CAMPUS RESOURCES

A. Academic Advising

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

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

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

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

Tips on Meeting with Your Academic Advisor

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

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

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

B. Career Services

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

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

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

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

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

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

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

Career Services:

| Will Smith | Marion: Monday–Friday 8:30 a.m.–4:30 p.m. |
| 124 Maynard Hall | http://www.osumarionosu.edu/career_services |
| 740–725–6344 | smith.4818@osu.edu |
C. Disability Services

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

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

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

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

We also make referrals to other agencies for private testing.

**Disability Services:**
128 Maynard Hall
740–725–6247
marionds@osu.edu
D. Financial Aid

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

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

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

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

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

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

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

The annual deadline for financial aid applications is February 15.

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

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

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

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

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

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

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

E. Business Office – Fee Payment

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

Billing –
- It is the student’s responsibility to ensure that her/his bill is settled by the due date on the Statement of Account. Students may view their statement on their Student Center at www.buckeyelink.osu.edu.
- All OSU student tuition and fees must be paid seven days prior to the first day of the semester. There will be a $200 late fee assessed after the due date; unpaid students will be dropped from classes after the 15th day of the semester.
- ANY student, for whatever reason, who will not be able to meet that payment deadline, is strongly encouraged to sign up for the university-sponsored Tuition Option Payment Plan (TOPP). See next page for more information.

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

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

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

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

<table>
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<tr>
<th>Term</th>
<th>First/Initial Payment Due</th>
<th>Second Payment Due</th>
<th>Third/Final Payment Due</th>
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</thead>
<tbody>
<tr>
<td>AU2015</td>
<td>August 18, 2015</td>
<td>September 18, 2015</td>
<td>October 18, 2015</td>
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- **Scholarships, Loans, Grants** – If you receive scholarships, loans, or grants in excess of your tuition, the university will direct deposit any funds into your checking or savings account 5–7 days before classes start. It is to your advantage to sign up for direct deposit on your Student Center. If you do not have direct deposit, checks will be mailed 7–10 days before classes begin.
• **Credit Cards** – OSU accepts Visa, MasterCard, American Express, and Discover for payments on tuition and fee accounts. You will be charged a non-refundable 2.75% convenience fee by the credit card processor on all credit card payments. In addition, payments made by credit card may be subject to additional fees and interest as assessed by the card issuer. The convenience fee, as well as any applicable fees or interest assessed by the card issuer, are not assessed by OSU and are not refundable through Ohio State regardless of circumstances.

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

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

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

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

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

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

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

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

**Business Office:**

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<tr>
<th>Business Office</th>
<th>Monday–Friday</th>
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<tbody>
<tr>
<td>140 Maynard Hall</td>
<td>8:00 a.m.–5:00 p.m.</td>
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<tr>
<td>740–725–6311</td>
<td></td>
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<tr>
<td><a href="mailto:marionbog@osu.edu">marionbog@osu.edu</a></td>
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**F. Library**

**General Information**

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

**Collection**

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

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

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

Library:
Betsy Blankenship
105 Library Classroom Building
740–725–6254
blankenship.5@osu.edu
Monday–Thursday: 8:00 a.m.–8:00 pm.
Friday: 8:00 a.m.–5:00 p.m.
Weekend hours vary by semester.
http://marionlibrary.osu.edu
G. IT for Students

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

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

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

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

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

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

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

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

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

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

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

**Hardware and Software**

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

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

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

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

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

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

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

Wexner Center Store
1871 N. High Street
Columbus, OH 43210
614–292–1807

Monday–Wednesday: 10:00 a.m.–6:00 p.m.
Thursday–Friday: 10:00 a.m.–8:00 p.m.
Saturday: 11:00 a.m.–8:00 p.m.
Sunday: 11:00 a.m.–6:00 p.m.
shopweb@wexarts.org

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

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

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

**H. Bookstore**

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

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

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

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

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

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

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

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

**Academic Enrichment:**

216 Morrill Hall
740–725–6236

Friday: 8:00 a.m.–5:00 p.m.
Monday–Thursday: 8:00 a.m.–8:00 p.m.
http://www.osumarion.osu.edu/enrichment
J. Ombudsman

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

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

K. Campus Information

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

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

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

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

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

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

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

The Ohio State Athletics Ticket Office
555 Borror Drive, Room 1020
Columbus, OH 43210
Phone: 614-292-2624
Email: athletic.tix@osu.edu
http://www.ohiostatebuckeyes.com/tickets/

L. Weather Closing Policy

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

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

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

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

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

Kenton
WKTN FM 95

Marysville
WUCO AM 1270

Findlay
WFIN AM 1330
WKXA FM 100.5

Columbus (Columbus, con’t.)
WTVN AM 610
WNIC FM 97.9
WCOL FM 92.3
WJFX FM 105.7
WCOL AM 1230
Litefm FM 93.3
WLVQ FM 96
WHOK FM 95.5
WOSU AM 820
WCBE FM 90.5
WSNY FM 94.7
WODB FM 107.9
Smooth Jazz FM 104.3/103.5
Mix 97.1 FM 97.1
WBNS AM 1460
WCMH TV 4
WBNS TV 10
WSYX TV 6
WTTE TV 28
Ohio News Network
(MTC makes weather-related decisions independent of Ohio State Marion. Therefore, students should be certain to listen specifically for Ohio State Marion information.) Students are STRONGLY encouraged to check radio and TV reports, or the campus web site at www.osumarion.osu.edu.

M. Public and Campus Safety

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

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

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

Crime and Theft Prevention

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

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

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

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

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

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

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

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

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

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

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

**Public Safety Office:**

Ronald Kuszmaul
Public Safety Supervisor
140 Morrill Hall
740–725–6300; 740–725–6178 (fax)
Monday–Thursday: 9:00 a.m.–6:00 p.m.
Friday: 8:00 a.m.–5:00 p.m.
Summer hours:
Monday–Friday: 7:30 a.m. to 4:30 p.m.