2018-2019
Campus Resource Guide

THE OHIO STATE UNIVERSITY
MARION
Campus Resource Guide
2018–2019

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Welcome to The Ohio State University at Marion!

This is an exciting time to pursue a degree from The Ohio State University. Ohio State has been recognized for years as the flagship educational institution in Ohio. Now, Ohio State is achieving increased recognition 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 this is your opportunity campus, a place for students from all backgrounds to access and complete a university education in preparation for the next step in their lives.

As Dean and Director, I am honored to share information about our enhanced academic offerings, academic and student support services, facilities, and of course, our wonderful faculty and staff. We have added new courses and degree programs that students are able to complete on the Marion campus, and more are coming in the future. We have made investments to increase the number and scope of academic support services available. And our new science and engineering building provides an outstanding platform for students and faculty to engage in learning, teaching, and research.

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

As we grow, it becomes even more important to be sure you, our students, know about Ohio State Marion’s expanded programs and services. This Campus Resource Guide is one means to equip you with the pertinent information about Ohio State Marion and Ohio State to assist you in making 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
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**Buckeye Lore and Carmen Ohio**

The 2018–2019 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.
## Important Dates and Deadlines

| 7 days before the term begins | - Last day to pay fees, tuition, and prior term balance without penalty  
- TOPP payment due – #1  
- Last day to withdraw from Student Health Insurance |
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<td>6 days before the term begins</td>
<td>- Late payment penalty of $200 begins</td>
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<td>1st day of the term</td>
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| Week 1 – Friday               | - Last day to add a course without 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 – must petition to add a course after today  
- 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/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  
- Last day to petition Grade Forgiveness Rule |
| Week 10 – Friday              | - Last day to drop a course or withdraw without petitioning  
- Last day to apply for your Associate of Arts Degree |
| Week 8                        | - Priority Scheduling Enrollment Appointments Open (Honors, Military, ODS)  
- TOPP payment due – #3 |
| Week 9                        | - Graduating Seniors Enrollment Appointments Open |
| Week 10                       | - Rank 4 Enrollment Appointments Open |
| Week 11                       | - Rank 3 Enrollment Appointments Open |
| Week 12                       | - Rank 2 Enrollment Appointments Open  
- TOPP payment due – #4 |
| Week 13                       | - Rank 1 Enrollment Appointments Open |
| Weeks 14 & 15                 | - Last day of regularly scheduled classes,Reading Day, and Final Examinations |
| Following Sunday              | - Commencement |

Scholarships open – October 1; FAFSA deadline – February 1.  
Helpful Hints for New Students

**Classes Begin:**
- Autumn 2018: Tuesday, August 21
- Spring 2019: Monday, January 7
- Summer 2019: Monday, May 6

**Buckeye Link**
Your one-stop destination for essential Ohio State resources and services. Log in at buckeyelink.osu.edu.

**Carmen**
Most instructors use the Ohio State course management system at www.carmen.osu.edu. A few days before classes begin, log in to Carmen with your username and password to view your syllabus and course requirements.

**Email**
Be sure that your Ohio State email account is activated and that you can view your messages. You are responsible for all correspondence sent to your Ohio State email. You can expect correspondence from faculty, your Academic Advisor, class cancelation notices, and Buckeye Alert.

**Buckeye Alert**
The Buckeye Alert notification system through the Ohio State Public Safety Office will be used when a campus 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. The Buckeye Alert system uses email, cable television, local media outlets, and campus telephones to notify campus of an ongoing emergency. Search Buckeye Alert from any OSU website for more information.

**Fees**
The deadline for tuition and fee payments is one week prior to the first day of class. You may pay by mail or at the Business Office in Maynard Hall. The $200 late fee is assessed the day after tuition is due. The late fee is $300 after the second Friday of the term. If payment is not made by the second Friday, your classes will be dropped. To view your charges, go to your Buckeye Link and click on Account Inquiry under Finances.

**BuckID Card**
Your BuckID photo can be taken at the Alber Student Center (across from the Bookstore). You must have a photo I.D. and your student nine-digit OSU ID number in order to obtain your BuckID.

**Student Health Insurance**
All students are enrolled in the Student Health Insurance plan, unless they waive it. This is an annual contract renewed every Autumn semester. The enrollment selection that the student chooses is binding for the entire full policy year, including Summer, if they remain enrolled in eligible classes. To waive health insurance coverage, go to your Buckeye Link and click on “Select/Waive Coverage.” Be sure to have your health insurance card with you before you begin the waiver process so you can enter your health insurance coverage information. For more information, go to shi.osu.edu.
Parking
Enrolled students are permitted to park in any student lot on campus. Faculty and staff parking is available in the lot south of Maynard Hall and is accessible with your BuckID. Visitor parking is in front of Maynard Hall. ADA Accessible spaces for disabled drivers are available in all parking areas with the display of a state-issued disability placard. There is no charge for parking on the Marion campus, and vehicles do not need to be registered.

Bulletin Boards
There are many bulletin boards on the Marion Campus. Each is updated by a different department within the university. Most bulletin boards are specific to different majors and programs that are offered on the Marion Campus. For general posting, 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://osumarion.osu.edu/buckeyebriefs/.

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

Copiers/Printers
Public copiers are located in the Library and the Academic Success Center.

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 machine locations: The Alber Student Center; Morrill Hall first floor Student Lounge; 221 Library Classroom Building; first and second floors of the Science and Engineering Building; and in Maynard Hall (just inside the back door). Refunds for all vending machines are handled through the Office of Admission in Maynard Hall or in 150A Morrill Hall.

First Aid
First-aid supplies are available in the following areas: Office of Admission, Alber Student Center office, Library Circulation Desk, 150A Morrill Hall, and in 216 Morrill Hall (Academic Success).

Financial Responsibility Statement
Each semester, students must sign a Financial Responsibility Statement by completing the online agreement that appears on the “To Do List” on their Buckeye Link. Clicking the three boxes indicates the student understands that fees must be paid on time and if they are not, late fees will be assessed. Students cannot register for classes in any term unless they have completed this online agreement.
Class Schedule
You can view your schedule from your Buckeye Link through buckeyelink.osu.edu. Room locations are listed on your class schedule but are subject to change. Check your class schedule online right before classes begin to verify locations. The online class schedule on your Buckeye Link will have the most current information.

Class Cancellations
If an individual class has been cancelled for the day, you will receive an email from your instructor.

Campus Closing
Campus closings are rare on the Marion campus. During times of inclement weather, please keep a close watch on the Marion campus website, as well as TV and radio stations in the area, for weather-related closings.

Classroom Hints
- Go to class!
- Read the syllabus.
- Check your Ohio State email daily to keep track of what is going on at Ohio State Marion.
- Check your Buckeye Link frequently to make sure you are on top of items on your “To Do” list.
- Check with Financial Aid and Academic Advising if you are considering dropping a class.
- Keep a calendar with deadlines, dates, reminders for your classes, and other events in your life. Prioritization of time is critical to becoming a successful student. During the average semester, students feel periods of elevated stress between class assignments. To reduce stress and use time effectively, make a weekly time schedule.

Although the particular subject you study will change from day to day depending on which class has a test or paper due, your study times should remain consistent – at least two hours of study for every one hour of class.

Financial Aid
In order to maximize your financial aid options, be sure to reapply every year by the February 1 deadline. If you have questions or concerns, see financial aid on pages 29–30.

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

Scholarship applications open – October 1;
The annual deadline for financial aid applications (FAFSA) is February 1.
FERPA
On your Buckeye Link, you should read and review The Student Release of Information – FERPA – and decide whether you want to grant any individuals access to your record.

If so, go to your Buckeye Link and select Student Information Release under Personal Information. Enter the names and contact information for those to whom you wish to grant access to your record. Enter an access code – one you will share with those you have listed. Those listed will use the access code to see your records. By completing this step, university staff can talk to any individual listed your specific record – academic financial aid, and/or account.

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.

Campus Buildings
LC = Library Classroom Building
MY = Maynard Hall
MR = Morrill Hall
MSE = Marion Science & Engineering Building
SD = Alber Student Center

Marion campus maps are available online at:
https://osumarion.osu.edu/assets/marion/uploads/osum_map2.pdf

Frequently Used Web Sites
Ohio State Marion web site:
osumarion.osu.edu

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

Directions and Maps:
osumarion.osu.edu/about/directions.html

Marion Campus Library:
http://marionlibrary.osu.edu/

Bookstore:
marionbookstore.bncollege.com

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

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

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

Academic Calendar:
http://registrar.osu.edu/

Grade Point Average (GPA) Calculator:
http://ehe.osu.edu/ugss/advising-basics/gpa/
Campus Directory – Frequently Used Contacts

**Student Services**
100 Maynard Hall  
740–725–6258 (fax)

- **Academic Advising**  
  740–725–6334

- **Admissions and Financial Aid**  
  740–725–6242

- **Student Success Counselor**  
  740-725-6017

- **Counseling and Wellness Services**  
  740–725–6349

- **Student Life, Diversity, and Inclusion**  
  740–725–6219

- **Retention & Educational Outreach Programs**  
  740–725–6126  
  [trapp.22@osu.edu](mailto:trapp.22@osu.edu)

- **Student Organizations Coordinator**  
  Morrill 164  
  740–725–6273

- **Student Activities**  
  104 Alber Student Center  
  740–725–6226

- **Career Services**  
  124 Maynard Hall  
  740–725–6344

- **Disability Services**  
  128 Maynard Hall  
  740–725–6247

- **Academic Success Center**  
  216 Morrill Hall  
  740–725–6236

- **Alber Student Center**  
  104 Alber Student Center (BuckID Office)  
  740–725–6206

**Business Office**
140 Maynard Hall  
740–725–6200  
740–725–6332 (fax)  
[BOG@osu.edu](mailto:BOG@osu.edu)

**Campus Bookstore**
Alber Student Center  
740–725–6241  
740–725–6301 (fax)  
[bksmarion@bncollege.com](mailto:bksmarion@bncollege.com)

**Communications Office**
145 Maynard Hall  
740–725–6124

**Consultant Assessment Team (CAT)**  
740–725–6219

**Faculty Services – Morrill Hall**
150A Morrill Hall  
740–725–6264

**Human Resources**
250 Maynard Hall  
740–725–6227  
740–725–6102 (fax)

**Informational Technology**
220A Marion Campus Library  
740–725–6329

**Library**
Marion Campus Library  
740–725–6254  
740–725–6309 (fax)  
[marionlibrary@osu.edu](mailto:marionlibrary@osu.edu)

**Notary Public**
100-03 Maynard Hall  
240 Maynard Hall  
740–725–6107  
740–725–6223  
[erickson.138@osu.edu](mailto:erickson.138@osu.edu)  
[passet.8@osu.edu](mailto:passet.8@osu.edu)
**Campus Ombudsman**
116 Morrill Hall
740–725–6166
maharry.1@osu.edu

**Marion Campus Honors Program**
116 Morrill Hall
740–725–6166
maharry.1@osu.edu

**Physical Facilities/Maintenance**
Maintenance and Receiving Building
740–725–6288
crisler.6@osu.edu

**Room Reservation Requests**
marionroombookings@osu.edu

**Campus Switchboard**
740–725–6111

**Public and Campus Safety Office**
138 Morrill Hall
740–725–6222 or 740–725–6300
740–725–6178 (Fax)

  Sergeant Mark Beaschler  
beaschler.5@osu.edu

  Officer Josh Alexander  
alexander.206@osu.edu

  Student Safety Escort Service  
142 Morrill Hall  
740–725–6300

**Other Safety Numbers**
Marion Sheriff’s Office
740–382–8244

Marion State Highway Patrol
740–383–2181

Marion General Hospital
740–383–8400

The Ohio State University Police (Columbus)
614–292–2121

Domestic Violence Shelter
740–382–8988

Contact Care–line
740–383–2273
(Crisis, Prevention, Support, Information, and Referral)

**Miscellaneous**
EMERGENCY:  911

**Complete Marion Campus Directory**
http://osumarion.osu.edu/faculty-and-staff/
Academic Programs

Semester System

The Ohio State University operates on the Semester System. The academic year is divided into semesters. Autumn and Spring semesters have 14 weeks of classes, followed by a week for final exams. Summer semester is unique, consisting of a variety of options depending on which campus you attend.

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 – which are college and major specific – 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
- Foreign Language
- Global Studies
- Issues of the Contemporary World

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 included in the online course catalog, accessible through Buckeye Link.

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.

Open Options/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.

Honors Program/Classes

Beginning your first semester at Ohio State, you may 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 classes. 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. Students who are part of the Honors Program benefit from an environment of academic

Consult the course catalog and major requirements for the minimum grade required for specific courses.
enrichment, special grants and scholarships, individual and personalized attention, priority scheduling, personalized attention, and diverse academic opportunities.

An “E” following the course number (Psychology 1100E) designates classes that have an honors component alongside of the regular course. 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. John Maharry, Department of Mathematics (740–725–6166; maharry.1@osu.edu), for more information.

**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; College of Nursing, etc. Major programs within the colleges of Ohio State fall into three categories: structured; selective; and competitive. It is important that you understand the process to be accepted to both your College and your major program.

- **Structured**—Complete specific courses at the minimum final grade required by the college. You do not need to formally apply to your major, but your college may require major coursework be completed in a sequential order. Maintain the overall minimum Grade Point Average (GPA) set by your college to stay in your major. **Examples:** Psychology, English, History, Criminology.

- **Selective**—Your college will provide a list of specific criteria you must complete to be admitted into your major program. An overall minimum GPA is required. Until these requirements are met, you will be considered a pre-major in your area. Meeting these requirements usually guarantees admission to the program at which time you will move from a pre-major to a major. Prepare by communicating with your Academic Advisor and reading all material provided by your college office. **Examples:** Social Work, Communications.

- **Competitive**—Like selective majors, competitive majors have criteria that must be met to apply to the college and major. However, unlike selective majors, there is limited space within the program. This means there is no guarantee of admission into the program. GPA is important and your college will provide a minimum GPA requirement to be admitted to the major. Be aware, meeting minimum GPA does not guarantee admissions. Often the GPA of those selected for admission is much higher than the minimum listed because of the competitive nature of the major. **Examples:** Engineering, Business, Early and Middle Education, Nursing.

NOTE: Application deadlines apply for competitive programs. Prepare by communicating with your Academic Advisor and reading all material provided by your college office. To find more information on all Colleges at the university and the majors they offer, please visit: [https://www.osu.edu/academics/a-z.html](https://www.osu.edu/academics/a-z.html)

**Majors**

Over 200 majors are available at The Ohio State University. Students at Ohio State Marion can begin course work for any one of these degree programs. A complete listing of majors is available at [http://majors.osu.edu/](http://majors.osu.edu/).
The following majors may be completed in their entirety at Ohio State Marion:

- Biology
- Business Administration
- Early Childhood Education
- English
- Child and Youth Studies
- History
- Middle Childhood Education
- RN to BSN in Nursing
- Psychology
- Social Work

Early conversations with your Academic Advisor are necessary for the following programs:

**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.

**Personalized Study Program** –
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

**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.

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**Minors**

At Ohio State there are over 180 minors offered. Minors are not required for most majors for graduation. A minor is an area of study made up of 12–15 credits different from their major course requirements a student is completing for their college major. A minor broadens the value of a Bachelor’s degree and can strengthen post college job searches and careers. All coursework for a minor must be completed prior to graduation for a Bachelor’s Degree.

All minors require a minimum cumulative GPA of 2.0 with additional minimum grade for some courses. These requirements varies by minor and the detailed information on requirements on minors can be found at [http://ascadvising.osu.edu/programs/minors/list](http://ascadvising.osu.edu/programs/minors/list) or the college webpage who offers the minor.

Minors offered at the Marion campus (see Academic Advising for more information):

- Anthropology (Cultural)
- Business
- Creative Writing
- Criminology
- Education
- English
- Environmental Science
- Evolution and Ecology
- Film Studies
- History
- Political Science
- Professional Writing
- Psychology
- Sociology
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. Contact your regional Academic Advisor to apply. (Columbus advisors cannot file Associate of Arts applications.)

- 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 the 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 Music, Photography, Ceramics, or Glass, as well as Art, 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.).

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

Enrollment Appointment

Students use a web registration system to schedule courses at Ohio State. Your Enrollment Appointment refers to the date and time you can begin to schedule your classes for the upcoming semester. Obviously, to get the best selection of courses, you should schedule as close to this date as possible.

- **How to Find Your Enrollment Appointment** – Around the fourth week of each semester, you will receive an email from the Registrar’s Office. This email will contain important information and will direct you to your Buckeye Link where you can find your Enrollment Appointment for the following semester.

- **Scheduling Priorities** – Your Enrollment Appointment will be based on:

  - Priority Scheduling – Honors; students with disabilities; Veterans; varsity athletes.
  - Graduating Seniors – Rank 4 (90 or more credit hours).
  - Seniors – Rank 4 – Rank 4 (90 or more credit hours).
  - Juniors – Rank 3 (60 credit hours < than 90).
  - Sophomores – Rank 2 (30 credit hours < than 60).
  - Freshmen – Rank 1 (0 credit hours < less than 30).

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.

General Education (GE) Curriculum Sheets and Major Information Sheets
- Obtain your Major Information and General Education Curriculum Sheet from the appropriate college or department website: [http://www.osu.edu/academics/a-z.html](http://www.osu.edu/academics/a-z.html).

Degree Audit and Advising Report
- Accessible through Buckeye Link: [http://www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu).
- Degree audits compare courses you have taken with specific requirements for a selected major.
- Advising Reports (unofficial transcript) contain semester history of all OSU coursework including grades earned.

Schedule Planner
- Available on the front page of your Buckeye Link.
- Allows you to enter courses you wish to take in a given term on a specific campus (more useful when looking for classes on the Columbus campus where many sections of a particular course exist).
- 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 Buckeye Link enrollment page rather than entering each class number individually.
Planning Your Schedule

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

Access the Marion class schedule by going to the Marion web page → osumarion.osu.edu → and click on Class Sched. After choosing the appropriate semester, click on the Course Number where you find course description information, including prerequisites. Using this schedule, you will find detailed course information including:

- Which courses are offered in the upcoming semester, along with the specific days and times courses are offered.
- Class number for each section of each course – this is the four or five numbers you will enter when scheduling a class.
- Class size – Most classes in Marion have an average of 34–40 students in the class. Some classes that utilize computer labs will have less.
- Make sure that you know the GE requirements for your degree and that you have the most recent list of major and GE requirements for your major.
- What are your other obligations – employment, family responsibilities, internships, sports and recreation, extracurricular activities, social activities? If your program permits, schedule a combination of GE courses, major courses, and electives. Do you need to concentrate on raising your GPA? Plan to take courses in which you expect to do well.
- Check your student “To Do List” to see if there are any Holds on your account. Resolve any Holds prior to your Enrollment Appointment. Failure to do so may prevent you from being able to schedule your classes. Something as simple as a library fee or an unpaid parking ticket can result in a hold being placed on your record.
- Determine how many credit hours you need per semester. For financial aid and registration purposes:
  
  - 12 credit hours = full-time (12 to 18 hours)
  - 9–11 credit hours = ¾ time
  - 6–8 credit hours = 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 requires permission and will result in increased tuition costs.
- Marion campus students with less than 30 earned hours or less than a 2.00 GPA are not eligible to register for ANY Columbus Campus course without specific permission from an academic advisor on their respective Regional Campus.

Plan a tentative schedule. Make sure you have backup choices in case your first-choice courses are no longer available when your Enrollment Appointment opens. 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. (If you search for classes on any OSU campus, you can use this procedure.)
Schedule an appointment to see your Academic Advisor well before your Enrollment Appointment. The planning process for scheduling for future semesters is ongoing, and much of the work can be done in advance. You do not need to know when your registration Enrollment Appointment time opens or have the next semester’s schedule to make good use of a consultation with your advisor.

Registering for Classes

Since registration is live, 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.

You may add yourself to the waitlist of a class if necessary, keeping in mind:
- If you are currently enrolled in one section of a class, you cannot add yourself to the waitlist of another section of the same class.
- Do not schedule alternate courses at the same time as a class for which you are on the waitlist.
- You can put yourself on the waitlist of multiple sections of a class. (See page 15 for more information about waitlists.)

Be sure you have completed all steps for course registration by confirming “enrolled” status on your class schedule.
Add Classes

1. Select classes to add

To select classes in another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Add to Cart:
Enter Class Nr:

Find Classes:

<table>
<thead>
<tr>
<th>Class</th>
<th>Days/Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCVWORK 3101-0010 (27322)</td>
<td>Online</td>
<td>L. Harrington</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SOCVWORK 3301-0010 (27333)</td>
<td>Online</td>
<td>J. Komen</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SOCVWORK 3401-0010 (27334)</td>
<td>Th 6:00PM - 8:45PM</td>
<td>Morrill Hall 160</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>SOCVWORK 3501-0010 (27335)</td>
<td>Tu 6:00PM - 8:45PM</td>
<td>Morrill Hall 219</td>
<td>L. Bean</td>
<td></td>
</tr>
</tbody>
</table>

Proceed to Step 2 of 3

Add Classes

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Confirm Add:

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCVWORK 3101-0010 (27322)</td>
<td>Prof Val &amp; Ethics (Lecture)</td>
<td>Online</td>
<td>L. Harrington</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SOCVWORK 3301-0010 (27333)</td>
<td>Lifespan Development (Lecture)</td>
<td>Online</td>
<td>J. Komen</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SOCVWORK 3401-0010 (27334)</td>
<td>Discover Evidence (Lecture)</td>
<td>Th 6:00PM - 8:45PM</td>
<td>Morrill Hall 160</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>SOCVWORK 3501-0010 (27335)</td>
<td>Engage &amp; Int Skill (Lecture)</td>
<td>Tu 6:00PM - 8:45PM</td>
<td>Morrill Hall 219</td>
<td>L. Bean</td>
<td></td>
</tr>
</tbody>
</table>

Finish Enrolling
Wait List Instructions

You can choose to be placed on a wait list if a class you want to schedule is full. You must meet all prerequisites for the course before you can be waitlisted for the course.

Wait List Notes

- Check your wait list position on your Buckeye Link frequently prior to the start of the semester; check the wait list daily throughout the first week of classes.

- The wait list is only active through the first Friday of the semester. After the first Friday, the wait list goes away.

- You will be added into a course from the wait list on a “first-on, first-off” basis as space becomes available that fits your schedule. **PLEASE NOTE: You will not be notified that you have been added to the class; you need to check your schedule.**

- You should attend the first week of class with a Course Enrollment Permission Form if your wait list number is low, but check with your Academic Advisor first!

Adding and Dropping Classes

Adding Classes

- Once your Enrollment Appointment opens and all Holds are removed, you are able to add classes on your Buckeye Link until 5:00 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. Get a Course Enrollment Permission Form from the Academic Advising Office (100 Maynard Hall). Take it to the faculty member for a signature and return the completed form to the Academic Advising Office 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, but 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 will not be able to drop classes online. You will need to complete a Change Ticket – available in the Academic Advising Office – 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.

**Withdrawing from the University**

If you drop all of your courses for a semester, you are withdrawing from the university. You should meet with your Academic Advisor to drop classes and complete an official withdraw form.
Grades and Grade Point Average (GPA)

Calculating Your Grade in a Course

You will receive a course syllabus for each class you take at Ohio State. A syllabus contains essential information about the course such as:

- Instructor’s name and contact information – email address, phone number, office location.
- Office Hours – times the instructor is available to meet with students.
- Course material – textbooks and other material required or suggested for the course.
- Course objectives – the goal/s of the course and what you can expect to know, learn or experience by engaging in the course.
- Course timeline – list of readings, homework, quizzes, midterms, labs, exams, etc.
- Viewing Your Grades During the Semester – Your instructor will likely let you know where you can find your grades throughout the semester during the first week of a course. If you are not sure where to find this information, please ask your instructor. Some instructors post grades in Carmen; some do not. Please Note: the default setting in Carmen displays your grade calculating only the assignments you complete. This can be very misleading! For example, if you complete one small assignment and earn a 10/10 on that assignment, it will show your course grade as 100%, even if your overall grade in the course is failing.
- Grading scale – how your course grade will be calculated.

It is important to understand that your final grade in each class may be calculated differently. For example, you may have a course where your final grade is only based on three midterms and a final exam. Another course may have lab grades, quiz grades, and an exam. Some courses may not award points for attendance; others may. It is critical that you read your syllabi carefully and are clear on the grading policy for each course. If you have questions about how your course will be graded or where to locate your grade, speak with your instructor. Most courses will use the standard OSU grading scale, listed below.

**OSU Standard Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93–100</td>
</tr>
<tr>
<td>A−</td>
<td>90–92</td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>83–86</td>
</tr>
<tr>
<td>B−</td>
<td>80–82</td>
</tr>
<tr>
<td>C+</td>
<td>77–79</td>
</tr>
<tr>
<td>C</td>
<td>73–76</td>
</tr>
<tr>
<td>C−</td>
<td>70–72</td>
</tr>
<tr>
<td>D+</td>
<td>67–69</td>
</tr>
<tr>
<td>D</td>
<td>60–66</td>
</tr>
<tr>
<td>E</td>
<td>0–59</td>
</tr>
</tbody>
</table>

There are two common types of course grading systems. You should be familiar with both and know the steps for calculating your grades using each system.

1. **Points System** – A course graded on the point system will award a maximum number of points for each graded element in the example shown below.
<table>
<thead>
<tr>
<th>Assignment/Grade Element</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance, 13 class meetings at 5 points each</td>
<td>65</td>
</tr>
<tr>
<td>Quizzes, 4 at 20 points each</td>
<td>80</td>
</tr>
<tr>
<td>Discussions, 2 at 10 points each</td>
<td>20</td>
</tr>
<tr>
<td>Lab Assignment</td>
<td>25</td>
</tr>
<tr>
<td>Essay</td>
<td>20</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>260</td>
</tr>
</tbody>
</table>

As you receive grades in the course, you can determine how many total points you have earned and how many are left to be earned. This will help you calculate your possible final grade in the course.

Imagine that you earn 200 points in the course listed in the example above. \( \frac{200}{260} = 76.93\% \). If the instructor is using the OSU Standard Grading Scale, you can see that the final grade would be a “C.” Note that the OSU Standard Grading Scale does not round up.

2. **Percent System** – A course graded on the percent system will award a percent of the total grade to each graded element. Look at following example:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm 1</td>
<td>25%</td>
</tr>
<tr>
<td>Midterm 2</td>
<td>25%</td>
</tr>
<tr>
<td>Midterm 3</td>
<td>25%</td>
</tr>
<tr>
<td>Paper</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

Imagine that you earn the points listed in the “Pts earned” column as shown below. Multiply the percent value by the points earned to find the percent earned:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent of Final Grade</th>
<th>Pts Earned</th>
<th>% Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm 1</td>
<td>25%</td>
<td>(80)</td>
<td>(.25x80) 20</td>
</tr>
<tr>
<td>Midterm 2</td>
<td>25%</td>
<td>(90)</td>
<td>(.25x90) 22.5</td>
</tr>
<tr>
<td>Midterm 3</td>
<td>25%</td>
<td>(85)</td>
<td>(.25x85) 21.25</td>
</tr>
<tr>
<td>Paper</td>
<td>10%</td>
<td>(75)</td>
<td>(.10x75) 7.5</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
<td>(82)</td>
<td>(.15x82) 12.3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100%</td>
<td></td>
<td>83.55%</td>
</tr>
</tbody>
</table>

The student’s final grade in this example would be a “B” if the OSU Standard Grading Scale was used.

**Calculating Your Cumulative GPA & Deficiency Points**

It is essential for you to know how to calculate your semester/term and cumulative GPA, also called point–hour ratio. When setting academic goals, which helps lead to success, it is important to understand how success is measured.
Notes about grades:

- Ohio State does not offer the grades of “A+” and “D-.”
- You earn no points for an “E” (failure) or “EN” (failure for non-attendance, 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 (see page 22)
  - EM = Examination credit
  - W = Withdrawal
  - K = Transfer Credit
  - R = Audit (see page 23)
  - I = Incomplete
  - IX = Extension of Incomplete
  - NG = No Grade Reported
  - P = Satisfactory Progress Shown

**Incomplete grades change to a final grade that will be part of your semester and cumulative GPA 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.**

<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>

**Viewing Your Grades at the End of a Semester**

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

**How to Calculate GPA & Deficiency Points**

A student whose cumulative GPA 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 cumulative GPA 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 1100</td>
<td>03</td>
<td>C</td>
<td>(3 x 2.0)</td>
</tr>
<tr>
<td>English 1110</td>
<td>03</td>
<td>C</td>
<td>(3 x 2.0)</td>
</tr>
<tr>
<td>Math 1150</td>
<td>05</td>
<td>C-</td>
<td>(5 x 1.7)</td>
</tr>
<tr>
<td>History 1152</td>
<td>03</td>
<td>B-</td>
<td>(3 x 2.7)</td>
</tr>
<tr>
<td>Theatre 2100</td>
<td>03</td>
<td>D</td>
<td>(3 x 1.0)</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This student has attempted 17 credit hours, earned 31.6 points, and would have a semester GPA of 1.86 with 2.4 deficiency points. The reason the deficiency point total is 2.4 is that the student needed 34 points to attain a 2.0 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></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></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 semester GPA of 1.06 with 14.1 deficiency points. The deficiency point total for that semester is 14.1, because the student needed 30 points to attain a 2.0, 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 a semester GPA 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 semester GPA of 2.64. This time the student has earned 9 more points than needed to attain a 2.0. 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.

The numbers used in the previous examples can also be found on your Advising Report, accessible through your Buckeye Link. The section of the Advising Report shown below lists all of the numbers associated with GPA calculations.

**Acronyms to Know on an Advising Report:**

- **SEM** = Semester
- **CUM** = Cumulative
- **HR** = Hours (# that count in the GPA)
- **PT** = Points (credit hour value of each course x letter grade value of each course, then totaled)
- **PH** = Point–Hour Ratio – also known as GPA. (PT/HR)
- **EH** = Earned Hours
- **DP** = Deficiency Points
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 A</td>
<td>(+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 A-</td>
<td>(+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 B+</td>
<td>(+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 B</td>
<td>(+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 B-</td>
<td>(+0.7)</td>
<td>-0.7</td>
<td>-1.4</td>
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<td>-2.8</td>
<td>-3.5</td>
</tr>
<tr>
<td>2.3 C+</td>
<td>(+0.3)</td>
<td>-0.3</td>
<td>-0.6</td>
<td>-0.9</td>
<td>-1.2</td>
<td>-1.5</td>
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<tr>
<td>2.0 C</td>
<td>(0.0)</td>
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<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>1.7 C-</td>
<td>(-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 D+</td>
<td>(-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 D</td>
<td>(-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 E</td>
<td>(-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

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).

Academic Status

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 a student from making the Dean’s List even if the numerical criteria are met.

Academic Difficulty

When 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 GPA is above a 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 cumulative GPA 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 cumulative GPA 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 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 GPA or number of deficiency points that warrant 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 or email from their Academic Advisor.

- **Reinstatement**
  After being academically dismissed from the university, a student cannot be re-enrolled for at least three semesters. After two semesters, a student can petition for reinstatement to the university. Reinstatement is not guaranteed, and a 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.

**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.

**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 Alert**

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.
**Grade Forgiveness Rule (GFR)**

Students can petition to repeat a course for the second time to forgive the final grade earned on the first attempt at the course under the University’s Grade Forgiveness Rule. There is a three-course limit for Grade Forgiveness during a student’s undergraduate education at Ohio State. If you have questions about whether you are eligible, or if it is advisable to repeat the course or use the rule, contact your Academic Advisor before submitting the form.

To petition for Grade Forgiveness, follow these steps:
- Go to the Registrar’s website – registrar.osu.edu
- Click on “Students” and open “Current.”
- Click on “Forms” and then on “Grade Forgiveness.”
- Log in with your OSU username and password.
- You will reach a page entitled “Petition to Use the Grade Forgiveness Rule.”
- Read this page and click “Next” at the bottom of the age.
- Complete the online form and click “Finish.”

You must complete and submit the online form by the deadline of the term in which you are repeating the course. Deadlines vary by semester and will be advertised to students through the Registrar’s website and directly to students through their Ohio State email.

Submitted forms will be reviewed, and you will be notified of the decision. If your request is approved, the grade for the first time you took the course will be “forgiven” after the tenth Friday of the term. It is best if you work in cooperation with your Academic Advisor throughout the Grade Forgiveness process.

**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.

**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 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 Credit**

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:
General, Special, and Technical Transfer Credit

Other types of credit are awarded but need further evaluation in order to determine how they will affect your college career. Be sure to have these credits evaluated early in your college career to determine exactly how they help to fulfill degree requirements. If you earn any of these types of credit, 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>

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.

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 cumulative GPA 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 cumulative GPA (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 GPA of 0.00. You must complete a minimum of two semesters – 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.
Academic Integrity

At the end of each semester, the academic record of every student on the Marion campus is carefully reviewed to determine the appropriate status. Questions regarding academic status should be directed to the Academic Advising Office (740–725–6334). Please note: A student’s academic status and performance is directly connected to the student’s eligibility to receive Financial Aid. See pages 29–30 for information on financial aid standards. In addition to the status definitions provided in the previous section (Probation, Probation by Special Action, Dismissal and Reinstatement), there are other levels of academic status.

Academic Misconduct and Code of Student Conduct

Every student is responsible for reading and understanding this statement.

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University’s Code of Student Conduct and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University’s Code of Student Conduct may constitute Academic Misconduct.

The Ohio State University’s Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct, so it is recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

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.”

If you suspect that a student has committed academic misconduct in a course, you are obligated by University Rules to report your suspicions to the Committee on Academic Misconduct. If the Committee determines that someone has violated the University’s Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in a course and suspension or dismissal from the University.
Student conduct also refers to academic integrity in coursework. While many people associate academic misconduct with cheating or plagiarism, the term encompasses a wider scope of student behaviors, which include, but are not limited to, the following:

- Violations of course rules as contained in the course syllabus or other information provided to the student.
- 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 fieldwork, 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 creating or reporting laboratory results, research results, and/or any other assignments.
- Serving as or asking another student to serve as a substitute (“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.
- 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.

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.

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

Every student is responsible for reading and understanding the above statement.
Preparing for an Academic Advising appointment:

- To schedule/cancel an appointment with your advisor, call the appointment line at 740–725–6334; you can also stop by the office and schedule an appointment.
- Please plan ahead for your appointment, so your advisor can be prepared.
- Check in at the front desk of the Academic Advising Office, 100 Maynard Hall.
- Check online for the most recent information regarding your major.
- Come prepared with a list of questions.

Things You Can Do Before Your Appointment:

From Buckeye Link, you can:

- Run a Degree Audit Report
- Run an Advising Report (unofficial transcript)
- Schedule your classes
- Check for open courses
- Find your status on a wait list
- Make a change in your address or phone number
- Check past grades
- Prepare a list of questions for your advisor
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. Documentation is 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
Financial Aid

Our goal in Financial Aid at The Ohio State University at Marion is to maximize student access to all available funds that will help with college expenses. In order to maximize your financial aid options, you should reapply for all sources of aid by the **February 1** deadline.

Financial aid comes from any combination of four sources:

**U.S. Department of Education**
- Pell Grants (annual maximum award for 2018-2019 is $6,095).
- TEACH grants (for Education majors in selected specialties).
- Subsidized Federal Stafford Loans (0% interest rate while in school).
- Unsubsidized Federal Stafford Loans (rate currently 4.45% while in school).
- Stafford loan annual limits: $5,500/freshmen; $6,500/sophomores; $7,500/juniors and seniors.
- Parent PLUS loans (borrowed on behalf of student up to Cost of Attendance). Credit–based, rate currently 7%.

**Ohio Department of Higher Education**
- Ohio College Opportunity Grant (OCOG).
- Choose Ohio First.
- Nurse Education Assistance Loan Program.
- Ohio War Orphans Scholarship.
- Ohio Safety Officers College Memorial Fund.
- Complete details for all of the above and more available at [https://www.ohiohighered.org/sgs](https://www.ohiohighered.org/sgs)

**Campus–Based Aid**
- Merit-only scholarships (based on grades and test scores).
- Need-based grants (e.g. OSU’s President’s Affordability Grant, which provides $1,250 per year to full-time students with an Expected Family Contribution (EFC) of $14,000 or lower who submit their FAFSA to Ohio State by February 1.
- Federal Work Study (FAFSA required).
- Supplemental Educational Opportunity Grant (FAFSA required).
- Visit [http://go.osu.edu/marionscholarships](http://go.osu.edu/marionscholarships) for additional info and deadlines.

**External Aid**
- Search for scholarships at [www.fastweb.com](http://www.fastweb.com), [www.collegeboard.org](http://www.collegeboard.org), [www.finaid.org](http://www.finaid.org), guidance office web sites, etc.
- Local scholarships (clubs, churches, businesses, community foundations, parents’ employers, etc.)
- Visit [http://go.osu.edu/marionscholarships](http://go.osu.edu/marionscholarships) for additional information
- Beware of scams!

**How to Apply**
- For U.S. Department of Education and Ohio Department of Higher Education sources, file the FAFSA at [www.fafsa.gov](http://www.fafsa.gov). Submit the FAFSA by the earliest published deadline among the group of colleges you are applying to for admission.
- For Campus–Based Aid, contact the financial aid office to determine their scholarship/grant application procedures, as well as the academic unit within the college that houses your major for instructions on how to apply for any funds they may offer.
- For External Aid, students are expected to this on their own. Visit the “Outside Scholarships” page at [http://go.osu.edu/marionscholarships](http://go.osu.edu/marionscholarships) for more information.
Satisfactory Academic Progress (SAP)
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.

All students affected by this policy are required to meet and maintain a minimum, cumulative GPA based on their academic classifications:

- New first semester freshmen: by the end of the first academic year.
- All other undergraduate students: by the end of the second academic year and beyond.
- All undergraduate/graduate students are required to complete 67% of their attempted credit hours.
- Both the completion rate and GPA are reviewed on an annual basis.
- 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.

Dependency Definition/Assumptions
Per Federal law, the student must fill out their FAFSA annually with both their own, and their parent/s’ income and asset information until the student is 24, married or a parent and self-supporting, an orphan, a ward of the court or in legal guardianship, a Veteran, active duty military, or in graduate school. Simply living on their own, and claiming themselves for tax purposes does NOT mean the student is independent for financial aid purposes.

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

General Advice – While in College
Dependent students should work as few hours as possible to reduce their income, thereby elevating their need. Students should wait until they earn their degree to start living an independent lifestyle. This will also help them to take more credit hours, perform well in their classes, and hopefully graduate within two or four years. However, they should not sign up for more hours than they are truly prepared to handle. Stay away from credit card debt, new car loans, expensive discretionary purchases, etc. Parents of dependent students should try their best to minimize and consolidate debt and save as much as possible for their student’s college expenses.

Office of Student Financial Aid:
100 Maynard Hall 100-01 Maynard Hall
740–725–6242 740-725-6017
moreau.1@osu.edu mckinniss.31@osu.edu

Business Office – Fee Payment
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.

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Student financial accounts are managed by the University Bursar, which bills and collects tuition, fees, and other university–related charges. The OSU Marion Bursar is located in the Business Office, 140 Maynard Hall and can be reached at 740–725–6311.

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. Payment Options: https://busfin.osu.edu/bursar/student-payments

Tuition and Fees can be paid in the following ways:

In Person Payment
- The Business Office accepts personal checks, cashier checks and money order payments only. Cash payment for tuition and fees is not accepted by the University. Credit card payment must be made online.

Electronic Check Payment (ACH)
- This is the fastest and safest way to post a payment to your account. The payment method is FREE when you utilize your bank account and bank routing number.
- Electronic check payments can be made from any computer. Two computers, with ACH payment instructions are available for use in the rotunda of Maynard Hall.

Credit Card Payment
- MasterCard, Visa, Discover, and American Express can be used for online payment of tuition and fees related charges. Students and guardians who choose to use this payment option will be charged a 2.75% non-refundable convenience fee by our vendor.
- Instructions on how to make a credit card payment: https://edm.osu.edu/ViewDocument/MAR.aspx?doc=12632038

Parents or Guardians Making Payments on Behalf of Students
- The Ohio State University is pleased to announce the availability of 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. Your student may create a guardian account for you by setting up an account.
- Account set up: https://buckeyelink.osu.edu/task/all/guardian-pay

Mail a Payment
- To mail a payment, please print a payment coupon from My Buckeye Link and include student name and OSU ID on the check. Please allow one week for processing:

  Business Office - Bursar
  140 Maynard Hall
  The Ohio State University at Marion
  1461 Mt. Vernon Avenue
  Marion, OH 43302
Wire Transfers
- For your convenience, a wire transfer form can be printed through My Buckeye Link.
- Instructions on how to make a wire payment: https://edm.osu.edu/ViewDocument/MAR.aspx?doc=12632038

College Savings Plan
- Please provide your College Savings account administrator with the following mailing address:
  Office of the University Bursar – 529 Plan
  The Ohio State University
  P.O. Box 183248
  Columbus, OH 43218-3248

  Each item should include the student’s name and OSU ID number.
  We recommend contacting your College Savings account administrator to begin the withdrawal process at least 4-6 weeks before the fee payment deadline to ensure that the funds are received by our deadline date.

  As of June 2011, Ohio State no longer invoices for all 529 plans including the following:
  o Florida Prepaid
  o Michigan Education Trust
  o Alabama Prepaid
  o College of Illinois
  o Commonwealth of Virginia
  o Kentucky Affordable Prepaid
  o Texas Guaranteed Tuition Plan

  Your 529 educational savings plan provider will accept a copy of your Statement of Account when you submit your request. All you need is to do is log into My Buckeye Link. Select the appropriate Term and click the Statement of Account link in the Finances frame of your personalized My Buckeye Link page.

Tuition Option Payment Plan
- Ohio State’s Tuition Option Payment Plan (TOPP) allows students and their families to divide the cost of tuition and fees into installment payments for autumn and spring semesters. To participate, students must sign up for TOPP each semester and pay a non-refundable $30 enrollment fee.

  https://busfin.osu.edu/bursar/student-payments/tuition-option-payment-plan

  Students can enroll in TOPP through My Buckeye Link https://buckeyelink.osu.edu/ once fees are calculated for the term through the second Friday of classes.

  Note: If the first TOPP installment is not paid by the TOPP due date, a $300 late fee penalty may apply. Late payments on subsequent TOPP installments may also incur a $25 late fee penalty, each, if they are not paid by the TOPP installment due date.

<table>
<thead>
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<th>TERM</th>
<th>First Payment Due</th>
<th>Second Payment Due</th>
<th>Third Payment Due</th>
<th>Fourth Payment Due</th>
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<td>August 14, 2018</td>
<td>September 14, 2018</td>
<td>October 14, 2018</td>
<td>November 14, 2018</td>
</tr>
<tr>
<td>WI2019</td>
<td>December 31, 2018</td>
<td>January 31, 2019</td>
<td>March 1, 2019</td>
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</tr>
<tr>
<td>SU2019</td>
<td>May 1, 2019</td>
<td>June 1, 2019</td>
<td>July 1, 2019</td>
<td>N/A</td>
</tr>
</tbody>
</table>
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, plus the $300 late payment fee, to be re-enrolled.

To view the Tuition and Fee Tables, go to https://registrar.osu.edu/FeeTables/MainFeeTables.asp

Business Office:
140 Maynard Hall
740-725-6311
marionbog@osu.edu

During the Academic Year
Monday–Friday: 8:30 a.m.–4:00 p.m.

May Session and Summer Term
Monday–Friday: 8:00 a.m.–3:30 p.m.

Library

General Information
- The campus library is located in the Marion Campus Library Classroom Building and offers many resources to help you be successful!
- It is open to the students, faculty, and staff of Ohio State Marion and the community-at-large. A current BuckID is required to check out library materials.

Collection
- We have over 50,000 books locally, over 30 print periodical titles and thousands of electronic resources, as well as microforms and maps. Books from the local collection go out for six weeks and most periodicals for one week. Books from OhioLINK go out for three weeks with renewals possible.
- Our 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.
- Our media 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 so you must authenticate before accessing the network.
- You have access to more than 50 million items through the University Libraries’ catalog and the statewide catalog from OhioLINK.
- Remote access is available to online catalogs and selected electronic resources, as well as the Electronic Journal Center (https://go.osu.edu/marionlibrary; https://library.osu.edu; and https://www.ohiolink.edu).
- Closed Reserve provides a location for instructors to make available copies of their textbooks and other class materials to students.
- We offer others way to get materials not in catalogs or available full text, called Interlibrary Loan.
- Printing/copying is available with a printing card, either by adding money to your BUCKID or by purchasing a printing card from library. Copies are $.04 for black and white and $.15 for color.
- Research and resource help is available in person, by email, and by a librarian consultation. Please ask!
The library is open throughout semester breaks and Summer term, but hours are reduced. Hours and schedule changes are posted outside the library, on the library website at: https://go.osu.edu/marionlibrary and the blog at http://marioncampuslibrary.blogspot.com and printed in campus publications.

Library:
- Library Classroom Building
- Monday–Thursday: 8:00 a.m.–8:00 pm.
- Friday: 8:00 a.m.–5:00 p.m.
- marionlibrary@osu.edu
- Weekend hours vary by semester

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.

Accounts – Username, Password Management, and Wireless setup
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.

- 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 Success 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 supports Windows XP, Windows 7, and Macintosh OS X 10.4 and later. If you are bringing a personal computer to campus, make sure it meets the suggested minimum requirements listed at ocio.osu.edu/KB02530. Check with your major program in case they recommend a certain type of computer for your coursework.
- 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](https://ocio.osu.edu/software) for links to site-licensed software programs, including discounted Microsoft applications for students. WiredOut – The Tech Store at OSU ([wiredout@osu.edu](mailto:wiredout@osu.edu)) and the Wexner Center Store ([shopweb@wexarts.org](mailto:shopweb@wexarts.org)) also offer significant educational discounts on a wide variety of software.

**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](https://ocio.osu.edu/assets/Policies/Responsible-Use-of-University-Computing-and-Network-Resources-Policy.pdf)

Our full service catalog, including all OCIO services and their fine print, is available at [ocio.osu.edu/services](http://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. To protect your online privacy online and to read about other IT important security issues, go to [https://ocio.osu.edu/itsecurity/buckeyesecure/](https://ocio.osu.edu/itsecurity/buckeyesecure/)

**IT for Students:**
- 220 Library Classroom Building
- [ocio.osu.edu](http://ocio.osu.edu)

**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. Renting textbooks is also a possibility. Downloading textbooks are also available. See the bookstore for details.

**Bookstore:**
- 740–725–6241
- [bksmarion@bncollege.com](mailto:bksmarion@bncollege.com)

**Academic Success Center**

The Academic Success Center (ASC) provides free services to assist students’ learning in the classroom. These services include:

- Peer tutoring in most subjects taught on campus, such as math, science, foreign language, and the social sciences. Students can take advantage of the ASC on a walk-in basis or request a peer tutor to work one-on-one. To request a peer tutor, come to 216 Morrill Hall or visit [go.osu.edu/osumarionasc](http://go.osu.edu/osumarionasc).
- 216A Morrill Hall – Walk-in math tutoring at the Math Lab in 216B Morrill Hall – Walk-in writing help for any class, research, and application that requires writing at the Writing Center.
• 210B Science and Engineering Building – Walk-in STEM tutoring.
• Computer Lab where students can use workstations for classes and tutoring.
• Printing, scanning, and copying course materials.
• Collaborative learning carrel and conference room. At the front desk, students can reserve the conference room for study groups and school meetings.
• Supplies, such as calculators, headphones, and pens, can also be checked out at the front desk.

**Academic Enrichment:**
216 Morrill Hall
740–725–6236
AcademicSuccess@osu.edu
http://osumarion.osu.edu/osumarionasc

**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 138 Morrill Hall, 740–725–6300.

**Personal responsibility** – 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–Thursday, 8:00 a.m.–11:30 p.m. and Friday 8:00 a.m.–11:00 p.m.), reports can be made to the public safety officer in person or by telephone (740–725–6300). If there is no answer in the office, the public safety officer can also be reached by calling the Marion County Sheriff’s Office non–emergency number (740–382–8244, ext. 0), or by calling the Ohio State University Police Department Dispatch (614–292–2121). Sheriff’s Department deputies will respond to emergency and non–emergency calls in the absence of the public safety officer. If you need immediate assistance or to report an emergency, call 911.

**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 police officer or call 911.
- Do not walk alone; plan safe routes; use public walkways in well–lit, well–traveled areas. When walking, take note of potential hiding spots and use caution as you approach.
- 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.
- Avoid carrying large amounts of cash.
- 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. Hours of operation for this service are Monday–Friday, 9:00 a.m.–10:00 p.m. This service is free and requires only that users present identification. To arrange a safety escort, contact The Marion Campus Safety Office.

**Campus Buildings/Grounds** – Campus buildings are open from 7:00 a.m.–11:00 p.m. When campus is closed, all buildings are locked. 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.

**Parking and Driving Safety** – Enrolled students are permitted to park in any student lot. 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. 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, do not use parking spaces marked as such. Parking informational brochures are available at The Marion Campus Public Safety Office, 138 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 through Mt. Vernon Avenue and/or University Drive. If you have car trouble, you can go the Public Safety Office for assistance. Free lock out and jump start services are provided.

**Public Safety Office:**

Sergeant Mark Beaschler  
Morrill Hall Room 138  
740–725–6300  
740–725–6178 (fax)  
beaschler.5@osu.edu  

Officer Josh Alexander  
Morrill Hall Room 138  
740–725–6300  
740–725–6178 (fax)  
alexander.206@osu.edu
**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 instructors. (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 this year is Dr. John Maharry, Associate Professor of Mathematics.

**Ombudsman:**

John Maharry  
116 Morrill Hall  
740–725–6166  
[maharry.1@osu.edu](mailto:maharry.1@osu.edu)

**Student Employment**

**On–Campus Employment** – Student employee positions are available for both work study and non–work study students on a semester–by–semester basis. The Marion Campus current student employee pay range is a minimum of $8.10 per hour. Students may hold more than one position at a time, as long as the total hours worked do not exceed 20 hours per week.

**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.

**To Apply for a Student Employment Position on the Marion Campus** – Stop by the Human Resources Office or go to [https://intraweb.marion.ohio–state.edu/a2/main.php](https://intraweb.marion.ohio–state.edu/a2/main.php).

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.

**Office of Human Resources:**

250 Maynard Hall  
740–725–6227  
[http://osumarion.osu.edu/hr](http://osumarion.osu.edu/hr)
The Office of Student Life, Diversity, and Inclusion

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.

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

Korey Ayers
Alber Student Center Program Director
104 Student Center
740-725-6226
ayers.170@osu.edu

Kathleen Clemons
Diversity & Inclusion Program Coordinator
140 Morrill Hall
740–725–6251
clemons.8@osu.edu

Karen Leuthold
Student Life Program Coordinator
164 Morrill Hall
740-725-6273
leuthold.12@osu.edu

Student Organizations and Activities

Student Organizations and Activities provides ways to be involved on the Ohio State Marion Campus. 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, a connection with others, and experience a sense of community. Check us out!

Buckeye Mail www.osumarion.osu.edu twitter @OsumStudent
www.facebook.com/marionstudentlife Instagram (osum.life)
www.osumarion.osu.edu/student-life/student-organizations.html

New Student Organizations – Want to start a new student organization? Contact Karen Leuthold, the Student Life Program Coordinator, for more information.

For the most current list of up-to-date Student Organizations, please go to:
http://osumarion.osu.edu/student-life/student-organizations.html

Student Organizations and Activities:
164 Morrill Hall
740–725–6273
leuthold.12@osu.edu
**The Alber Student Center**

The Alber Student Center strives to serve as a relaxing and playful environment by providing facilities, services, conveniences, and programs for both The Ohio State University at Marion and Marion Technical College.

Amenities of the Student Center include:
- Campus Bookstore
- BuckID Office
- Study/Lounge area
- Fitness Center
- U.S. Veterans’ Lounge
- Marion Campus Recreation
- Gymnasium
- Climbing Wall

**Marion Campus Recreation**
The purpose of Marion Campus Recreation (MCR) is to promote healthy lifestyles and leadership opportunities through a wide variety of programming to meet your physical needs. We offer diverse, quality recreational services, programming, activities, and facilities that enhance lifelong learning and development.

**Fitness Center**
The Fitness Center, located in the Student Center, is free for all students, faculty, and staff. We offer a variety of cardio, weight and stability equipment to meet all your fitness needs. Bring your BuckID to room 104 in the Student Center to gain access. Drop-in fitness classes, such as cardio and weight training, dance fitness, and ab classes are also available.

**Intramural Sports**
Marion Campus Recreation Intramural Sports are designed to help students, faculty, and staff become involved in recreational sport activities regardless of age, gender, handicap, skill level, or past experience. We are committed to creating an inclusive environment and providing programs that support all members. Our expectation is to embrace an open-minded and respectful attitude toward individual differences of all participants. Some of our intramural sports are as follows:

- Cornhole
- Billiards
- Dodgeball
- Kickball
- 3x3 basketball
- Ping Pong
- Volleyball
- Flag Football

**Veterans’ Lounge**
The Veterans’ Lounge is located in the Alber Student Center, room 111B. It is available to both Ohio State and MTC military and veteran students and their families during Alber Center hours of operation. The lounge is locked with a keypad for veteran use only; please contact Leslie Beary (beary.4@osu.edu) or Kathleen Clemons (clemons.8@osu.edu) for access. Located in the room you will find comfortable seating, free computer and printing capabilities, study areas, refrigerator/freezer, microwave, and coffee maker.

**Alber Student Center:**
104 Alber Student Center
740–725–6226
ayers.170@osu.edu
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 her/him 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 the Maynard Hall front desk (740–726–6111). Whether your problem is big or small, always remember it is okay to ask for help.

Counseling and Wellness:
100G Maynard Hall
740–725–6349
beary.4@osu.edu

Consultation and Assessment Team (CAT)

The Consultation and Assessment Team (CAT) is an informal consultation team of Ohio State Marion whose goal is to help students to be successful by ensuring a safe and healthy campus learning environment.

CAT members act upon information received from faculty, staff and students regarding demonstrated behaviors that are dangerous to self or others or behavior that is extremely disruptive to the campus process. Their mission is to work towards a quick resolution to ensure a safe and healthy campus learning environment.

What Should I do if I am Concerned about a Student’s Behavior?
While instances of Ohio State Marion students engaging in disruptive, threatening, or violent behavior are rare, circumstances may arise causing concern among our students, faculty, or staff. It is important to remember that early intervention is vital, and that trained colleagues are prepared to assist.

How to Make a Report Regarding a Distressed, Disruptive or Threatening Student:
Complete the online Behavior Concern Report form to file an electronic report regarding your concern for a student, request the Consultation and Assessment Team to further assess a situation, or initiate contact with the CAT.

Online form: http://osumarion.osu.edu/student-life/counseling-services/cat/cat-report.html

Immediate Threat of Violence or Significant Disruption
If a student is acting in a violent manner or threatening immediate violence to self or others, call 911 first, then contact Public Safety, 740–725–6222.

Medical: If you believe a student is experiencing a medical crisis, contact 911.

Consultation and Assessment Team (CAT) Contact:
100H Maynard Hall
740–725–6219
jackson.368@osu.edu
Title IX: Sexual Violence Prevention

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Ohio State University at Marion is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of sexual misconduct and discrimination of any type. Sexual discrimination violates an individual’s fundamental rights and personal dignity. This resource refers to all forms of sexual discrimination, including sexual harassment, sexual assault, and sexual violence by employees, students, or third parties (Title 20 U.S.C. Sections 1681–1688). The Ohio State University at Marion will not tolerate behavior defined in this policy, which may also be violations of state and federal laws. Individuals who are determined to be in violation of these policies are subject to penalties, including dismissal from Ohio State, regardless of whether they are also facing criminal or civil charges in a court of law.

What is Sexual Violence?
A continuum of behaviors including intimate partner abuse, stalking, sexual harassment, and those behaviors commonly called rape or sexual assault. Sexually violent behavior can be physical, emotional, verbal, or a combination, without the consent of the victim. Sexual violence has no bias. Both the survivors and perpetrators come from all genders, cultures, races, ethnicities, sexual orientations, socio-economic status, and religions. Read more about The Ohio State University’s policy regarding sexual violence and misconduct at [http://titleix.osu.edu](http://titleix.osu.edu) and the full Code of Student Conduct at [http://studentlife.osu.edu/csc/](http://studentlife.osu.edu/csc/).

On Campus and Off Campus Resources
- Student Life: 740–725–6219
- Campus Safety: 740–725–6300
- Counseling and Wellness: 740–725–6349
- Human Resources: 740–725–6227
- Marion County Sheriff: 740–382–8244
- Domestic Violence Shelter: 740–382–8988
- Marion General Hospital: 740–383–8400
- Contact Care–line: 740–383–2273
  (Crisis, Prevention, Support, Information and Referral)

Required Online Training: The Ohio State University provides online training that is required for all faculty, staff, and students as a commitment to making our campus a safe and healthy environment. Training for new faculty, staff, and students must completed prior to the start of a new semester. You can find login instructions here: [http://titleix.osu.edu/global-navigation/training.html#students](http://titleix.osu.edu/global-navigation/training.html#students)

Eight Things Anyone Can Do To Help Prevent Sexual Violence:
1. **Be aware of language.** Words are very powerful, especially when spoken by people with power over others.
2. **Communicate.** Sexual violence often goes hand in hand with poor communication. Our discomfort with talking honestly and openly about sex dramatically raises the risk of rape. By learning effective sexual communication – stating your desires clearly, listening to your partner, and asking when the situation is unclear – you can make sex safer for yourself and others.
3. **Speak up.** You will probably never see a rape in progress, but you will see and hear attitudes and behaviors that degrade women and promote rape. When your best friend tells a joke about rape, say you don’t think it’s funny.

4. **Support survivors of rape.** Rape will not be taken seriously until everyone knows how common it is.

5. **Talk with women...** about how the risk of being raped affects their daily lives; about how they want to be supported if it has happened to them; about what they think men can do to prevent sexual violence. If you’re willing to listen, you can learn a lot from women about the impact of rape and how to stop it.

6. **Talk with men...** about how it feels to be seen as a potential rapist; about the fact that 10–20% of all males will be sexually abused in their lifetimes; about whether they know someone who’s been raped. Learn about how sexual violence touches the lives of men and what we can do to stop it.

7. **Work to end ALL oppression.** Rape feeds off many other forms of prejudice, including racism, homophobia, and religious discrimination. By speaking out against any beliefs and behaviors, including rape, that promote one group of people as superior to another and deny other groups their full humanity, you support everyone’s equality.

8. **Always make sure it’s consensual.** If you’re going to have sex, make sure that it’s consensual. Consensual sex is when both partners are freely and willingly agreeing to whatever sexual activity is occurring. Consent is an active process, you cannot assume you have consent — you need to ask. Consent cannot be given legally when an individual is intoxicated.

**As individuals – being responsible friends and community members – we can:**
- Make arrangements to travel with friends to minimize vulnerability. Stay together in new settings.
- Don’t let people leave with people they just met.
- Monitor the use of alcohol and other drugs.
- Utilize the local police; they are available 24 hours a day.
- Trust your intuition, and don’t hesitate to call for help if feeling uneasy. Assume personal responsibility for the safety of others.

**As bystanders witnessing a dangerous situation we can:**
- Call police or someone else in authority.
- Tell another person. Being with others is a good idea when a situation looks dangerous.
- Yell for help.
- Ask a friend in a potentially dangerous situation if he/she wants to leave; then make sure that he/she gets home safely.
- Ask a victim if he/she is okay. Provide options and a listening ear.
- Call the local crisis center for support and options (Turning Point: 740–382–8988; Contact Care-line: 740–383–2273).

**In case of emergency, call 911**
U.S. Military/Veterans on Campus

Veterans of Marion Campus and the Veterans’ Lounge

The Veterans of Marion Campus is a student organization for Ohio State and Marion Technical College (MTC) students. The organization plans activities and events for members of the group, as well as the campus community. If you would like to be involved with the Veterans of the Marion Campus, please contact the Veteran Community Advocate (see below).

The Veterans’ Lounge is located in the Alber Student Center, room 111B. It is available to both Ohio State and MTC military and veteran students and their families during Student Center hours of operation. The lounge is locked with a keypad for veteran use only; please register with the Campus Recreation Office, located in the Student Center, for access. The lounge provides comfortable seating, free computer and printing capabilities, study areas, refrigerator/freezer, microwave, and coffee maker.

Veteran Community Advocate

The Veteran Community Advocate (VCA) is a liaison between The Ohio State University Office for Military and Veteran Students and military/veteran students on the Marion campus. The VCA assists military/veteran students navigate the educational system and transition to campus life. The VCA will also coordinate programs to benefit our military/veteran students. The name and contact information of the Veteran Community Advocate is posted in the Veterans’ Lounge.

Financial Aid

In order for military/veteran students to maximize financial aid options, you should reapply every year by the February 1 deadline. If you have questions or concerns, please see the financial aid section of this book on pages 29–30. Veterans with questions about V.A. educational benefits, Ohio National Guard, G.I. bill, etc., are encouraged to contact the financial aid office on the Marion Campus at 740–725–6242 or The Office for Military and Veterans Services at 614–247–VETS (8387) on the Columbus campus.

Priority Scheduling

Military/Veteran students, National Guard and Reserve service members, and Active Duty service members are eligible to receive priority class registration through Ohio State by completing the Priority Registration Form. By completing this form one time, a student’s Buckeye Link account will be updated to reflect the student’s eligibility. Refer to the Registrar’s website for the most up-to-date Enrollment Appointment information: registrar.osu.edu/registration/index.asp. Check the Important Dates and Deadlines in the front of this book for more information.

Military Deployment: What Do I Do When Called to Active Duty?

When a student is called to active duty, it is the university’s intention to make the transition out of the university as smooth and problem–free as possible. Contact either Josh Clasen at 614–292–4506 or Gina Lee at 614–292–3453 in the Ohio State Office of Military and Veterans Services to initiate this process and discuss the process and the steps to take to withdraw. For a review of steps to take when you learn of your deployment, visit the Military Call to Active Duty web page: http://registrar.osu.edu/policies/militarycall.asp#Withdrawal
Connecting with Columbus

Regional students at Ohio State Marion are able to participate in Columbus campus opportunities. Please contact the specific office for the activity listed below to check on your eligibility.

As a regional campus student, you can take advantage of:

- Recreation and Physical Activity Center (RPAC)
- Campus Libraries
- Buckeye Discounts
- Study Abroad
- Denman Research Forum
- Wilce Student Health Services
- Homecoming Activities
- Younkin Success Center
- Athletic Events
- Discount Tickets at D–tix
- Student Clubs and Organizations
- Career Services

Campus Change to Columbus Campus

If you are considering a campus change to the Columbus campus, please make an appointment to meet with your Marion Academic Advisor to initiate the campus change process. To be eligible to campus change, you need to have earned 30 semester credit hours (post-high school graduation excluding credit through examination) and have a cumulative Ohio State grade point average of 2.0 or higher. Academic units on the Columbus Campus may have additional requirements. For more information on campus change, please visit: http://campuschange.osu.edu/process.html

International Study Opportunities

Today, a university education is a global education. Study tours/study abroad promotes cross-cultural understanding, broadens your worldview, and prepares you for your future. We are committed to making overseas study accessible to every Ohio State 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 https://oia.osu.edu/education-abroad
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. It was firmly established by 1920, and officially adopted in 1950. Most records indicate that it had probably been used with some frequency to refer to Ohio State since before the turn of the century.

The history of “Buckeye” is fuzzy. The Buckeye (*aesculus glabra*) tree is 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, cradles, and even 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. Still, the tree has grit. It grows where others cannot, is difficult to kill, and adapts to its circumstances. It has been said that “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 an Ohio resident 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 “Buckeyes.”

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 near 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.