingly providing or receiving information and/or assistance during examinations.
- Being in possession and/or use of unauthorized materials during examinations.
- Submitting the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the instructor of the course for which the work is being submitted.
- Submitting plagiarized for an academic requirement (see below).
- Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments.

More information tips for avoiding academic misconduct can be found at the Committee on Academic Misconduct website.
D. Plagiarism

Every student is responsible for reading and understanding this statement.

The following statement is adapted from the definition of plagiarism as understood by the Department of English. Although this statement was developed to apply specifically to the courses in first-year English composition, it is referred to widely in cases involving charges of plagiarism throughout the university.

Because the purpose of university writing assignments is to improve your ability to express yourself in writing, your papers and exercises must be your own work. To submit to your instructor a paper that is not truly the product of your own mind and skill is to commit plagiarism. To put it bluntly, plagiarism is the act of stealing the ideas and/or the expression of another and representing them as your own. It is a form of cheating and a kind of academic misconduct, which can incur severe penalties. It is important, therefore, that you understand plagiarism, so that you will not unwittingly jeopardize your college career.

Plagiarism can take several forms. The most obvious form is a word-for-word copying of someone else’s work, in whole or in part, without acknowledgment, whether that work be a magazine article, a portion of a book, a newspaper piece, material from a website, another student’s essay, or any other composition not your own. Any such verbatim use of another’s work must be acknowledged by (1) enclosing all such copied portions in quotation marks and by (2) giving the original source either in the body of your essay or in a footnote. As a general rule, you should make very little use of quoted matter in your essays, papers, or other written work.

A second form of plagiarism is the unacknowledged paraphrasing of the structure and language of another person’s work. Changing a few words of another’s composition, omitting a few sentences, or changing their order does not constitute original composition and therefore can be given no credit. If such borrowing or paraphrase is ever necessary, the source must be scrupulously indicated by footnotes.

Still another form of plagiarism is more difficult to define. It consists of writing a theme based solely on the ideas of another. Even though the language is not the same, if the thinking is clearly not your own, then you have committed plagiarism. If, for example, in writing a theme you reproduce the structure and progression of ideas in an essay you have read, or a speech you have heard, you are not engaging your own mind and experience enough to claim credit for writing your own composition.

How then, you may ask, can I be original? Am I to learn nothing from others? There are several answers to such questions.

Of course, you have come to the university to learn, and this means acquiring ideas and exchanging options with others. Copying the phrasing of someone else never genuinely teaches an idea or concept. Only when you have thought through an idea in terms of your own experience can you be said to have learned; when you have done that, you can develop it on paper as the product of your own mind. It is your mind we are trying to train and evaluate.

When, therefore, you are given a writing assignment, do not merely consult books or articles or websites or friend’s themes in search of something to say. If an assignment baffles you, discuss it with your instructor. If you are directed to use printed sources in English or in other courses,
consult your instructor about how to proceed. There is an art to taking notes; careless note taking can lead to plagiarism.

Why be so concerned about plagiarism ... because it defeats the ends of education. If a student were given credit for work that is not his or her own, then those grades would be meaningless. That student’s college degree would become a mere sheet of paper, and the integrity of the university would be undetermined. To protect the conscientious student, therefore, and to guarantee the quality of an Ohio State education, the university assesses heavy penalties against those who plagiarize. By Faculty Rules, penalties for plagiarism range from an “E” grade in the course to dismissal from the university. If these penalties seem severe, remember that your integrity and the integrity of the university itself are at stake.

Finally, the university cannot prevent a student from plagiarizing, but it can make sure that every student knows what plagiarism is, the penalties for committing plagiarism, and in what jeopardy it places his or her future career; hence this statement. Read it carefully. If you do not understand it fully, consult your instructor.

If you have any doubts about the originality of a paper you have written, see your instructor before you turn it in.

Every student is responsible for reading and understanding the above statement.
CAMPUS RESOURCES

A. Academic Advising

When you enter Ohio State Marion, you will be assigned an academic advisor based on the major or area of study you wish to pursue. Each advisor is assigned specific majors they advise. Please check our website for the most current list of advisors.

Your academic advisor has worksheets and forms for you to begin planning your curriculum. If you are undecided about a major, your academic advisor can assist you in selecting a sampling of courses that will help narrow your choices. When a problem occurs, whether academic or personal, that has the potential for impeding your success, make it a practice to see your academic advisor immediately. Advisors are prepared to assist you in various ways, refer you to other services when appropriate, and look forward to helping you do your best.

Advisors are seen by appointment, between 8:00 a.m.–5:00 p.m. Monday through Friday. Appointments are made through the Advising Office in 100 Maynard Hall (740–725–6334). Advisors do not take same day appointments, so please plan ahead. During the times when students are scheduling classes for the next semester, academic advisors are extremely busy. If you wait until the day before you schedule to try to see your academic advisor, she/he will most likely not be available. Remember, plan ahead and make your appointments early.

Walk–In Hours are available during Autumn and Spring semesters each week for quick (10 minutes or less) meetings with an advisor (not necessarily your assigned advisor). Walk–In hours will be posted each term on the Marion Academic Advising web site and in the Advising Office.

Tips on Meeting with Your Academic Advisor

- What is the purpose for the appointment? See the box for things you can do for yourself.
- Arrive a few minutes before your scheduled time.
- Check in at the front desk of the Academic Advising Office, 100 Maynard Hall.
- Come prepared to ask questions. Write them down so that you do not forget to ask something.
- If you have questions about scheduling for the next term, prepare a possible schedule to work on or change with your advisor’s help.
- Keep your own records with curricular information from advising meetings. Bring these records to future advising meetings for reference.
- Call the appointment line at 740–725–6334 to schedule or cancel an appointment with your advisor; do not call or email your advisor to schedule or cancel an appointment.

Things You Can Do For Yourself:

- From Buckeye Link, you can:
  - Run a Degree Audit Report;
  - Run an Advising Report (unofficial transcript);
  - Check past grades;
  - Schedule your classes;
  - Check for open courses;
  - Find your status on a wait list;
  - Make a change in your address or phone number;
  - View a list of current and future course offerings at Marion at http://osumarion.osu.edu/schedules.
• Make sure you have the most current edition of the General Education Curriculum (GE) guide sheet and major information. GE sheets are revised frequently. Check online for the most recent information regarding your major.

• Set up regular meetings with your advisor to make sure you are up to date on changing information about your major and to ensure that you are working toward graduation in a timely manner.

B. Career Services

Career Services exists to serve as a resource for your career development needs by helping students prepare for meaningful and satisfying employment. By taking advantage of Career Services at Ohio State Marion, you will be better prepared to enter the ever changing, ever challenging work force of the 21st century. Individual appointments are available for students desiring assistance with any of the following:

• **Career Counseling** – For students who may need assistance in selecting an appropriate career direction.

• **Course: Arts & Sciences 1101 – “Career Planning/Job Search Strategies”**
  - Track A. This one credit elective course is taught one-on-one to assist students who are having difficulty developing career goals and strategies.
  - Track B. This one credit elective course is taught in a classroom setting with up to 20 students needing assistance with their career development.

• **Major Selection** – For students who need guidance in selecting an academic major which will best fit their career goals.

• **Internship Development** – For students to learn the options and procedures toward making an experiential work opportunity a career enhancing opportunity. Internships are entry–level, one–time, professional work experiences that are either full–time or part–time, paid or unpaid, which are typically related to your major and to career interests. They are temporary positions, generally lasting for at least one semester or summer (three to six months) which may be taken for academic credit.

• **Graduate School Preparation** – For students that are exploring or anticipate furthering their education beyond their undergraduate degree to make a successful transition to graduate school.

• **Job Search Strategies** – For students who want to make the best use of their job search time in order to obtain satisfying employment. From résumés, correspondence, interviewing, networking, and portfolios, assistance is available to help you prepare for a successful job search.

**Career Services:**

Will Smith
124 Maynard Hall
740–725–6344
smith.4818@osu.edu

Marion: Monday–Friday 8:30 a.m.–4:30 p.m.
http://www.osumarionosu.edu/career_services
C. Disability Services

The Office for Disability Services (ODS) provides academic services and accommodations for students with diagnosed disabilities. The documentation provided regarding the disability diagnosis must demonstrate a disability covered under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990. The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities.

ODS will review and consider all pieces of documentation submitted. Documentation will assist Disability Services staff in understanding how the disability impacts the student in an academic setting and the current impact of the disability as it relates to the accommodations requested. Reviewing documentation is a collaborative process and each piece of documentation is handled on a case-to-case basis. The eligibility determination process is not a same day process. Once documentation is received, it will be reviewed in order of receipt; therefore, it is recommended that documentation be submitted well in advance of any accommodation related needs.

There are multiple ways to provide ODS with documentation of your disability. This documentation should be completed or provided from a treating or diagnosing healthcare professional (psychologist, psychiatrist, counselor, therapist, social worker, medical doctor, optometrists, speech-language pathologists, etc.). The various methods are explained below:

- **A full detailed evaluation or diagnostic report** would provide the richest information to determine the best possible accommodations and supports.
- **A report that provides proof of prior accommodations.**
- Individualized Education Plan/ 504 Plan/ Evaluation Team Report.
- Documentation that illustrates past use of postsecondary accommodations.
- Disability Services has provided a “Disability Verification Form” that can be completed by the healthcare professional.
- **A healthcare professional can submit a letter of their own.** Please provide the following information to Disability Services on letterhead with the date and signature:
  - A diagnostic statement identifying the disability (with the date of diagnosis)
  - Severity of the disorder (mild/moderate/severe)
  - Medication or treatment currently prescribed
  - An assessment of major life activities that are affected by the impairment (concentration, memory, social interactions, class attendance, learning, reading, thinking, etc.)
  - Recommended accommodations that may assist the student in minimizing the impact of the condition in an academic setting (examples: test taking, class attendance, taking notes, understanding materials, speaking, comprehension, transportation, housing, etc.)
  - Include test scores when applicable

We also make referrals to other agencies for private testing.

**Disability Services:**

128 Maynard Hall
740–725–6247
marionds@osu.edu
D. Financial Aid

Financial Aid assists students and their families through the financial aid process. Our goal in the Financial Aid Office at The Ohio State University at Marion is to maximize student access to all available funds that will help with college expenses. Students may apply for financial aid at any time; however, the financial aid system is designed for an autumn semester start.

As a rule of thumb, the financial aid application should be filed two months before you plan to attend. The priority deadline to apply for maximum financial aid is February 15 for students planning to attend classes the following August (autumn). However, you may contact our Financial Aid staff at any time to help develop an appropriate financial aid package.

Per federal law, each student must complete her/his FAFSA annually with both her/his own, and her/his parent/s’ income and asset information until the student is 24 years of age, married, or a parent and self-supporting, an orphan, a ward of the court, a veteran, active duty military, or in graduate school. Simply living on her/his own and claiming herself/himself for tax purposes does not mean the student is independent for financial aid purposes.

Overview – For a student going to any college in Ohio, financial aid comes from any combination of four sources:

- U.S. Department of Education (federal government assistance)
  - Pell Grants
  - Subsidized Federal Stafford Loans (0% while in school)
  - Unsubsidized Federal Stafford Loans (3.6% while in school)
  - Parent PLUS loans (borrowed on behalf of the student)
- Ohio Board of Regents (State of Ohio assistance)
  - Ohio College Opportunity Grant
- Campus Based Aid (from the college you are attending)
  - Merit-only scholarships (Marion Campus Scholarship Application)
  - Need-based grants
  - Merit + Need grants and scholarships
  - Perkins Loans (FAFSA required)
  - Work Study (FAFSA required)
  - Supplemental Educational Opportunity Grant (FAFSA required)
- All Outside Aid
  - Search for scholarships at Fastweb.com
  - Search for scholarships at Finaid.org
  - Local scholarships (from clubs, churches, businesses, service organizations, etc.).
  - Parents’ Employer

How to Apply – For the U.S. Department of Education and the Ohio Board of Regents listed above, file the FAFSA (www.fafsa.ed.gov) by the published deadline of the college/s of your choice.

For Campus Based Aid, call the financial aid office if you have questions about the online Marion campus scholarship application or the online Columbus campus scholarship application for next year. The FAFSA is also required for work study, Perkins loans, and SEOG.
For All Outside Aid, the work is all done by the student, and she/he should begin searching for outside funds immediately, if the student has not already done so. It is the student’s responsibility to reapply for all sources of aid by the appropriate deadline(s) – February 15. Students may view their Financial Aid status on their Student Center at www.buckeyeline.osu.edu. Tip: Do not apply for a private alternative loan until you have exhausted the Direct Stafford Loans available to you via the FAFSA.

The annual deadline for financial aid applications is February 15.

**Satisfactory Academic Progress (SAP) to Keep Financial Aid** – Federal regulations require that The Ohio State University establish policies to monitor the academic progress of students who apply for and/or receive federal financial aid. To remain eligible for financial aid at Ohio State, recipients are required to show satisfactory progress toward a degree according to the guidelines listed below. All students are affected by this policy.

Students must maintain a 67%+ completion rate AND a 2.0 cumulative grade point average to keep their eligibility for ALL financial aid.

By the end of Spring semester each year, a student’s cumulative GPA must be at least a 2.0, and the student must have a completion rate of at least 67% of the credit hours cumulatively attempted at OSU. (Completion Rate = all post–high school college credit hours completed/all post high–school college credit hours attempted.

Students who do not meet the above criteria will have their aid eligibility designated as suspended and should file an appeal documenting good cause why the above requirements were not met in the hopes of having their aid eligibility reinstated. (SAP rules are listed in detail at www.sfa.osu.edu/howtokeepit.)

**G.I. Bill and Financial Aid** – Veterans with questions about V.A. educational benefits, the Ohio National Guard, G.I. bill, etc., are encouraged to contact The Office for Military and Veterans Services at (614) 247-VETS (8387) on the Columbus campus or Matt Moreau on the Marion Campus at 740-725-6242.

**General Advice while in College** – dependent student should work no more than 20 hours per week to limit his/her income to avoid adversely affecting student need. This allows the student to take a full–time course load, perform well in classes, and hopefully graduate within four years. However, do not sign up for more hours than you are truly prepared to handle. Work hard and earn good grades to improve your chances of qualifying for scholarships and other merit–based aid in subsequent years of study.

**Office of Financial Aid:**
100 Maynard Hall
740–725–6337
moreau.1@osu.edu

**E. Business Office – Fee Payment**

The Business Office accepts all university payments, including tuition, fees, and parking tickets. However, due to the Federal Educational Rights and Privacy Act of 1974, we are unable to
answer any specific questions over the phone. All transactions and specific questions regarding your account require photo identification.

Billing –

- It is the student’s responsibility to ensure that her/his bill is settled by the due date on the Statement of Account. Students may view their statement on their Student Center at www.buckeyelink.osu.edu.

- All OSU student tuition and fees must be paid seven days prior to the first day of the semester. There will be a $200 late fee assessed after the due date; unpaid students will be dropped from classes after the 15th day of the semester.

- ANY student, for whatever reason, who will not be able to meet that payment deadline, is strongly encouraged to sign up for the university-sponsored Tuition Option Payment Plan (TOPP). See next page for more information.

Methods of Payment – There are various ways to pay a student Statement of Account: TOPP; by check; credit card (online only); or in person with a cashier’s check or money order.

To Get Started – Log into your Student Center at http://buckeyelink.osu.edu/ and select “My Student Center.” Enter your name.# and password.

Under the “Finances” section in the middle of the page (one of the blue bars) is a box entitled “Account Summary.” Choose the blue link underneath the box called “make a payment” – with a blue triangle next to it – to pay online (OSU’s preferred method of payment) or choose “mail a payment” further to the right for instructions on mailing a payment.

- TOPP – The Tuition Option Payment Plan allows the payment of tuition in three equal payments per semester (not available during summer). To participate in TOPP, students must enroll each semester through their Student Center by the second Friday of classes. A $30 administrative fee will be charged each semester. The first payment is due on the initial payment due date, which is always seven days prior to the first day of the semester. The remaining payments, which will include any new charges, will be due approximately every 30 days. We recommend signing up for TOPP and making the first payment on the due date of the term. This allows for financial aid to have paid, and therefore TOPP payments will be evenly calculated. To sign up, go to http://ssc.osu.edu/TOPP.

<table>
<thead>
<tr>
<th>Term</th>
<th>First/Initial Payment Due</th>
<th>Second Payment Due</th>
<th>Third/Final Payment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU2015</td>
<td>August 18, 2015</td>
<td>September 18, 2015</td>
<td>October 18, 2015</td>
</tr>
</tbody>
</table>

- Scholarships, Loans, Grants – If you receive scholarships, loans, or grants in excess of your tuition, the university will direct deposit any funds into your checking or savings account 5–7 days before classes start. It is to your advantage to sign up for direct deposit on your Student Center. If you do not have direct deposit, checks will be mailed 7–10 days before classes begin.
• **Credit Cards** – OSU accepts Visa, MasterCard, American Express, and Discover for payments on tuition and fee accounts. You will be charged a non-refundable 2.75% convenience fee by the credit card processor on all credit card payments. In addition, payments made by credit card may be subject to additional fees and interest as assessed by the card issuer. The convenience fee, as well as any applicable fees or interest assessed by the card issuer, are not assessed by OSU and are not refundable through Ohio State regardless of circumstances.

• **Making a Payment Online** –
  1. Go to buckeyelink.osu.edu.
  2. Select Student Center and enter your username (lastname.#) and your password.
  3. In the Finances section, choose Make a Payment.
  4. After reading the paragraph, choose Make a Payment again.
  5. Guardian Set-up is the next step if you choose to share your password with a guardian to make payments for you.
  6. Choose make a payment.
  7. Choose checkout.
  8. Select method of payment – credit card or check.
  9. Continue checking out.
  10. For check payment, put in bank account number, account number, routing transit numbers, account holder and a name for this payment for future use (optional).
  11. Credit card will ask for the cardholder name, credit card number, expiration date, billing address, city, state, zip code, and county.
  12. Submit Payment.
  13. Once payment is made, print out a receipt. Since payments are posted overnight, the receipt should be ready to print.

• **Guardian Epay** – This functionality allows a student to permit parents, guardians, or others to make a payment to your tuition and fees account.

A payer must be *invited* by the student in order for payments to be made to the student’s account on her/his behalf. To invite a payer, the student must follow the directions below:

1. Log on to your Guardian Epay account through the “**Guardian Epay**” link in the **Finances** section of your **SIS Student Center**. You will be transferred to Sallie Mae’s e-services website.
2. Click “**Invite Other Payer**” on the **My Profile** page.
3. Enter the following in the **Other Payer Access** section:
   - A Nickname for the Payer’s account
   - Your OSU email address
   - The Payer’s email address
   - Check the Student Account box in the **Pay To** section
4. Click the “Invite” button located in the lower right corner of the page.

5. Supply your OSU I.D. to the Other Payer you have invited. You can look up your OSU I.D. in the Personal Information section at http://buckeyelink.osu.edu/.

An activation email will be sent to the Other Payer instructing them how to activate their Guardian Epay account. **The Other Payer will need to know the student’s OSU I.D. number** and the Activation I.D. supplied to them in the activation email to complete their access. **The Other Payer will only have access to the current balance on the student’s account and will not have access to other information such as grades or other FERPA protected information.**

For questions regarding Guardian Epay, please contact the Student Consolidated Services Center (SCSC) at scsc@osu.edu or 614–292–0300 or toll-free at 800–678–6440.

- **Late Fees** – Students whose bills are not paid on time, or who have not signed up for the payment plan and made their first payment seven days prior to the start of the semester will be assessed a $200 late payment fee after the due date listed for the semester with an increase to a $300 late fee after the second Friday of classes for the semester. Students who are dropped for non-payment will be assessed a $300 reenrollment fee to have their classes added back on, plus the $300 late payment fee.

**Business Office:**

- Business Office
- 140 Maynard Hall
- 8:00 a.m.–5:00 p.m.
- 740–725–6311
- marionbog@osu.edu

**F. Library**

**General Information**

- The campus library is located in the Library/Classroom Building and offers many resources for use.
- It is open to the students, faculty, and staff of Ohio State Marion, Marion Technical College, and the community—at–large.
- A current (i.e., fees paid) campus–issued I.D. is required to check out library materials.
- Photocopies and computer printouts cost 10¢ per page.

**Collection**

- Contains more than 53,000 books and over 60 print periodical titles and thousands of electronic resources. Books can be checked out for six weeks and most periodicals for one week.
- Special collections include careers, sheet music, student wellness, and children’s literature, as well as a special research collection on Warren G. Harding and Norman M. Thomas.
- A Cite-It-Rite center for writing and citation assistance.
- A leisure reading collection to help you unwind.
- Other collections available include microforms, maps, and an extensive pamphlet file.
The audiovisual collection includes CDs, DVDs, audiocassettes, and videocassettes. Other materials are available electronically through the catalogs and the OhioLINK Digital Resource Commons.

**Services and Resources**
- The library is a wireless environment! You must authenticate before accessing the network.
- Marion Campus Library is online: http://marionlibrary.osu.edu/. Click on the Ohio State University at Marion button.
- Access to more than 48 million items through the University Libraries’ catalog and the statewide catalog from OhioLINK.
- Remote access available to online catalogs and selected electronic resources 24/7 (https://marionlibrary.osu.edu/; https://library.osu.edu; and https://www.ohiolink.edu)
- Ability to request and renew library materials online. Requests are typically delivered to library within 5–7 business days from the courier service.
- Access to over 350 electronic research databases and resources.
- Access to thousands of electronic journals through the Electronic Journal Center.
- Internet access for research and instruction purposes.
- Closed Reserve and e–Reserve services provide a location for instructors to make available copies of their textbooks to students.
- Interlibrary Loan Service.
- Photocopier room with two copiers.
- Computers.
- Casual seating areas located throughout the library.
- A variety of study areas available, including lighted carrels, large tables and discussion rooms.
- A variety of help literature and instruction guides available.
- Knowledgeable staff available for assistance in research, instruction and use of library materials (please ask!). Electronic reference assistance also available.

The library is open throughout semester breaks and summer term, but hours are reduced. Hours and schedule changes are posted outside the library and printed in campus publications and on the library blog at http://marioncampuslibrary.blogspot.com.

**Library:**
Betsy Blankenship
105 Library Classroom Building
740–725–6254
blankenship.5@osu.edu

Monday–Thursday: 8:00 a.m.–8:00 p.m.
Friday: 8:00 a.m.–5:00 p.m.
Weekend hours vary by semester.
http://marionlibrary.osu.edu
G. IT for Students

The Marion Campus Department of Information Technology and Office of the Chief Information Officer provide services that help the Ohio State community use technology to support the mission and goals of the university.

This section helps you navigate our most popular information technology services for students at any Ohio State campus. Our full service catalog, including all OCIO services and their fine print, is available at ocio.osu.edu/services. Our site displays just as well on a phone screen as it does on a desktop. It accesses the IT resource guide online from your mobile device. Please visit https://it.osu.edu/guide/.

If you are reading this on your phone or tablet, check out these apps, too:

- **OSU Mobile app** – for access to OSU resources on the go.
- **OSU Wireless Setup app** – configures your mobile device quickly and securely for the University Wireless. Run it to set up your phone or tablet initially, and each time you change your password to reconnect in seconds.

**Accounts – Username, Password Management, and Wireless setup**

- **Ohio State Username** – Your Ohio State Username (lastname.#) is your unique identifier at the university. It is used for accessing BuckeyeLink, Carmen, OSU Wireless, logging onto university computers and more. Activate your username at my.osu.edu.

- **Password** – Your username and password grant you access to university services. Ohio State requires you to create a strong password, which must be changed every 180 days to protect your personal information. Manage your password at my.osu.edu.

- **OSU Wireless** – The Ohio State University provides wireless data network services for OSU students, staff, faculty, and guests. Two primary wireless networks have been made available: osuwireless, an encrypted network for students, staff, and faculty; and WiFi@OSU, a multi-purpose encrypted network that provides guests with internet access and helps students, staff, and faculty connect to the encrypted network, osuwireless. Visit http://wireless.osu.edu/ for directions and information on connecting your device.

- **Buckeye Link** – Buckeye Link (buckeyelink.osu.edu) allows you to find your OSUID number and manage your academic schedule, finances, and personal information.

- **Buckeye Mail** – Buckeye Mail (buckeyemail.osu.edu), Ohio State’s student e-mail service, is accessed using your lastname.#@buckeyemail.osu.edu and password. Sync Buckeye Mail to your mobile device to access e-mail on the go.

- **BuckeyeBox** – BuckeyeBox makes group projects and other collaborations simple. Each student is entitled to a 50GB account in the cloud for sharing documents with peers, reviewing on the go, collaborative writing and more. Go to box.osu.edu to learn more and activate your account.
• **Carmen** – Carmen is Ohio State’s learning management system. Students log in to access syllabuses, assignments, lecture notes and grades posted by the instructor. Interactive quizzes, discussions and other course activities are also hosted in Carmen. To access Carmen courses, go to carmen.osu.edu and log in with your Ohio State Username.

**Hardware and Software**

• **Computer Labs** – The Library Classroom Building has 32 research/word processing computers available for faculty, staff, student, and public use. Additional computers are available in the Academic Enrichment Center (216 Morrill Hall), Media Lab (281 Morrill Hall), and the General Computer lab (220 Library Classroom Building). Also, the Media Lab is a classroom, so there may be times that classes are in session in that room. Please check the schedule located outside the door. No food or drink is allowed in the computer labs, and your BuckID is required.

• **Hardware** – Ohio State currently supports Windows XP, Vista, Windows 7 and Macintosh OS X 10.4 and later. If you are bringing a used computer to campus, make sure it meets the suggested minimum requirements listed at hoc.osu.edu/KB02530. Check with your major program in case they recommend a certain type of computer for your coursework. When shopping, start with a list of what you want to do with it and make sure to plan for adequate features to serve you for a reasonable period of time.

• **Software** – You can use almost any software that you want on campus as long as it is legally obtained and is not used to violate any policies or laws, including security practices. Be aware, however, that using unsupported products makes it harder to find help if you need it and your major program may have specific requirements.

• **Free and Discounted Software** – Ohio State offers a variety of software for Windows, Macintosh, and UNIX/Linux at reduced cost or no charge. Visit https://ocio.osu.edu/software for links to site-licensed software programs, including discounted Microsoft applications for students. WiredOut, The Tech Store @ OSU, also offers significant educational discounts on a wide variety of software.

**Educational Discounts** – Visit the stores on OSU main campus or online to get an educational discount on your computer and the programs you need. If shopping online, look for discounts from other major computer web sites under their Education sections. In support of Ohio State’s Digital First initiative, Apple pricing at WiredOut and the Wexner Center Store is 2–12% lower than regular retail pricing. To purchase Apple devices, visit the First Opportunity Technology Shop at http://digitalfirst.osu.edu/shop/.

**WiredOut** (located on OSU main campus) – The Tech Store @ OSU, is located on Ohio State’s Columbus Campus. It offers educational discounts on many technology products including a variety of computer models, iPods, printers, accessories, and software. Students at Columbus, Lima, Marion, Newark, and Wooster are eligible for the educational discount – just bring your BuckID.

<table>
<thead>
<tr>
<th>WiredOut</th>
<th>Monday–Thursday: 9:00 a.m. – 7:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 Enarson Classroom Building</td>
<td>Friday–Saturday: 9:00 a.m.–5:00 p.m.</td>
</tr>
<tr>
<td>2009 Millikin Road</td>
<td>614–292–8883</td>
</tr>
<tr>
<td>Columbus, OH 43210</td>
<td><a href="mailto:wiredout@osu.edu">wiredout@osu.edu</a></td>
</tr>
</tbody>
</table>
Wexner Center Store (located on OSU main campus) – The Wexner Center Store, an Apple authorized campus store located on Ohio State’s Columbus Campus, also offers educational discounts for students. Students at Columbus, Lima, Marion, Newark, and Wooster are eligible for the educational discount – just bring your BuckID.

Wexner Center Store  
1871 N. High Street  
Columbus, OH 43210  
614–292–1807  
Monday–Wednesday: 10:00 a.m.–6:00 p.m.  
Thursday–Friday: 10:00 a.m.–8:00 p.m.  
Saturday: 11:00 a.m.–8:00 p.m.  
Sunday: 11:00 a.m.–6:00 p.m.  
shopweb@wexarts.org

IT Support on the Marion Campus – The Marion Campus IT Service Desk is located in the General Computer Lab (220 Library Classroom Building). Support staff can answer questions about hardware, software, and wireless internet access. Unfortunately, local IT staff is not able to perform maintenance on personal devices. You can also contact the Marion Campus IT Service Desk via phone at 740–725-6329.

IT Security – Get advice and best practices for protecting your privacy online, safeguarding sensitive information and physical equipment, dealing with copyright and legal issues, and many more IT security topics at https://ocio.osu.edu/itsecurity/buckeyesecure/

Reasonable Use Policy – Ohio State’s policies governing the use of information technology on campus include the responsible use of computing resources, respect for copyright laws, respect for privacy, use of wireless devices on campus, and protection of university institutional data: https://ocio.osu.edu/assets/Policies/Responsible-Use-of-University-Computing-and-Network-Resources-Policy.pdf

H. Bookstore

The Marion Campus Bookstore, located in the Alber Student Center, serves to provide the campus community with textbooks, school supplies, Ohio State clothing and gifts, snack foods and many other items. All required and recommended textbooks and supplies needed for classes are available each term. Students can purchase new, used, and digital textbooks. At the end of each semester, students can sell their textbooks back to the bookstore to provide used books at a lower cost to students the following semester. They can also order any book in print that is not currently available. Students may also purchase their textbooks and other merchandise online at http://marionbookstore.bncollege.com. Renting textbooks is also a possibility. Just look for the books with the RENT ME sticker on them. Downloading textbooks are also available. See the bookstore for details.

Bookstore:  
Teresa Wilks  
Bookstore Manager  
740–725–6241  
bksmarion@bncollege.com
I. Academic Enrichment Center

The Academic Enrichment Center, available to all currently enrolled OSU Marion students, provides free tutoring and other help for most classes taught on campus. The center offers a variety of services:

- Tutoring staff: Tutors are available to help students in math, writing, as well as most other classes, such as foreign language, science, and the social sciences.
- The center’s computer lab has 8 workstations. Free laser printing is available for printing course materials.
- The center’s conference room may be reserved for student study groups.
- Five small group study carrels.

One of the most used services of Academic Enrichment is the math lab. Mary Ellen Tobin will answer questions in a group setting during any of our weekday hours. The math lab is located in 216 Morrill Hall. Students can take advantage of the lab on a walk-in basis. In addition, some students who need extra help in math may request a peer tutor to work with one-on-one. To request a peer tutor for math or any other class, come into 216 Morrill Hall and ask the receptionist for a Tutor Request Form. You will need to fill out some information (schedule, email, phone) so that we can contact you once we have located a tutor who matches your schedule.

Another widely used service is the Writing Center. Students can talk to peer tutors or to Lynda Behan about papers for English or any other class that requires writing. Because tutor sessions require 30 minutes or more, it is best to schedule an appointment (please see the receptionist desk). All tutors in the Writing Center can help generate ideas for a paper, reorganize thoughts, or give feedback about whether or not ideas in the paper have been communicated effectively. When you come to the Writing Center, be sure to bring a copy of the class assignment.

The computer lab is designed primarily to facilitate tutoring. Often students work on papers for class in the computer lab, where they have easy access to writing center staff. Students can also use these workstations to create web projects or lab work for classes. We have headphones so that students in classes who need to access video lectures can do so. A scanner is also available.

Academic Enrichment also offers employment opportunities to students. OSU Marion employs peer tutors in math, writing, foreign languages, statistics, sciences, social sciences, and history. Tutoring is a great opportunity for future educators to get some early experience and an opportunity for other majors to help their fellow students. If you are successful in a class, you can apply to be a peer tutor by completing a Peer Tutor form at the receptionist desk in 216 Morrill Hall. If you are interested in tutoring, we strongly recommend that you take English 3467, which is offered each Autumn.

Academic Enrichment:
216 Morrill Hall 740–725–6236  
Friday: 8:00 a.m.–5:00 p.m.  
Monday–Thursday: 8:00 a.m.–8:00 p.m.
http://www.osumarion.osu.edu/enrichment
J. Ombudsman

If you have a problem with how you are treated that concerns the university faculty or staff, you are encouraged to contact the Ombudsman. The Ombudsman, the campus mediator for all student grievances, will receive and attempt to resolve student grievances within the university community by supplementing, rather than replacing, other means for redress of grievances. The Ombudsman intercedes when other attempts have failed to resolve concerns. The Ombudsman cannot dispute grades or grading methodology or course requirements with professors. (Grievance examples could include student life on campus or student/instructor conflicts.) All matters discussed with the Ombudsman are held in the strictest of confidence. The Marion Campus Ombudsman for 2015–2016 is Dr. John Maharry, Associate Professor of Mathematics.

John Maharry
119 Morrill Hall
740–725–6166
maharry.1@osu.edu

K. Campus Information

Bulletin Boards – There are many bulletin boards in Morrill Hall. Each is updated by a different department within the university. Most bulletin boards are specific to majors that are offered on the Marion Campus, i.e., history, psychology, education, English, etc. Posted will be the latest information regarding that major and possible opportunities for special upcoming classes, trips, or informative seminars. For general posting, the university policy states that items to be posted only in preapproved Marion Campus General Information locations. For more information, contact the Office of Communications, 245 Maynard Hall.

Buckeye Briefs – Buckeye Briefs is the official campus communication for students, faculty, and staff at The Ohio State University at Marion. Sent as a weekly email September through May to the campus community, it can be found at http://www.osumarion.osu.edu/buckeye_briefs.

Lost and Found – There are three locations on campus: 150A Morrill Hall; 100 Maynard Hall Admissions Office; and the Library Circulation Desk.

Copiers/Printers – Copiers are located in the Library and the Academic Enrichment Center. Copies are 10¢ per page. Printing is also available in the Library at 10¢ per page.

Phones – Courtesy phones are located outside the Alber Student Center, in Morrill Hall outside the student lounge (Room 176), in Maynard Hall (first floor outside the restrooms), and in the rotunda of the Library Building. These phones are free for 911 calls, campus calls, or local calls.

Food – Vending machines locations: The Alber Student Center; in the northeast corner of the first floor of Morrill Hall; 221 Library Classroom Building; and in Maynard Hall (just inside the east entrance to the right). Refunds for all vending machines are handled through the receptionist in Maynard Hall or Morrill Hall.

First Aid – First-aid supplies are available in the Admissions Office (100 Maynard Hall), the Alber Student Center office, the Library Circulation Desk, 150A Morrill Hall, and the Academic Enrichment Center (216 Morrill Hall).
Football Tickets – The Ohio State University Athletic Department has made available a number of football tickets for new or returning Autumn semester students. Students must be enrolled as full-time for Autumn semester with all fees and tuition paid to be eligible for student tickets. If you have questions please see the website below or contact the Ticket Office in the Schottenstein Center (southeast corner):

The Ohio State Athletics Ticket Office
555 Borror Drive, Room 1020
Columbus, OH 43210

Phone: 614-292-2624
Email: athletic.tix@osu.edu
http://www.ohiostatebuckeyes.com/tickets/

L. Weather Closing Policy

Because Ohio State Marion is a commuter campus and does not utilize public mass transportation, the campus does not close nearly as frequently as area school systems. Closings/Cancelations are rare. The university makes campus closing and class cancellation decisions based on the three-tiered snow emergency procedure adopted by the Buckeye Sheriff’s Association.

Students can access the campus website at osumarion.osu.edu to check campus winter weather status. Clicking on the link at the top of the homepage (Closings, Delays & Directions) will tell users at a glance if the campus is open, closed, or if classes are canceled. Broadcast media will be contacted when all classes are canceled or the campus is closed. When classes are “canceled,” offices remain open; when the campus is “closed,” all operations are shut down.

Classes will be canceled and Ohio State Marion will be closed if a Level 3 snow emergency is declared in Marion County (but not necessarily because of a snow emergency in another county). Under Level 1 or 2 snow emergencies, Ohio State Marion will make every effort to remain open. When conditions reach Level 2, students should pay close attention to area radio and TV announcements.

If the campus is open but individual classes have been canceled because of weather, the primary information source will be the Marion campus website. Individual class cancelations will NOT be reported to the media; only when ALL classes are canceled or delayed will the media be asked to make announcements for the campus.

Marion
WMRN AM 1490
WMRN FM 107
WYNT FM 96
WDCM FM 97.5
www.mariononline.com
www.marionstar.com

Bucyrus
WBCO AM 1540
WQEL FM 92.7

Delaware
WXOL 1550 AM
WINF 101.9 FM

Upper Sandusky
WYNT FM 96

Kenton
WKTN FM 95

Marysville
WUCO AM 1270

Findlay
WFIN AM 1330
WKXA FM 100.5

Columbus
WTVN AM 610
WNCI FM 97.9
WCOL FM 92.3
WJFX FM 105.7
WCOL AM 1230
Litefm FM 93.3

(Wolumbus, con’t.)
WLVQ FM 96
WHOK FM 95.5
WOSU AM 820
WCBE FM 90.5
WSNY FM 94.7
WODB FM 107.9
Smooth Jazz FM 104.3/103.5
Mix 97.1 FM 97.1
WBNS AM 1460
WCMH TV 4
WBNS TV 10
WSYX TV 6
WTTE TV 28
Ohio News Network
(MTC makes weather-related decisions independent of Ohio State Marion. Therefore, students should be certain to listen specifically for Ohio State Marion information.) Students are STRONGLY encouraged to check radio and TV reports, or the campus web site at www.osumarion.osu.edu.

M. Public and Campus Safety

This information is provided by the Marion Campus Public Safety Office as part of a shared commitment to safety on the Marion Campus. Additional safety and security information, including the annual safety and security report, can be obtained from the Marion Campus Public Safety Office in 140 Morrill Hall, 740-725-6300.

Personal responsibility  – Despite a friendly, caring environment and the relatively small size of campus, crime does occur. Members of the campus community are encouraged to be aware of their surroundings and situations and to be responsible for their own personal safety. Continual efforts are made to ensure the safety of the campus community by having grounds that are well lit, patrolled, and traveled.

Reporting Crime  – The Marion Campus Public Safety Office encourages the reporting of crimes and suspicious activity. During normal business hours (Monday–Friday, 9:00 a.m.–6:00 p.m.), reports can be made to the public safety officer in person or by telephone. The public safety officer can also be reached by calling the Marion County Sheriff’s Office at 740-382-8244 (non-emergency number). Sheriff’s Department Deputies will respond to emergency and non-emergency calls in the absence of the public safety officer.

Crime and Theft Prevention

- Always lock your car, even when driving.
- Do not leave valuables unattended or in plain sight, even for a short period of time.
- Park in well-lit areas, and remove valuables from sight.
- If riding a bike to campus, lock it up! An unlocked bike is an easy target.
- Report criminal or suspicious activity to the campus officer or call 911.
- Be confident, alert, and plan ahead by thinking what you would do in case of an emergency.
- Do not walk alone; plan safe routes; use public walkways in well-lit, well-traveled areas.
- Be aware of your surroundings and leave uncomfortable situations immediately.
- If you have a cell phone, be sure it is charged before you leave campus.
- Walk with at least one other person and/or make others aware of your plans.
- When walking, take note of potential hiding spots and use caution as you approach.
- Avoid carrying large amounts of cash.
- Do not give out personal information over the phone, the web, or in public areas.
- Be aware of who may be listening to your phone conversations.
- Consider carrying a small, readily available, high-intensity flashlight.
- Be familiar with emergency procedures provided by campus. Review the annual safety and security report, Visit the Marion Campus Public Safety Office.

Safety Escort Service  – The Marion Campus Safety Office offers safety escort services to students, staff, and faculty. Uniformed personnel with mobile communication capabilities are available to walk (or drive) persons to and from on-campus destinations. Hours of operation for this service are Monday–Friday, 9:00 a.m.–10:00 p.m. Any changes in hours will be appropriately announced. This service is free and requires only that users present identification. To arrange a safety escort, contact The Marion Campus Safety Office, 140 Morrill Hall, 740–725–6300.
**Campus Buildings/Grounds** – When classes are in session, most campus buildings are open from 7:00 a.m. until the final class of the day is finished. When campus is closed, all buildings are locked and may only be opened by authorized personnel. The Marion Campus Maintenance staff (Buildings/Grounds) who are required to wear uniforms with identifying insignia, are responsible for the maintenance of buildings and grounds, including lighting and tree trimming. Campus lighting and landscaping are evaluated constantly with regard to safety issues. The Superintendent of Facilities and Security, Ron Turner, is responsible for campus buildings and grounds maintenance. (Campus buildings and grounds maintenance can be reached at 740-725-6276.)

**Reporting Sexual Assault** – Students who are victims of sexual assault should immediately report the incident. Reporting an assault does not require filing criminal charges. Students can make their report to a campus administrator, staff member, or public safety supervisor. Campus administrators or other personnel will assist the student in notifying the authorities, if requested. Students reporting a sexual assault will be offered assistance in obtaining medical support and information regarding legal and judicial action. Students who choose to file criminal charges should be aware of the importance of immediately reporting the incident and the importance of preserving physical evidence at both the assault scene and on the victim’s person. The gathering of physical evidence can support the criminal charges leading to a successful prosecution. In addition to criminal charges, students have the right to bring charges through the OSU Marion judicial system.

**Drug and Alcohol Abuse Prevention** – OSU Marion has adopted and implemented drug and alcohol policies for students and employees. Public Safety and Student Life/Activities are access points for abuse prevention programs. Ohio State Marion prohibits the illegal use, sale, production, manufacture, distribution and/or possession of drugs, alcohol, or other controlled substances. In addition, the misuse of substances which present physical or psychological hazards to individuals is prohibited.

Penalties of violation of these regulations are set forth in the respective institutional codes of Student Conduct. At various times throughout each year, campus sponsors drug and alcohol prevention programs intended to educate, heighten awareness, and promote the prevention of abuse. Further, the campus’ alcoholic beverage policy requires that all persons attending a function at which alcohol is served must be able to show proof of legal drinking age. Students are reminded that one of the best ways to keep yourself safe is to in be control of your mind and body. That means remaining alert and sober at social events and parties. Many violent crimes, such as acquaintance rape, are alcohol-related (Am I Safe on Campus, Mansfield Campus Safety 2007). Students are encouraged to stay sober and safe. Do not go anywhere you do not want to go with anyone you do not want to go with, and do not leave a party or social event with you just met. Make arrangements before you go out!

**Parking and Driving Safety** – Enrolled students are permitted to park in the following areas on campus: student lots 1, 2, 3 north, 3 South, 5, 6, and 7. There is no charge for parking on the Marion campus, and vehicles do not need to be registered. Parking in unauthorized area, such as loading zones, handicap areas, visitor parking, etc., may lead to a citation, a fine, or the towing of your car at your expense. Please use the student lots for campus business. Students, staff, and faculty are prohibited from parking in visitor parking or other restricted parking areas while conducting campus business.
If you do not have a valid handicapped placard, please do not use parking spaces marked as such. Parking informational brochures are available at The Marion Campus Public Safety Office, 140 Morrill Hall. The posted campus speed limit of 20 mph is strictly enforced. Students, staff, and faculty should take extra care when entering or exiting campus via Mt. Vernon Avenue and/or University Drive. If you have car trouble, you can go to the Public Safety Office for assistance.

When classes are in session, most campus buildings are open from 7:00 a.m. until the last evening class lets out. When the campus is closed, all buildings are locked and may be opened only by authorized personnel.

**Buckeye Alert** – Buckeye Alert is just one tool that OSU Public Safety can use to notify the campus communities of an ongoing emergency. Other forms of notification may include email, cable television, or local media outlets, such as WOSU and campus telephones. One or all of these tools may be used depending on the situation.

Any Ohio State student, faculty, or staff member that provides their cell number to the university will automatically be registered for emergency text messages. Your information will be used only for emergency notifications. Students, faculty, and staff also have the ability to register up to two additional cell phone numbers to receive text message notifications. These additional phone numbers can belong to parents, spouses, or anyone else they wish to include in the text message notifications. Text messages will be sent to this group **AFTER** a message has been sent to students, faculty, and staff. Public Safety’s goal is to notify the students, faculty and staff on campus as quickly as possible when an emergency occurs. If you are a student, your subscription to the Buckeye Alert System will be deactivated when you are no longer a registered student. If you are a faculty or staff member, your subscription will end when your employment with the university ends.

The Buckeye Alert notification system will only be used when an emergency situation is ongoing, and the campus community should take immediate action to ensure their own personal safety and security. This system will only be activated if you need to take immediate action to remain safe. If you wish to be notified of other situations/events that do not require immediate action, you may want to sign up for Crime Alerts: [http://dps.osu.edu/police/crime_alerts/](http://dps.osu.edu/police/crime_alerts/).

**Emergency Numbers** – Dial 9-1-1 from campus phones in Maynard Hall, Morrill Hall, Library/Classroom Building, Alber Student Center, and Maintenance/Receiving. The number for non-emergency calls from these locations is 5-6300. For non-emergency calls or public safety questions – outside lines or call phones, please dial the appropriate area code and then the number.

**Public Safety Office:**

Ronald Kuszmaul
Public Safety Supervisor
140 Morrill Hall
740–725–6300; 740–725–6178 (fax)

Monday–Thursday: 9:00 a.m.–6:00 p.m.
Friday: 8:00 a.m.–5:00 p.m.
Summer hours:
Monday–Friday: 7:30 a.m. to 4:30 p.m.
ON CAMPUS

A. The Office of Student Life, Diversity, and Inclusion Overview

Mission: The Office of Student Life, Diversity, and Inclusion at The Ohio State University at Marion exists to provide services, programs, and opportunities that complement the academic learning experience.

The Office of Student Life, Diversity, and Inclusion seeks to enhance a positive Ohio State Marion experience for all students. The staff offers students support in judicial issues, mental health counseling, diversity and inclusion, student organizations, and campus activities. They seek to facilitate awareness and dialogue and help to increase student participation and engagement in student activities. The office provides:

Academic Enhancement – Contributes to the enrichment of students’ academic success to enhance their quality of life. Offers out–of–class learning and leadership opportunities through programs and services, organizations, and employment dedicated to intellectual, emotional, physical, spiritual, social, and career development.

Advocacy – Minimizes campus bureaucracy and barriers for students. Provides timely and effective information that assists and enables students to take responsibility for their total campus experience. Educates others within the university community about the distinct needs and problems facing students.

Wellness – Fosters a lifelong appreciation of and involvement in wellness and recreational activities. Promotes a proactive approach to living a balanced lifestyle.

Environment – Provides a variety of clean, safe, and comfortable environments in which to live, learn, work, and relax. Offers attractive, functional, and accessible facilities that successfully support students’ personal and academic goals.

Diversity – Works closely with academics, administrative departments, and student organizations to promote a climate that heightens the awareness and appreciation of cultural diversity at Ohio State Marion. Provides support, services, and programs to achieve diversity goals. Continue to hire and support a qualified, diverse workforce to enhance these efforts.

Memories – Offers programs and events that build lifelong memories and friendships. Adds vibrancy to university life though sporting events, student clubs and organizations, community service projects, concerts, and guest speakers. Encourages a sense of community and connection through these shared experiences.

Social Responsibilities – Provides service opportunities for students to develop social responsibility and challenge them to become active community members. Encourages social awareness and involvement toward meeting local, national, and global needs.

Leadership – Provides opportunities for students to lead through undergraduate student government, clubs, campus events, and student organization. Teaches students through training events, retreats, and one–on–one mentoring how to be more effective leaders.
B. Counseling and Wellness

The services of the Counseling and Wellness office are free to all students enrolled at The Ohio State University at Marion. This office exists to support the wellness of each student and to help students achieve a balanced and healthy lifestyle which will help to foster academic success. Services include addressing a full range of mental health issues, from mental illness to stressors such as anxiety, relationship problems, grief, anger, etc., as well as drug and alcohol issues. To schedule a free, confidential appointment with the wellness counselor, contact Leslie Beary (740–725–6439; beary.4@osu.edu) or Michelle Bolles at the Maynard Hall front desk (740–726–6111). Whether your problem is big or small, always remember it is okay to ask for help.

C. Student Organizations and Activities

The Office of Student Life, Diversity, and Inclusion provides several ways to be involved in student organizations and student activities on the Ohio State Marion Campus. Studies have shown that students who get involved with campus organizations typically do better academically than those who do not. Student Life is the resource center to find an organization, activity, program, connect with others, and experience a sense of community. Along with all the fun activities and organizations in which students can participate, there are also great facilities for student use. The George H. Alber Student Center houses a fitness center, full-sized gymnasium, rock climbing wall, and game room. At the Student Center, students can participate in intramural sports, open gym nights, and gather together in the lounge for social activities. Look for flyers, posters, Buckeye Briefs, and visit the campus website at www.osumarion.osu.edu/student-life/ for more information about events.

Below is a list of student organizations and activities. For more information, please contact Karen Leuthold (740-725-6273; leuthold.12@osu.edu).

Active Minds – Active Minds is a powerful, national group with chapters established on over 350 college campuses across the country. The focus of the group is to reduce stigma and change the perception about mental health, one conversation at a time. Active Minds at The Ohio State University at Marion promotes wellness and compassion through events such as: Compliment Candies; National Day without Stigma; Stress Less Week; and PostSecretU. The group is accepting new members who want to make a difference on our campus!
Advisor: Leslie Beary (740–725–6349; beary.4@osu.edu)

The Arabic Club – The Arabic Club explores the richness of the Arabic culture. It promotes understanding of how the Arabic civilization led to the western renaissance. It is open to anyone interested in the Arabic language, culture, literature, travel, and participation in social/cultural activities that explore Arabic heritage and customs.
Advisor: Zuheir Alidib (740–725–6306; alidib.1@osu.edu)

Cornfield Review – A journal for the creative arts published once a year as a publication of The Ohio State University at Marion. The publication includes poems, short stories, personal essays, photographs, and drawings, and takes submissions primarily from OSUM students, faculty, and staff (http://english.marion.ohio-state.edu/cornfield).
Advisor: Dr. Ben McCorkle (740–725–6152- mccorkle.12@osu.edu)
Engineering Club – The Ohio State Marion Engineering Club provides a way for engineer majors to gather together and create a sense of community. The Ohio State Marion Engineering Club helps engineer majors through the journey of their educational and professional pursuits. Advisor: Penny Eyster (740–725–6246; eyster.9@osu.edu)

Le Cercle Français (French Club) – Developed to explore the diversity of French culture and to promote understanding of how French culture affects our everyday lives. For those interested in expanding your knowledge, language skills, traveling, and participating in social/cultural activities that explore the French traditions and customs. Advisor: Dr. Zuheir Alidib (740–725–6306; alidib.1@osu.edu)

Griffin Society – The Griffin Society is an Honors and social organization that encourages academic excellence and success through participation in honors classes and activities in a relaxed and friendly atmosphere. The Griffin Society is open to all students who maintain a 3.00 Grade Point Average or those that have successfully completed an Honors course. Advisor: Chris Daddis (740–725–6109; daddis.1@osu.edu)

“Kapow!” – The OSU Marion Writers’ Club – “Kapow!” – is an organization for students who are passionate about writing. Students meet bi–weekly during the academic year where they share, listen to, and give feedback to poetry, fiction, and creative nonfiction written by their fellow voyagers of the sweet words. Write on! Advisor: Stuart Lishan (740–725–6265; lishan.1@osu.edu)

Koru Group – This group teaches college students to manage stress and anxiety through the practice of mindfulness. Mindfulness is a way of paying attention to what is happening right now, by observing what’s going on inside (your thoughts, feelings, and physical sensations) and outside (your interactions and surroundings) with an open mind and without judging. By learning and practicing mindfulness participants can expect to:

- Improve focus, attention and academic performance
- Calm worry and nervousness and relax more
- Cope more effectively in stressful situations
- Sleep better and feel more rested
- Have a greater sense of well-being

This group is free to all OSU students and two four week sessions are offered each semester. It’s a short-term commitment, with long-lasting results! Advisor: Leslie Beary (740-725-6349; beary.4@osu.edu)

Multicultural Club – This group is open to all students who have an interest in learning about international cultures. Everything from food to religious traditions are experienced in the Multicultural Club. This club provides educational and fun events through panel discussions, films, guest speakers, and an annual International Festivals that attracts hundreds of people. Advisor: Shawn Jackson (740-725-6219; jackson.368@osu.edu)
Non–Traditional Student Organization – The trend of non–traditional students continues to grow on the Marion Campus. Whether you are 25 or 50, you are an integral part of Marion’s campus life! Non–traditional students bring life skills which are transferrable to the learning process. The Non-Traditional Student Organization encourages non–traditional students along every step of their journey in higher education.
Advisor: Karen Leuthold (740–725–6273; leuthold.12@osu.edu)

OnNotice – Contemporary a cappella vocal ensemble open to Ohio State students via audition. The group performs a variety of music from yesterday and today at campus functions and throughout the community.
Advisor: Wayne Rowe (740–725–6316; rowe.31@osu.edu)

OutLoud – The Ohio State University at Marion LGBTQ student organization. OutLoud aims to provide a safe space for LGBTQ students, those discovering their sexual orientation, and for aspiring allies of these students. Meetings consist of events and outreach, socializing and making new friends, and discussing relevant campus issues.
Advisor: Donna Bobbitt-Zeher (740-725-6180; Bobbitt-zeher.1@osu.edu)

CCO Marion Christian Fellowship – The CCO Marion Christian Fellowship is an interdenomina-
tional Christian group that works to meet the spiritual needs of students on The Ohio State Marion campus. CCO Marion Christian Fellowship hosts a weekly Bible study and a variety of other activities that foster a sense of community with their members.
Advisor: Karen Leuthold (740–725–6273; leuthold.12@osu.edu)

Soccer Club – To provide a friendly, social environment for athletes of all skill levels to socially engage students with members of the greater community through friendly soccer matches. The club promotes a healthy lifestyle of exercise and healthy eating to remain fit.
Advisor: Zuheir Alidib (740–725–6303; alidib.1@osu.edu)

Sociology and Criminology Club – To provide a forum for students interested in sociology and/or criminology to discuss and explore relevant career opportunities and professional pathways and engage in community outreach.
Advisors: Mariana Klochko (740–725–6243; klochko.1@osu.edu); Donna Bobbitt-Zeher (740-725-6180; Bobbitt-zeher.1@osu.edu)

Social Work Club – This student organization is for pre–social work and social work majors who are looking to learn and explore more about this profession as well as ways to embrace differences, seek justice, and be the change on the Marion campus and the community.
Advisors: Teri Kinsway (740-725-6185; kinsway.1@osu.edu);
Kathleen Clemons (740-725-6251; clemons.8@osu.edu);
Leslie Beary (740-725-6349; beary.4@osu.edu)

Swahili Club – The Swahili Club promotes the cultures in which the Swahili language is spoken. The club is a learning experience and educational in the exploration of east African culture.
Advisor: Zak Nyongesa (614–622–7977; nyongesa.1@osu.edu).
Undergraduate Student Government – Serve the administration by offering an undergraduate perspective in matters of campus policy, student activities, and other matters impacting undergraduate students of Ohio State Marion. This body shall act as the primary liaison between the undergraduate student body and the administration, faculty, and staff.
Advisor: Lynda Behan (740–725–6284; behan.4@osu.edu)

Veterans of Marion Campus – This organization assists any active, inactive, or retired military person with transition from military to civilian life. This assistance includes transitional information concerning financial, personal, emotional, and governmental issues. It also includes issues to assist with entry into and maintaining college attendance.
Advisors: Leslie Beary (740–725–6349; beary.4@osu.edu);
Sharon Gattshall (740–725–6279; gattshall.2@osu.edu)

Video Game Club – To gather students with a common interest of video games to talk, play and sponsor events about video games.
Advisor: BenMcCorkle (740–725–6152; mccorkle.12@osu.edu)

New Student Organizations – Various student organizations are registered with the Office of Student Life/Diversity and Inclusion on an annual basis. These organizations exist because students formed them based on their own personal interest. The procedure listed below shows how to get an organization started.

- Have three students to serve as student leaders for the group (all of whom must be enrolled in at least six credit hours per quarter at Ohio State Marion, and maintain a quarterly grade point average of at least 2.0).
- Enlist the support of a faculty or staff member who is employed on a full-time basis with the University.
- Prepare a constitution that outlines your student organization name, purpose, and governance/operating procedures.
- Have one member of the group attend leadership training events provided by the Office of Student Life/Diversity and Inclusion.
- Once you have secured these requirements, contact Program Coordinator Karen Leuthold (740-725-6273, leuthold.12@osu.edu), or come to Morrill 164 to complete a registration form. A registration form must be completed every year and anytime a student leader or adviser changes. Once you register your organization and are approved, you will receive information about funding for your group.

Office of Student Life:
Shawn Jackson, Director
100H Maynard Hall
740–725–6219
jackson.368@osu.edu

Leslie Beary, Counselor
100G Maynard Hall
740–725–6349
beary.4@osu.edu

Karen Leuthold, Program Coordinator
Morrill Hall, Room 164
740–725–6273
leuthold.12@osu.edu
D. Student Employment

**Off–Campus Employment** – Employers send job postings to OSU Marion in search of college graduates or enrolled students for full–time, part–time, temporary, or seasonal employment, as well as seeking interns. Making direct contact with the employer is your responsibility; however, the Coordinator of Career Services is available to help you make a positive impression during the application process.

Ohio State Marion students seeking off–campus employment are encouraged to subscribe to one or more free listserv groups, which give the subscriber the opportunity to have job postings sent directly to his/her OSU email account. See the Career Services Employment website for more details and how to subscribe – http://www.osumarion.osu.edu/career. Paper copies of employment opportunities are kept in the Job Postings Notebook in Career Services Office. Postings remain in the notebook for one month from the date of arrival.

**On–Campus Employment** – Student employee positions are available for both work study and non–work study students on a semester–by–semester basis. Individual department budgets will determine the ability to hire a non–work study student versus a work study eligible student. In order for a student to qualify for a position, he/she must meet the following requirements: enrolled a minimum of six credit hours each semester; in good standing academically with a GPA of at least 2.0; and all fees must be paid before starting to work each semester. The Marion Campus current student employee pay range is a minimum of $8.10 per hour. Rate of pay depends on the level of knowledge and skills necessary to perform the duties associated with the position. Students may hold more than one position at a time, as long as the total hours worked do not exceed 20 hours per week.

Several different departments utilize student employees throughout the year. It is often possible to obtain a position in your field of study or of interest to you. Student employment within the university can provide opportunities to develop valuable skills that you may want to include on your resume. Student positions are considered temporary employment and do not earn paid time off (i.e., sick leave, paid vacation, holiday pay, medical/dental/vision benefits). Student positions that involve cash handling and/or use of university vehicles/machinery require the successful completion of a criminal background check (paid by the university).

**Work Study** – Work Study is a federally–funded award, and a student must apply when completing his/her annual FAFSA (February 15 deadline). Work Study is a financially need–based award, and students must meet eligibility guidelines to qualify. The Federal Work–Study Office on the Columbus campus will determine a student’s annual award in accordance with the federal guidelines each year.

There are three steps to the Federal Work–Study Program: **APPLY … AWARDED … ACCEPT**

**APPLY:** Complete the necessary information on the annual FAFSA form. Students must apply each year during the FAFSA process.

**AWARDED:** The Federal Work–Study Office on the Columbus campus will determine who is eligible and the amount of the annual award. Students are able to see their award on their Student Center financial page.

**ACCEPT:** A student may receive a Federal Work–Study Award, but until she/he accepts the award online, the award funds will not be disbursed to pay wages for a student employment positions.
How to Apply for a Student Employment Position on the Marion Campus – Go to the following website: https://intraweb.marion.ohio–state.edu/a2/main.php. Don’t have a password? Select “If you would like an OSUM intraWEB password,” and type your lastname.# (your OSU email address); you do not need the “@osu.edu.” A new password will be sent to your email address. Once you have your temporary password, return to the intraWEB site and sign in. You must change your temporary password to continue. Select the “Student Jobs” link on the left side of the screen. All open student positions for the Marion Campus will be listed on this site. Select one or all of them; then complete and submit the application(s). A tutorial is available on this site if you need assistance.

Please Note: A student cannot start working until the required employment paperwork is completed in the Human Resource Office. Any hours worked prior to the completion of the required employment paperwork will be considered volunteer time.

Office of Human Resources:
250 Maynard Hall
740-725-6227
http://osumarion.osu.edu/hr
FREQUENTLY USED CONTACTS

Student Services
100 Maynard Hall

Academic Advising:
740–725–6334

Admissions/Financial Aid:
740–725–4262

Operator/Campus Switchboard:
740-725-6111

Student Life, Diversity, and Inclusion:
740–725–6219

Counseling and Wellness Services:
740–725–6349

Student Organizations Coordinator:
164 Morrill Hall
740-725-6273

Career Services:
124 Maynard Hall
740–725–6344
smith.4818@osu.edu

Disability Services:
128 Maynard Hall
740–725–6247
marionds@osu.edu

Fax Number:
740–725–6258

Academic Enrichment Center
216 Morrill Hall
740–725–6236 or
740–725–6296

Business Office
140 Maynard Hall
740–725–6200
740–725–6332 (Fax Number)

Campus Bookstore
Alber Student Center
740–725–6241
740–725–6301 (Fax Number)

Human Resources
250 Maynard Hall
740–725–6227

Library
Library Classroom Building
740–725–6254
740–725–6309 (Fax Number)

Alber Student Center
740–725–6206

Computer Lab
220 Library Classroom Building
740–725–6329

Math Lab
222 Morrill Hall
740–725–6296

Morrill Hall Main Office
150A Morrill Hall
740–725–6264

Student Escort Service
142 Morrill Hall
740–725–6300

Public and Campus Safety Office
140 Morrill Hall
740–725–6300
740–725–6178 (Fax Number)
Public Safety Supervisor: Ron Kuszmaul

Other Safety Numbers
Marion Sheriff’s Office
740-382-8244

Marion State Highway Patrol
740-383-2181

The Ohio State University Police
614-292-2121

Miscellaneous
EMERGENCY: 911
**Frequently Used Marion Web Sites**

Ohio State Marion web site:
   osumarion.osu.edu

Class schedules for Marion:
   osumarion.osu.edu/schedules

Closings and Delays
   http://osumarion.osu.edu/files/Class_Schedules/Cancellations.html

Directions and Maps:
   osumarion.osu.edu/directions

Marion Campus Library:
   library.marion.ohio-state.edu

Bookstore:
   marionbookstore.bncollege.com

Campus News and Information:
   osumarion.osu.edu/buckeyebriefs

**Frequently Used University Web Sites**

The Ohio State University web site:
   osu.edu

Buckeye Link:
   https://buckeyelink.osu.edu/

Email:
   https://email.osu.edu/

Carmen:
   https://carmen.osu.edu/

University Libraries:
   library.osu.edu

Academic Calendar:
   registrar.osu.edu

Colleges and Schools:
   osu.edu/academics/a-z.html

GPA Calculator:
   ehe.osu.edu/ugss/advising-basics/gpa
**BUCKEYE LORE – Origins of the Buckeye Name**

The use of the term “Buckeyes” to refer to Ohio State University athletic teams derives from the even wider use of the term to refer to all residents of the State of Ohio.

The university’s Athletic Council officially adopted the term in 1950, but it had already been in use for many years before. It was firmly established by 1920, and most records indicate that it had probably been used with some frequency to refer to Ohio State and its athletic teams since before the turn of the century.

The history of “Buckeye” is a bit fuzzy. The Buckeye (aesculus glabra) is a tree native to Ohio and particularly prevalent in the Ohio River Valley, whose shiny dark brown nuts with lighter tan patches resemble the eye of a deer. Settlers who crossed the Allegheny Mountains found it to be the only unfamiliar tree in the forest. Perhaps its uniqueness contributed to its popularity, because it had few other attractions. Pioneers carved the soft Buckeye wood into troughs, platters, and even cradles. Before the days of plastic, Buckeye wood was often used to fashion artificial limbs. The inedible nuts are attractive, and folk wisdom told that carrying one in a pocket brings good luck and wards off rheumatism. However, in general, the trees and nuts are of little practical use: the wood does not burn well; the bark has an unpleasant odor; and the bitter nut meat is mildly toxic. Still, the tree has grit. It grows where others cannot, is difficult to kill, and adapts to its circumstances. Daniel Drake, who once spoke on behalf of the Buckeye in Cincinnati in 1833, said, “In all our woods there is not a tree so hard to kill as the Buckeye. The deepest girdling does not deaden it, and even after it is cut down and worked up into the side of a cabin it will send out young branches, denoting to the entire world that Buckeyes are not easily conquered and could with difficulty be destroyed.”

The first recorded use of the term to refer to a resident of the area is in 1788, fifteen years before Ohio became a state.

Colonel Ebenezer Sproat, a 6’4” man of large girth and swashbuckling mannerisms, led the legal delegation at the first court session of the Northwest Territory, held in Marietta. The Native Americans in attendance greeted him with shouts of “Hetuck, Hetuck” (the Indian word for Buckeye), because they were impressed by his stature and manner. He proudly carried the Buckeye nickname for the rest of his life, and it gradually spread to his companions and to other local white settlers. By the 1830s, writers were commonly referring to locals as “Buckeys.”

It was the presidential election of 1840, though, that put the term permanently in the vocabulary. William Henry Harrison, who traded his Virginia–born aristocratic background for a more populist image as a war hero and frontiersman living on the banks of the Ohio River just west of Cincinnati, adopted the Buckeye tree and Buckeye nuts as campaign symbols. At the Whig convention, Harrison delegates carried Buckeye canes, decorated with strings of Buckeye beads. The Buckeye nut was a precursor to today’s campaign buttons. The Buckeye became indelibly linked with Ohio.

The Ohio Buckeye is one of 13 recognized members of the genus Aesculus, seven of which are native to North America, one to Europe (the Horse Chestnut) and five to Asia. The Ohio Buckeyes’ five–fingered leaflet, along with the nut, is sometimes used as a symbol for The Ohio State University and is incorporated in its Alumni Association logo. Buckeye leaf decals are awarded to Ohio State football players for outstanding efforts on the field; players with many buckeye leaves on their helmets are indeed honored.

It is rare for an athletic team to be named after a tree, but the Buckeye name is so ingrained in the history and lore of the state and the university that few stop to consider how unusual it is. It is native, tenacious, attractive and unique – traits that Ohioans and Ohio State alumni are proud with which to be associated.
Oh! Come let’s sing Ohio’s praise,
And songs to Alma Mater raise;
While our hearts rebounding thrill,
With joy which death alone can still.
Summer’s heat or winter’s cold,
The seasons pass, the years will roll;
Time and change will surely show
How firm thy friendship O-hi-o.

These jolly days of priceless worth,
By far the gladdest days of Earth,
Soon will pass and we not know,
How dearly we love O-hi-o.
We should strive to keep the name,
Of fair repute and spotless fame,
So, in college halls we’ll grow,
To love the better, O-hi-o.

Tho’ age may dim our mem’ry’s store,
We’ll think of happy days of yore,
True to friend and frank to foe,
As sturdy sons of O-hi-o.
If on seas of care we roll,
‘Neath blackened sky, o’er barren shoal,
Tho’ts of thee bid darkness go,
Dear Alma Mater O-hi-o.