New Student

ORIENTATION

An Orientation guide for incoming Freshman and transfer students with less than 21 semester credit hours
Congratulations on becoming an Ohio State Buckeye!  
We look forward to meeting you at Orientation.

Orientation at The Ohio State University at Marion is designed for incoming Freshmen and transfer students with less than 21 semester credit hours. If you are a transfer student with 21 or more credit hours, please call 740–725–6334 to schedule an individual appointment with the appropriate Academic Advisor.

All Orientation registration is completed online. When you register for Orientation, you will be asked to select your intended major; after you have selected your major, the list of available Orientation dates for that particular major will be displayed.

NOTE: the information you receive on Orientation day will be specific to the major you choose when you register.

Register for the earliest available orientation date to have the best choice of available courses.

Additional information about your Orientation schedule, what to bring with you, how to prepare, and other frequently asked questions can be found at www.osumarion.osu.edu. Under “Future Students,” select “Orientation.”

Your day will begin with check–in at 9:00 am in the lobby of Maynard Hall and end at approximately 4:00 p.m. You will attend your first Exploration class, meet with your Academic Advisor, and schedule classes for your first semester. Students are expected to attend all sessions of their Orientation day.

Please note: This brochure is the only orientation information you will receive via U.S. mail.
**STEP 1: ACTIVATE YOUR OSU INTERNET USERNAME AND BUCKEYE MAIL**

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

1. Establish a web connection using a browser, such as Internet Explorer.
2. In the address window, type in my.osu.edu.
3. Click on “Activate Now.”
4. Request/Choose an Activation Code. An email with the code will be sent to your personal email account. Follow the instructions in the email to complete the process.
5. Within 24 hours of activation, you may then access your Student Center at buckeyelink.osu.edu. On your Student Center, you will be able to access the following information and tools:
   - Your “To-Do” List
     - Select/Waive Student Health Insurance status
     - Complete your Financial Responsibility Statement
   - Financial Aid Status
   - Manage and Update Personal Information
   - Information on your Student Center may be limited until you schedule classes on Orientation day.
6. Activate your Buckeye Mail account by going to email.osu.edu; click on “Buckeye Mail.” When logging in, your Windows Live ID will be your OSU internet username (last name.#), followed by @buckeyemail.osu.edu. Enter the password you chose when activating your username.
7. If you have trouble activating your account, and/or using your Student Center or Buckeye Mail account, please contact the Office of Information Technology Help Desk at 8help@osu.edu or by phone at 614–688–HELP (4357).

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

**PLEASE NOTE: THE OHIO STATE UNIVERSITY DOES NOT RECOMMEND FORWARDING YOUR EMAIL TO ANOTHER ACCOUNT.**
**STEP 2: RESERVE YOUR ORIENTATION DATE**

You must have your OSU email account activated (see Step 1 on previous page) in order to reserve an Orientation date.

1. Open a web browser, and go to osumarion.osu.edu.

2. Click on “Orientation” from the “Future Students” drop down menu.

3. **Read the information listed.** Read each question and the corresponding answer. You will be guided step–by–step through the registration website. Remember to print your Orientation confirmation page after completing your registration!

4. Make a note of your Orientation day and adjust work and other schedules accordingly! You will receive a reminder of this date approximately three to five days prior to your Orientation through your OSU email account. To check your email, go to email.osu.edu and click on “Buckeye Mail.”

If you experience problems while reserving your Orientation program online, or if a situation arises that makes it impossible for you to attend, please call the Advising Office at least 24 hours ahead of time at 740–725–6334.

If you have questions regarding Orientation, call 740–725–6334. If you have questions regarding Financial Aid, call 740–725–6242.

♦ **Reminder ♦**

In order to have access to class scheduling at Orientation, your $100 Acceptance Fee must be paid. Processing time can take up to two weeks. (This statement was sent to you shortly following your Ohio State acceptance letter.) If the fee is beyond your ability to pay, contact Admissions at 740-725-6242 to discuss your situation.
STEP 3: PLACEMENT TESTING

Because most undergraduate programs at Ohio State require some work in mathematics, all entering freshmen are required to take the Mathematics Skills Assessment. Placement Testing helps to determine the appropriate first course for you to take in Ohio State Marion’s course sequences in Mathematics, English, and Foreign Language. There is no pass or fail with these assessments; they are used strictly to measure your current skill level, whether you just graduated from high school or you have been out of school for some time. Your ACT/SAT scores, Advanced Placement (AP) credit, and any college-level course work you may have completed while in high school will also help to determine your placement in these areas. If you have taken or will be taking AP tests, please contact the College Board website to have your AP test scores sent to OSU. If you have questions about AP test scores, contact your high school guidance office.

A. MATH SKILLS ASSESSMENT (MATH PLACEMENT TEST)

You should complete the Math Skills Assessment online at least three days prior to your Orientation session. You must have a math placement score to schedule math and science courses at Orientation.

There are two versions of the Mathematics Skills Assessment (Math Placement Test): Test “B” and Test “D.” If you have an ACT math score of 24 or lower (SAT math score of 560 or lower), you will take Test “B.” If you have an ACT math score of 25 or higher (SAT math score of 570 or higher), you will take Test “D.” Scoring high enough on the “B” test will allow you to take the “D” test (pre-calculus), which may result in a higher placement level.

Please Note: The online assessment has a maximum time limit of 75 minutes and can only be taken once. Please provide yourself with an environment that will give you uninterrupted time and an atmosphere conducive for working math problems.

Since the score on your Math Skills Assessment determines your beginning placement level in math and sciences courses, you are encouraged to review the appropriate topics prior to taking the test. Sample problems, exam topics, and additional information can be found at: http://math.osu.edu/undergrad/future-students/incoming/placement-test.

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

Establish a web connection to https://buckeyelink3.osu.edu/secure/math, remembering that some browsers may be incompatible.

Login using your OSU Internet username (lastname.#) and password from Step 1.

The Math Skills Assessment instructions will now appear. Please read the instructions carefully specifically noting:

- You may use scratch paper, pencil, and any battery-operated calculator (including graphing calculators) but NOT a QWERTY keyboard machine such as a TI–92 or TI–Voyager, or a calculator with computer symbolic algebra.
- The test is timed for 75 minutes, and the time remaining will be updated after you answer each question.
- The test is entirely multiple-choice. No partial credit will be given.
- If you experience computer or web browser problems during the test, return to the site https://buckeyelink3.osu.edu/secure/math, and you should be able to begin where you left off, provided your time has not expired (since time keeps running).
- If you experience technical problems during the online math assessment, please call the Office of Testing at 614–292–2241 (8:00 am–5:00 pm, Monday through Friday).
- After you have finished taking the assessment, you will be given a math course code (see below) that indicates your placement level and a link for more information about math placement.

OSU Marion Math Skills Assessment Scoring Key

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Corresponding Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Math 1050: Elementary Algebra</td>
</tr>
<tr>
<td>S</td>
<td>Math 1075: Intermediate Algebra</td>
</tr>
<tr>
<td>R</td>
<td>Math 1075 or 1116 (1125 for Education majors): Excursions in Math</td>
</tr>
<tr>
<td>N</td>
<td>Math 1148/1130: College Algebra</td>
</tr>
<tr>
<td>“B” Test: Math ACT – 24 or less; Math SAT – 560 or less</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Corresponding Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Math 1148/1130: College Algebra</td>
</tr>
<tr>
<td>M</td>
<td>Math 1150/1130: Pre–Calculus</td>
</tr>
<tr>
<td>L</td>
<td>Math 1151/1131: Calculus</td>
</tr>
<tr>
<td>“D” Test: Math ACT – 25 or higher; Math SAT – 570 or higher</td>
<td></td>
</tr>
</tbody>
</table>
If you are currently enrolled in a high school math course, you should complete that course prior to taking the Math Skills Assessment.

Additional Math Skills Assessment Information – Paper/Pencil Version

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

The Paper/Pencil version of the Math Skills Assessment is available Fridays at 1:00 pm on the Marion campus. Please call the Academic Advising Office in Marion at 740–725–6334 to schedule a date for your test.

♦ Math Placement “U” ♦

In some cases, the assessment will not be able to give you a math placement level. If this happens, you will be given an undetermined placement level – “U” – instead of a math course code, and you will need to take the paper/pencil math skills assessment in person.

Important Note: Although you may use a calculator on your Math Placement Test, as noted above, you may not use other resources or assistance from others. If you do, you could be placed in a math or science course that is inappropriate for you. Starting in a course for which you are not prepared could result in your receiving a lower grade or possible failure.

Please Note:
The Marion Campus does NOT offer the Math Skills Assessment on Orientation Day.
B. ENGLISH PLACEMENT PROCEDURES

Your English Placement is based on your English ACT score.

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

<table>
<thead>
<tr>
<th>ACT English Score</th>
<th>Corresponding Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>None or &lt; 18</td>
<td>English 1109: Reading and Writing</td>
</tr>
<tr>
<td>18–20</td>
<td>English 1110.03/1193: First-Year English Composition with Workshop Component</td>
</tr>
<tr>
<td>21+</td>
<td>English 1110.01: First-Year English Composition</td>
</tr>
<tr>
<td>25+</td>
<td>English 1110.01H: Honors First-Year English Composition</td>
</tr>
</tbody>
</table>

1109: Writing and Reading (No ACT score or ACT English score below 18):

If you have no ACT score or your score is below 18, your placement is English 1109. You must enroll in this class. However, you have the option of writing a placement test to try to improve your placement to either 1110.03/1193 or 1110.01 (see page 10 for information).

English 1109 is a 4–credit hour class that provides intensive practice in integrating academic reading and writing. Class size is limited to 15 students in order to provide additional one-on-one help in learning how to read and write at the college level.

College English is not like high school English; English 1109 is designed to help students make the transition from high school writing to college writing. Students learn and practice the skills necessary for college-level writing: critical analysis of a range of texts; intensive and focused study of written discourse; independent thinking; and an ability to convert ideas into clear and organized written communication.

After completion of English 1109, students proceed to English 1110.03 and 1193 to fulfill the first general education writing and related skills requirement.
1110.03/1193: First-Year English Composition with Workshop Component (ACT score of 18-20):

If your ACT score is 18–20, your placement is English 1110.03/1193. We strongly advise you enroll in this class or 1109. You should consider enrolling in 1109 if you feel your skills are not up to par and would like extra instruction in writing.

♦ Cindy, former 1110.03/193 student ♦

“Everyone should take English 1110.03 and 1193! The extra time that is scheduled for the workshop time is a great help. It has helped me build security in myself and my skills to know the correct way to complete papers.”

English 1110.03/1193 provides intensive practice in the fundamentals of expository writing. Like students in 1110.01, students in 1110.03/1193 learn the conventions of academic research and writing within the context of a particular course theme, which may differ from course to course. Students in this course must enroll in both English 1110.03 (3 credit hour classroom course) and its concurrent course, English 1193 (1 credit hour writing lab component).

Students in 1110.03/1193 also produce similar types of writing as students in 1110.01, which includes traditional academic texts, as well as non-traditional multimedia presentations. However, competence with multimedia is not assumed, and there is more direct instruction in 1110.03 for these types of assignments. One project with significant research is required, and students are taught to achieve independence in the writing process.

Offered in a small class setting with no more than 18 students, English 1110.03/1193 provides additional instruction in mastering the skills taught in English 1110. As in 1110.01, students are expected to work independently to synthesize their reading, writing, and research to create theories and analytical interpretations that are discussed and built upon in class and through composing assignments. However, in 1110.03, more time is spent teaching students strategies for achieving these goals. Students are not expected to demonstrate competence in synthesis, analysis, and theory-building upon enrollment into 1110.03; these skills will be cultivated throughout the course.

English 1110.03/1193 fulfills the first general education writing and related skills requirement. Again, students must enroll in both English 1110.03 (3 credit hours) and its concurrent course, English 1193 (1 credit hour).
1110.01: First-Year English Composition (ACT score of 21 and above):

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

English 1110.01: First-Year English Composition is a 3-credit hour class that provides practice in the fundamentals of expository writing, and students learn the conventions of academic research and writing within the context of a particular course theme. Classes are capped at 24 students.

Students emerge from English 1110.01 with knowledge of rhetorical analysis and production. Using a wide array of sources, students produce a series of texts, in both traditional academic and non-traditional multimedia genres. Academic assignments may include annotations, critical responses, proposals, and, of course, traditional academic papers. Examples of multimedia assignments are public service announcements, visual arguments, and parody advertisements. These assignments vary somewhat from section to section; however, all sections require one project with a significant research component, as well as one project with a multimedia component. Independence in analytical reading and the writing process is assumed. It fulfills the first GE writing and related skills requirement.

1110.01H: Honors First-Year English Composition (ACT score of 25 and above):

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

Honors 1110.01 is a special section of 1110.01 designed for students in the Honors Program, as well as students who would like to do work at the honors level but might not be a part of the Honors Program. The class size is slightly smaller (20 students), which allows the professor to work with students on special independent projects. Students build on already high levels of reading and writing competency, move from a fluent to an individual and crafted writing style, and apply their already well-developed ability to work individually toward creating highly individualized composing projects. It fulfills the first General Education writing and related skills requirement.
Notes on English Placement:

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

If you choose to complete the Writing Placement Test, you will produce a piece of writing in a timed setting. Your writing sample will be evaluated by the Writing Program Administrators, who are members of the English Department faculty and specialists in writing instruction. The decision of the Writing Program Administrators is final. No student may enroll in a writing course beyond that indicated by their ACT English score or writing test score, whichever is higher. Please call the Advising Office at 740–725–6334 to schedule a Writing Placement Test.

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

Check your ACT scores prior to your Orientation and use the information in this booklet to determine your placement in English.
In preparation for Orientation, record your placements on the checklist on the last page of this booklet.
C. FOREIGN LANGUAGE TESTING

Computerized foreign language placement exams are available in French, German, and Spanish on the Marion Campus. Throughout the academic year exams are offered Monday through Friday in 281 Morrill Hall, the Media Lab, during normal working hours. No appointment is necessary, but please call ahead to confirm availability (740–725–6385).

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

At the end of the test, print out the score sheet and bring it to the Advising Office (100 Maynard Hall). Exams in other languages are available on the Columbus Campus. Call the Marion Advising Office at 740–725–6334 for additional information.

D. OTHER IMPORTANT INFORMATION

Transfer Students
If you are transferring from another college or university and have under 21 semester credit hours, you are required to register for and attend an Orientation session. During this session, you will schedule your classes. If you have over 20 semester credit hours, you are not required to attend Orientation. Contact the Advising Office to schedule an individual transfer student orientation appointment with the appropriate academic advisor. When Ohio State Columbus receives your official transcript, it will be evaluated for transfer credit and posted to your Student Center. **This evaluation will not be done until your $100 acceptance fee is paid.**

Office of Disability Services
Students with documented disabilities should contact the Marion Campus Office for Disability Services at 740–725–6247 to make accommodation arrangements for placement assessment. Documentation must be provided to determine eligibility before authorization can be given for accommodations.
## STEP 4: ATTEND AN ORIENTATION PROGRAM

Listed below is a sample Orientation Program schedule – Subject to Change. Please keep in mind that all Orientation Programs begin promptly at 9:30 am and end at approximately 4:00 pm. Students are required to attend all sessions of the Orientation day.

<table>
<thead>
<tr>
<th>New Buckeyes</th>
<th>Time</th>
<th>Guests/Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Check-In; Continental Breakfast</strong></td>
<td>9:00–9:20 am</td>
<td><strong>Check-In; Continental Breakfast</strong></td>
</tr>
<tr>
<td><strong>Welcome from the Dean</strong></td>
<td>9:30–9:45 am</td>
<td><strong>Welcome from the Dean</strong></td>
</tr>
<tr>
<td><strong>Doing Business Buckeye Style: Students</strong></td>
<td>10:00–10:45 am</td>
<td><strong>College Transitions: Family Matters</strong></td>
</tr>
<tr>
<td>Online demonstration of your Student Center and Buckeye Mail to conduct business at Ohio State</td>
<td></td>
<td>Student Life staff discusses the transition to college, academic support services, and ways family members, and the university, support new students</td>
</tr>
<tr>
<td><strong>Life Outside the Classroom:</strong></td>
<td>11:00–11:45 am</td>
<td><strong>Doing Business Buckeye Style: Guests</strong></td>
</tr>
<tr>
<td>Members of Student Life staff present an overview of college life and the resources available to help students succeed</td>
<td></td>
<td>See demonstration of how your student will conduct business at Ohio State using their online Student Center and Buckeye Mail</td>
</tr>
<tr>
<td><strong>Academic Planning</strong></td>
<td>12:00–12:50 pm</td>
<td><strong>Academic Planning</strong></td>
</tr>
<tr>
<td>Learn curriculum requirements for your intended major and begin choosing your first semester courses</td>
<td></td>
<td>Learn the curriculum requirements for your student’s intended major. Students will begin choosing their first semester courses</td>
</tr>
<tr>
<td><strong>Lunch – pizza &amp; salad</strong></td>
<td>12:50–1:40 pm</td>
<td><strong>Lunch – pizza &amp; salad</strong></td>
</tr>
<tr>
<td><strong>University Survey</strong></td>
<td>1:45–2:45 pm</td>
<td><strong>Money Matters</strong></td>
</tr>
<tr>
<td>Advising 101: Student Registration</td>
<td>3:00–4:00 pm</td>
<td>Presented by the Office of Financial Aid</td>
</tr>
<tr>
<td><strong>Meet your guest(s) – Get your BuckID; see Financial Aid, Student Organizations, Bookstore, etc. (SD Lobby area)</strong></td>
<td>4:00 pm</td>
<td>Wait for your student(s) – Your student can get her/his BuckID; see Financial Aid, Student Organizations, Bookstore, etc. (SD Lobby area)</td>
</tr>
</tbody>
</table>

Please keep in mind that Ohio State Marion students are not permitted to take classes at the Columbus campus during their first semester of enrollment.

**PARENTS AND ADULT GUESTS OF NEW STUDENTS ARE WELCOME AND THEIR ATTENDANCE IS ENCOURAGED.**
STEP 5: OTHER IMPORTANT INFORMATION

Sites to Bookmark on your computer’s web browser
osumarion.osu.edu
Ohio State Marion Home Page: check your OSU email (webmail), access local services and information. View course schedules for the Marion Campus.

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

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

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

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

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

sfi.osu.edu
Student health insurance information

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

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

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

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

The Ohio State University at Marion 13
NEW STUDENT CHECKLIST

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

☐ Reserve an Orientation date (page 3).
   My Orientation date is: ____________________________
   My major is: ____________________________

☐ Complete Placement Testing (pages 4–11), as needed.
   Math placement level: ____________________________
   English placement determined by ACT score: ____________________________
   Foreign Language placement (if taken): ____________________________

☐ Review the sample Orientation schedule (page 12) with parents/family members who may be joining you on your Orientation day. Develop a list of questions that you and your family would like to have answered at Orientation.

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

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

Notes:
Directions to The Ohio State University at Marion

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

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

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

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

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