Curriculum

General Education Curriculum

The academic core for students at Ohio State is called the General Education (GE). The GE is designed to allow students to develop the fundamental skills essential for collegiate success across major programs. The GE develops students’ writing and critical thinking skills, engages them in topical contemporary issues, and gives them a broad understanding of diversity, the natural and social sciences, and esthetics. Some colleges/schools also include basic foreign language aptitude as a requirement of the GE.

GE options differ depending on college and type of degree. Within their specific GE options students have many choices available to satisfy their GE requirements, allowing them to tailor their GE toward their interests. Students should consult specific college or school publications or their advisors before scheduling courses to satisfy GE requirements.

Major Program Curriculum

Each college or school has established course work with the corresponding department to develop a major program curriculum that will prepare students for graduate school or career prospects in their given fields. For specific requirements for the curricula administered by a given college or school, students should consult with their advisors or visit the respective college or school web site.

Curricular Electives

Every undergraduate curriculum attempts to provide for some amount of “free electives”—in most cases a minimum of 15 credit hours. Free electives consist of any course that a student wishes to take that is not a requirement elsewhere in the curriculum. These electives may be unrelated to a student’s major.

Calculation of GPA

The university has assigned a point value, called the number of credit points, to each course letter grade. The assignments are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit Points</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</td>
<td>0.0</td>
</tr>
</tbody>
</table>

(Note: there is no D-, E+, or A+)

Multiply the number of hours of credit associated with a given course by the number of credit points assigned to the grade earned in the course, and the result is a value that reflects both the quality of work done and the credit hour value of the course. This value (credit hours times credit points) is the total number of credit points earned.

Total Credit Points Earned = Credit Hours x Credit Points

For example, suppose this semester a student received the following:

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Credit Hrs.</th>
<th>Grade</th>
<th>Credit Pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>1101</td>
<td>04</td>
<td>B+ (3.3)</td>
<td>13.2 (=4x3.3)</td>
</tr>
<tr>
<td>KNSFHP</td>
<td>1147</td>
<td>02</td>
<td>C+ (2.3)</td>
<td>4.6 (=2x2.3)</td>
</tr>
<tr>
<td>Math</td>
<td>1148</td>
<td>04</td>
<td>C (2.0)</td>
<td>8.0 (=4x2.0)</td>
</tr>
<tr>
<td>English</td>
<td>1110</td>
<td>03</td>
<td>A (4.0)</td>
<td>12.0 (=3x4.0)</td>
</tr>
<tr>
<td>EXP</td>
<td>1100</td>
<td>01</td>
<td>B- (2.7)</td>
<td>2.7 (=1x2.7)</td>
</tr>
</tbody>
</table>

|       |       |     |       | 14 | 40.5 |

Divide the total number of credit points earned by the total number of credit hours, and the quotient will be a number between zero and four that reflects the student’s average performance, considering all courses and their relative credit hour values.
This quotient is called the student’s point-hour ratio (PHR) or grade-point average (GPA).

\[
\text{Point-Hour Ratio} = \frac{\text{Total Credit Points Earned}}{\text{Total Hours Attempted}}
\]

Note that only courses taken for a grade from A to E count in this ratio.

It is possible to talk about a student’s point-hour ratio for any group of courses he or she has taken (major courses, science courses, or electives, for example). But the two groups of courses most commonly considered are the courses taken during a given semester (the semester point-hour ratio) and the group of all courses the student has taken to date (the cumulative point-hour ratio).

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### Academic Advising

- [Lima.OSU.edu/academics/academic-advising](http://Lima.OSU.edu/academics/academic-advising)
- (419) 995-8264

Students will have a general advisor to assist them with any prerequisites to get into their majors, general course requirements, university procedures, and special academic opportunities. In addition, many students have a faculty or professional advisor in their department who serves as a mentor and a specialist for major-area information.

Undecided students, who number approximately 20 percent of each incoming class, are assigned an Exploring advisor who assists them through the process of selecting a major. All students may also seek special career guidance that is linked to the selection of a major.

While the career guidance in the Exploration Program is linked to the choice of a major, students in all colleges participate in a four-year career development process that begins with general knowledge during the first year and culminates with a senior-year advising program that leads to employment suitable to college graduates in each field. As part of this four-year career process, many students elect to pursue internships, special cooperative education programs, research projects and unique employment opportunities.

### Changing Your Major

Students who wish to change majors use the advising system in one of two ways. If a student is certain of the new major, he/she moves directly into a relationship with an advisor in the new college who will explore the curriculum, majors, and career issues with the student.

However, if students wish to sample courses in various majors before making a choice, they are supported in their original enrollment colleges/schools as they explore a wide variety of major and career issues. Additionally, students uncertain of which major they wish to pursue can take advantage of the services in the Exploration Program to assist them in determining the correct major for them.

In general, students will meet their advisors during the orientation preceding their first semester, and then they will continue to work extensively with that advisor throughout the remainder of their time on the Ohio State Lima campus. This can include their time in the University Survey course, designed to introduce students to Ohio State and their colleges, as well as in one-on-one appointments designed to allow students to discuss academic issues on a very personal basis.

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### Academic Advisor Partnership

Advisors partner with students at the university as students explore educational and professional opportunities, set appropriate goals and decide strategies for accomplishing those goals. In addition, advisors can provide a listening ear, share in students’ achievements and disappointments, answer questions and direct students to other appropriate university services. Advisors work closely with university faculty and administrators.

### Why meet with an academic advisor?

- register for classes, request information about academic programs, clarify policies and procedures
- understand degree requirements and monitor degree progress
- investigate majors, careers, internships and co-op programs
- discuss academic problems and share personal concerns

### What is the student’s role in the advising partnership?

- audit academic records regularly and complete program requirements
- know how academic actions affect student status and prepare for advising appointments
- explore options, share information, ask questions, follow up, seek help before a situation becomes a crisis

### What is the advisor’s role in the advising partnership?

- provide accurate information and interpretation of policies and procedures
- listen to problems and concerns and make referrals for other services
- assist with course selection, help with goal setting, encourage career exploration

Even though academic advisors will provide information and serve as consultants in the audit process, students must understand degree requirements and know when and how those requirements will be satisfied.
The Lima Campus Library can provide you with all the materials you need for your research projects and papers. We have librarians here who can help you find just the right resources from libraries around the world, for free!

The Lima Campus Library has:
- Over 75,000 volumes
- Thousands of online journals (not available on Google)
- Children’s Literature Collection
- Campus Archives
- One Button studio for video production
- Reservable conference room for group study
- Quiet area for silent study
- 12 computers

How do I know where to find what I need?
- Use the OSU Catalog online. You can search the entire OSU collection of more than 6 million items, from online videos to ebooks to print books! You can have books delivered to Lima in 3 – 5 working days, and they can be renewed online.
- Use the FREE OhioLINK Catalog – statewide consortium of 90+ of Ohio's college and university libraries. OhioLINK has almost 50 million items, delivery time is 3-5 working days.
- The library provides access to thousands of online articles, primary sources and other digital materials.

If the libraries in Ohio don’t have what you need, we can help you use Interlibrary Services to request items from other libraries.

How do I work from home?
Visit the library homepage; you will be prompted to log in as needed.

What if I get stuck?
Call, email or stop by anytime, contact information is noted below.

Borrowing Library Materials
You must have a photo ID to check out materials. You are responsible for all the materials borrowed on your record. All library notices are sent via e-mail.

Library Location: Cook Hall, First Floor
Phone: (419) 995-8401
Email: lima-library@osu.edu
Web: osu.campusguides.com/lima/home

Hours: Monday through Thursday: 8 a.m. – 8 p.m.
     Friday: 8 a.m. – 5 p.m.
     Hours vary in the summer, on breaks and during exam weeks.

Library Staff
Tina Schneider, Director
schneider.290@osu.edu
(419) 995-8326

Zach Walton, Reference Librarian
walton.485@osu.edu
(419) 995-8488

Kathy Stedke, Circulation Supervisor
stedke.1@osu.edu
(419) 995-8361

The goal of the Honors Program at The Ohio State University at Lima is to enrich the intellectual development and academic experience of qualified students by providing enhanced academic, cultural and social opportunities.

Honors coursework is designed for those students with a strong desire for learning and the motivational and intellectual ability to pursue special academic projects to fulfillment.

The Honors Program offers Ohio State Lima students greater opportunity to interact with the University’s faculty and with other highly motivated students. It also organizes field trips and other extracurricular activities for honors students.

Membership Requirements
Entering freshmen should apply to the Honors Program at http://lima.osu.edu/honors/honors-program-application.html if they meet any one of these criteria: an ACT composite score of 26 or higher, a high school GPA of at least 3.4 and a ranking in the top 20 percent of their high school class. If you meet all three of these criteria, then you will be automatically admitted to the Honors Program at Ohio State Lima, following the receipt of your online Honors application. Incoming students who meet some of those requirements and apply to the program can have full access to all Honors activities, including courses, trips, seminars and social activities as an honors candidate and can earn admission to the Honors Program by demonstrating high quality academic performance.

All interested and admitted honors students will have to demonstrate interest in the Honors Program by taking Honors courses and participating in Honors events. They must maintain a minimum 3.3 GPA their freshman year; the grade point requirement for students who have completed 60 or more semester hours is 3.4 or higher. Please visit Lima.OSU.edu/honors for more information.
Continuing Honors Requirements
To be eligible to continue as an honors student at Ohio State, students must have completed a minimum of two honors or upper division (4000+) courses over the first two years. Honors Embedded courses can also be used to satisfy this requirement.

Continuing Honors at Ohio State Columbus
Ohio State Lima students are Ohio State University students and courses taken on the Regional campuses of Ohio State are Ohio State University courses, including honors courses. These credits do not need to be transferred.

Regional campus honors students moving to Columbus should make contact with your department’s Honors Coordinator in Columbus early in the campus change process to arrange the appropriate course of study to satisfy the requirements to graduate with honors or with distinction.

Honors Awards and Recognition
The Ohio State Lima Honors Program gives financial awards to honors students who perform exceptionally well in Honors courses. Lima Honors students can receive “Book Awards” of $100 for each Honors Course. “Tuition Awards” of $1000 are awarded to select Honors students who have taken at least two Honors Courses in a given year. These awards are administered by the Honors Program and are based solely on merit.

An H is placed along with the course number on the student’s transcript to designate successful completion of an honors course, an E for an honors embedded course.

Outstanding students are eligible to receive a variety of additional awards, such as the John W. Hevener Award, or the John T. Mount Academic Excellence Award.

Career Services

Lima.OSU.edu/careerservices
(419) 995-8053

From students still exploring majors to students who have selected a major, all students participate in the career development process. They engage in this process by themselves and with others including their academic advisors, faculty and career services professionals.

Ohio State Lima’s Career Services Office offers assistance for students, potential students, and alumni, including: career consultation; career and major exploration; career and individual assessment; assistance with graduate and professional school applications; and experiential learning and job campaign assistance, such as resume and cover letter critiques, interview techniques and intensive job search strategies. In addition to the Buckeye Career Network job board, Ohio State Lima’s Career Services office has strong working relationships with local employers and other Ohio State Career Services units across our Columbus campus that assist students in connecting with employers in specific fields of interest.

The Career Services Manager is available to assist students in clarifying their goals, addressing their concerns, exploring career options and helping to develop a plan of action to achieve career goals. Students are encouraged to also use career exploration resources available at OSU including the OSU Buckeye Careers Network job search website at careers.osu.edu and onpace.osu.edu.

Working in cooperation with the academic advisors, students are provided with information and resources to help them make sound choices. The staff is dedicated to helping all our students meet their goals and make the most of their educational experiences.

Career Services hosts two job fairs each year in addition to other events such as lunch and learns, Employer Spotlight presentations and career planning and exploration presentations. Check your OSU email and Lima.OSU.edu/careerservices for event details.

Study Abroad

oia.osu.edu/getting-started.html

Ohio State ranks 2nd in the nation for the number of students participating in short-term programs with 2,897 studying abroad for one to eight weeks during the academic year. Undergraduate students of all majors and ranks are encouraged to explore the wide range of study abroad opportunities available through Ohio State.

Programs are offered worldwide. Study abroad can be a central component of most degree programs by helping students satisfy language, major, minor, and/or General Education Curriculum requirements for a degree. Faculty participation and OIA oversight ensure academic rigor and administrative support overseas and at Ohio State. While participating in Ohio State’s study abroad programs, many students remain registered at the university and earn Ohio State graded credit.

The OIA also offers a Global Internship Program. This non-credit bearing program is open to Ohio State students of all majors and backgrounds. It provides students with working and learning experiences through project based internships, themed workshops, alumni mentorship and cultural excursions. Internships take place from mid-May to
The OIA is committed to making study abroad accessible to every Ohio State student who wants this experience. To learn more about Ohio State’s study abroad opportunities, interested students are encouraged to contact the Career Services Office for assistance.

**Undergraduate Research**

undergraduate.research.osu.edu

Undergraduate Research defined – An inquiry or investigation conducted by an undergraduate student that makes an original, intellectual, or creative contribution to the discipline... (from the Council on Undergraduate Research)

Research contributes to an expansion of knowledge through inquiry, investigation or experimentation aimed at the discovering of facts that may support research hypothesis.

Undergraduate research requires an educational collaboration between students and faculty members. Research experiences may be initiated by students who seek out faculty supervision for their projects or by faculty members who involve undergraduate students in their research teams.

Participation in undergraduate research provides many educational, professional and personal benefits including applying concepts learned in coursework to “real life” situations, developing marketable skills, enhancing professional communication skills, discovering personal interests and growing as a critical, analytical and independent thinker.

Ohio State Lima sponsors an Undergraduate Research Forum in the spring for students to practice sharing their work orally and visually. Financial aid is available to students to help fund their research, and awards may be given to the best research projects. Our students are encouraged to go to Columbus for OSU’s annual spring Denman Undergraduate Research Forum to showcase their research.

**Majors**

**A**
- Accounting
- Actuarial Science
- Aeronautical and Astronautical Engineering
- African American and African Studies
- Agribusiness and Applied Economics
- Agricultural Communication
- Agricultural Systems Management
- Agriscience Education
- Ancient History and Classics
- Animal Sciences
- Anthropology
- Anthropological Sciences
- Arabic
- Architecture

**Art (including concentrations in Art and Technology, Ceramics, Glass, Painting and Drawing, Photography, Print Making and Sculpture)**
- Art Education
- Art Management
- Astronomy and Astrophysics
- Athletic Training
- Atmospheric Sciences
- Aviation

**B**
- Biochemistry
- Biology
- Biomedical Engineering
- Biomedical Science
- Business Management

**C**
- Chemical Engineering
- Chemistry
- Child and Youth Studies
- Chinese
- City and Regional Planning
- Civil Engineering
- Classics
- Communication
- Community Leadership
- Comparative Studies
- Computer and Information Science
- Computer Science Engineering
- Construction Systems Management
- Consumer and Family Financial Services
- Criminology and Criminal Justice Studies
- Culinary Science

**D**
- Dance
- Data Analytics
- Dental Hygiene
- Design, Industrial Design
- Design, Interior Design
- Design, Visual Communication Design

**E**
- Early and Middle Childhood Studies
- Earth Science
- Economics
- Economics – Business
- Education – Early Childhood Education
- Education – Foreign Language Education
- Education – Integrated Language Arts/English Education
- Education – Middle Childhood Education
- Education – Science and Mathematics Education
- Education – Special Education
- Education – Teaching English to Speakers of Other Languages
- Education – Technical Education and Training
- Electrical and Computer Engineering
- Engineering Physics
- English
- Entomology
- Environment and Natural Resources
- Environment, Economy, Development and Sustainability
Environmental Engineering
Environmental Policy and Decision Making
Environmental Science
Evolution and Ecology
Exercise Science Education
Exploration

F
Fashion and Retail Studies
Film Studies
Finance
Food, Agriculture and Biological Engineering
Food Business Management
Food Science and Technology
Forestry, Fisheries and Wildlife
French

G
Geography
German
Geographic Information Science
Globalization Studies

H
Health and Wellness Innovation in Healthcare
Health Information Management and Systems
Health Promotion, Nutrition and Exercise Science
Health Sciences
Hebrew
History
History of Art
Hospitality Management
Human Development and Family Science
Human Nutrition
Human Resources

I
Industrial and Systems Engineering
Information Systems
Insurance
International Business Administration
International Studies
Islamic Studies
Italian

J
Japanese
Jewish Studies
Journalism

K
Korean

L
Landscape Architecture
Linguistics
Logistics Management

M
Marketing
Materials Science and Engineering
Mathematics
Meat Science
Mechanical Engineering
Medical Laboratory Science
Medieval and Renaissance Studies

Microbiology
Modern Greek
Molecular Genetics
Moving Image Production
Music – Composition
Music – Education
Music – Jazz Studies
Music – Musicology
Music – Performance
Music – Theory

N
Natural Resources Management
Neuroscience
Nursing

Operations Management

P
Pharmaceutical Sciences
Philosophy
Physical Education, Sport and Physical Activity
Physics
Plant Health Management
Plant Pathology
Political Science
Portuguese
Professional Golf Management
Psychology
Public Health
Public Management, Leadership and Policy
Public Policy Management

Radiologic Sciences and Therapy
Real Estate and Urban Analysis
Religious Studies
Respiratory Therapy
Romance Studies
Russian

S
Sexuality Studies
Social Sciences Air Transportation
Social Work
Sociology
Spanish
Speech and Hearing Science
Sport Industry
Sustainable Plant Systems

Theatre

Undecided (Exploration)

Welding Engineering
Women's, Gender and Sexuality Studies
World Literature
World Politics

Z
Zoology
Pre-professional programs
Find general information about preparing for Ohio State's pre-professional programs at preprofessional.osu.edu.

- Pre-Dentistry
- Pre-Law
- Pre-Medicine
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinary Medicine
FIRST YEAR EXPERIENCE

With the overreaching goal of effectively integrating all new students into The Ohio State University at Lima community, and ultimately leading them to graduation, First Year Experience (FYE) focuses on providing a helping hand, rounding out the academic experience, and making sure the first year at Ohio State Lima is as successful as it can be.

First Year Experience

Lima.OSU.edu/current-students/fye

National research and our own experiences suggest that a great first year goes a long way toward helping students get what they go to college for – learning that lasts a lifetime and a degree. First Year Experience (FYE) leads campus-wide, collaborative efforts to give new students the resources and support they need to make a smooth transition to the University, return the next year, and ultimately graduate and become happy Buckeye alumni. FYE programs strive to help students:

- learn to navigate campus and take advantage of available resources,
- become part of the campus community,
- become Buckeyes.

The Dean’s Convocation and Picnic

The Dean’s Convocation and Picnic occurs the day before the start of Autumn Semester classes. The event is the official welcome for all new students to Ohio State Lima, not to mention a fun and informal way to meet those who are part of the campus community – faculty, staff and fellow students. New students learn some of the great Ohio State traditions, receive welcome gifts, and enjoy music, food and games. There are also numerous chances to win prizes – including the grand prize, an OSU football ticket.

Success Series

Successful first-year students at Ohio State are those who learn how to utilize resources, resolve problems, and prepare themselves to take full advantage of their time here on campus. The FYE Success Series offers short courses and presentations on common concerns and questions first-year students have. Themes include internet safety, credit cards and finances, dating relationships, health and wellness, financial aid, academic success, as well as experiences with the performing arts.

Parent and Family Newsletters

The First Year Experience Program strives to include everyone, so once per semester, each family of a first-year student will receive a newsletter with pictures of campus and updates that are informative and fun.

Passport to Lima Program

Passport to Lima is a semesterly program designed to give Ohio State Lima students the opportunity to experience what Lima has to offer … and on a student’s budget. The FYE staff organizes this student discount ticket program for activities such as the Broadway series musical Annie; OSU Cedar Point Day, Allen County Fair concerts and skating at the Cube. Passport to Lima is open to all undergraduate, graduate, and professional students at Ohio State.

Policies

Buying Tickets

- Discount tickets are available to active Ohio State undergraduate, graduate, or professional students.
- A valid BuckID must be presented at the time of purchase. The limit is two discounted tickets per ID.
- Students must be present with their own ID. ID’s for students other than those present cannot be accepted.
- Tickets must be purchased in the Student Services Center.
- Tickets are sold on first come, first served basis (quantity varies for each event).
- Limited quantities of tickets are available for all events. Sellouts are possible.

Rules/Restrictions

- No reservations or telephone orders are accepted.
- We are not responsible for event time or date changes made by the event procedures.
- Students must pay for the ticket when signing up for the event.
- Signing up for an event without paying does not guarantee a ticket.

Accepted Forms of Payment

- Cash
- Personal Checks

Non-Student Tickets

There is a possibility that a non-student can purchase a ticket. When available, the non-student will be responsible for the full price of the ticket.

For more information contact:
Gail Nelson
Ohio State Lima FYE Office
Student Services Center
(419) 995-8698
Lima.OSU.edu/current-students/fye
Off-Campus Recreational Activities

The Offices of First Year Experience and Student Life offer a variety of off-campus recreational activities throughout the year. In the past, groups have gone to Washington D.C. and Maryland for the Ohio State versus Maryland football game, to Mad River Mountain to go skiing and snowboarding, and to West Virginia to go white water rafting.

All excursions require a participation fee with the amount varying from event to event. All participation fees include the admission cost for the event as well as transportation to and from the excursion site. Ohio State Lima always pays a large portion of the cost of the events to make it an affordable option for all students.
Ohio State Lima’s students take advantage of hundreds of opportunities to learn, get involved, and just have fun beyond the classroom. From off-campus housing options to student organizations and recreational sports, there is always something going on to suit a variety of interests.

Off-campus Housing Guide

The Lima Campus Off-campus Housing Guide is designed to meet the needs of students considering local housing. This Guide is provided as information only. The Ohio State University at Lima and the Admissions Office are NOT responsible for student’s choice of rental properties or their financial rental obligations. College employees do not inspect, approve, supervise, or maintain any properties for off-campus housing.

Agents and owners of rental properties are required to make housing accommodations available without restriction based on race, creed, color, national origin, sex, or handicap. This guide is for the “serious looker.” It contains:

- General information about being an informed tenant
- Information on choosing your off-campus housing
- General safety information
- Information on how to find an apartment mate
- Important phone numbers and websites

Good luck in your search. Please remember that we are here to help. Don’t hesitate to contact us with any questions. The Admissions Office is located in the Student Services Center and our phone number is (419) 995-8391. You can also find updated information at any time by going to Lima.OSU.edu/housing.

Being an informed tenant

By taking the initiative and the time to become an informed tenant, you will have an advantage. By being informed of your rights and obligations, as well as those of your landlord, you will be more confident and comfortable in your rental relationship.

The hidden costs of living off-campus – Before taking on the responsibility of leasing or renting be sure to consider all the financial liabilities involved. Some examples of these are application fees, security deposit, utilities deposits and installation fees, pet deposit, purchase of appliances, furniture costs, monthly rent, renters insurance, car insurance, health insurance, monthly utility costs, phone charges, laundry costs, gas, food, internet service, cable, entertainment costs, credit card and/or loan payments.

Leases and Rental Agreements – Your lease is the agreement between you and your landlord. There are two types of leases, oral and written. Both types are legal, but your rights and obligations with an oral lease are much harder to prove than they are in written form.

Written lease – The written lease sets out all rights and obligations in a way that is easier to prove and use as a reference if any questions or conflicts arise. It is wise to get any promises, assurances, or guarantees made by the landlord in writing. Many written leases state that the landlord is not required to fulfill any promises that are not contained within the lease, so don’t be afraid to negotiate portions of the lease with the landlord. Any promises made by the landlord should be added to the lease and initialed by him/her and by you.

Items to verify on lease – cost of rent, when is rent payment due, is there a late fee if rent isn’t paid on time and how much is that fee, what utilities are covered with rent payment, who is responsible for maintaining public areas, when does the lease expire, what is the amount and terms of the security deposit, what items are prohibited such as smoking, drinking, animals, parties, etc.

Security deposit – A security deposit is an amount of money paid by the tenant to the landlord before moving in. It is usually equal to one month’s rent. This deposit serves to protect the landlord in case the tenant damages the unit or fails to fulfill contractual obligations included in the lease.

Upon termination of the rental agreement, the landlord may legally apply the security deposit to any damages that his or her property has suffered as well as to the payment of overdue rent or late fees. The landlord may also request additional fees to cover damages, overdue rent, or late fees.

You can use the following measures to help protect your security deposit:

- Get an itemized receipt of your deposit that includes every single charge
- Act as a responsible and mature tenant, treating the landlord’s property as your own, pay rent on time, and fulfill your obligations
under the lease. This can reduce the chance that damages will occur and the possibility the landlord will make a partial and/or total deduction from your security deposit.

- Notify the landlord of damages when they occur or soon thereafter. This allows the landlord to make repairs before the damage worsens.
- Request a pre-move-out inspection with your landlord. This will allow you to correct any cleaning or repair issues before the final inspection.
- Inform your landlord of your new address at least 30 days prior to moving out.

Safety and Security

Your safety and the security of your belongings start with awareness. Protect yourself by taking simple precautions and avoiding being a victim. Related to the issue of security and safety is getting to know your neighbors. Knowing your neighbors helps to increase the possibility that any potential intruders will be identified by your neighbors before a crime is committed. Also, developing this sense of community increases the chance that your neighbors will help you should you need assistance. For women, it is suggested that you take a rape prevention class and/or self-defense course. Several local agencies offer these programs at various times during the year. For more information, contact the Ohio State Police at (419) 995-8410.

You can find additional information on campus security at: Lima.OSU.edu/faculty-and-staff/administration/security/

Ways to keep you safe

- Keep all exterior doors locked at all times. Remember to always check to see who is knocking at your door before opening it. Do not leave doors propped open. Ask for official identification from service personnel before letting them in to your home.
- Secure a sliding glass window or door using a wooden rod.
- Keep your keys secure. Do not lend them to anyone. If your keys are lost or stolen, report this to your landlord and the police. Have your locks changed immediately.
- Have keys in hand before you get to your door.
- Do not leave your keys under a doormat, over a doorway, in the mailbox, or other obvious areas.
- Immediately report any faulty locks or burned out lights to your landlord.
- Keep a personal inventory of your valuable possessions, listing model numbers and descriptions, serial numbers, date and place of purchase and purchase price. Keep sales receipts with this inventory. It is also a good idea to have photos of your belongings. Place a copy of your inventory in a safe place and give another copy to someone else. This list is essential in completing an insurance claim.

- List only your initials and surname in the telephone directory and on your mailbox to avoid possible harassment.
- Do not give personal information over the phone to strangers.
- Never leave notes indicating that you are away. If you plan to be away for more than a couple days, stop all regular deliveries (i.e. newspaper, mail). Notify your neighbors that you’ll be gone. Keep a few lights on while you’re away. Also, if you have an answering machine, do not announce that you are out of town.
- If you return to find a window broken or a door ajar. DO NOT ENTER! Call the police immediately.
- Post emergency phone numbers near all telephones.
- Smoke detectors are required in all rental properties. You are responsible for testing the detector and replacing the batteries when needed.
- Plan an escape route. Remember, during a fire you may not be able to rely on lights, your main exit, or have time to think about alternatives.
- Practice your escape plan. This way you’ll be prepared in case of emergency.

Safety and Security Checklist

Doors

- Do the front and rear doors have 180 degree peepholes?
- Can the locks be opened from the inside?
- Do the doors have dead bolt locks? If the door hinge pins are on the outside, are they non-removable?
- Does the door securely fit the jamb?
- Is the doorjamb tightly fastened?
- Is the strike plate securely fastened to the doorjamb?
- Does the bolt extend sufficiently into the strike plate?
- Have the locks been re-keyed since you moved in?

Windows

- Can windows left open for ventilation still be secured?
- Do basement or ground level windows have iron security bars?
- Do curtains or drapes fully cover windows?
- Are window air conditioners secured from the inside?
- Are there functional locking devices on all windows?

Exterior

- Are shrubs cut below window level?
- Are tree limbs cut above window level so that you can see in and out of your home?
- Can the mailbox be locked?
- Are the front and back doors well lit?
- Are bicycles and ladders kept inside?
- Is the address visible from the street so emergency vehicles can easily identify your home?
Choosing a residence

There are many factors to consider before signing a lease. Consider your first visit as an inspection. Be thinking about what you need, as well as what you want. The first visit will be more rewarding for you. Below is a list of considerations that you should explore during your first visit. This is by no means an exhaustive list of the factors that you may need to address, since this varies from person to person.

- What is the current condition of the rental unit?
- How many people are allowed to live in the unit?
- Is there an additional charge for extra apartment mates?
- What is the length of stay required by the lease?
- Is a co-signer required?
- Is the unit’s heat gas, electric or solar?
- Are there adequate electrical outlets? Are those outlets in working condition?
- How many telephone jacks are there?
- Is the water heater large enough for all the tenants?
- Are appliances included?
- What size and type are the appliances? (Gas, electric)
- Is the unit furnished? Is so, does the rent cost extra?
- Are you permitted to paint or wallpaper?
- Are children allowed?
- Are pets prohibited? If allowed, are there extra costs?
- Is the unit air-conditioned?
- What are the current tenants’ impressions of the landlord?
- What type of neighbors will you have?
- What is the neighborhood like? (Safety, noise level, cleanliness, etc.)
- What is the crime rate in the area?
- How close is parking? Is it well lit? Is off-street parking available?
- Is there shopping nearby?
- Who pays for repairs needed during the term of the lease?
- Is there a bus route nearby?
- Is subletting permitted?
- Are laundry facilities available? If not, is there one in the vicinity?
- Will the locks be changed before you move in?
- How secure is the unit or building?
- Are there insects or mice in the unit? Will the landlord spray for pests?

Before moving in

Renting a place to call your own can be exciting. Accepting the responsibility, however, can be overwhelming. Using the checklist below may help you make your transition into housing smoother:

- Ask the landlord to let you see your rental unit approximately 3 days before move in. Check to see if promised repairs have been made and that the unit has been cleaned.
- Do a thorough and complete inspection of your rental unit with your landlord. Use a form to document the damage and take photographs or video tape if you are able. This form can help ensure that you will receive a refund of as much of the security deposit to which you are entitled. In addition, this form helps you determine if the unit meets basic safety and health standards.
- Measure the windows for curtains, appliances, or other items.
- Call and have your utilities turned on and be aware that deposits will usually be required (i.e. water, gas, electric, and telephone). Stock the kitchen and bathroom with appropriate supplies (i.e. shower curtain, rugs, trash cans, paper products, cleaning supplies, utensils, appliances, and dishes).
- Obtain renter’s insurance, if you are not covered by another policy, to protect your personal belongings.

Sharing a residence

Living together does not mean that your roommate must be your “best friend.” Sharing one another’s company and exchanging opinions can be a tremendous asset to your own development and growth. Sometimes, sharing an apartment with someone you know too well can limit the number of new and enjoyable experiences that occur when you are “learning to know someone.”

Choosing a roommate is a tough job and learning to live with that person can be even harder. It is wise to remember that your apartment mate will possess likes and dislikes just as you do and they should be respected. Try not to pass unfair judgments before examining your own habits and keep an open mind at all times.

Choosing a Roommate

You may want to begin by simply thinking about what type of person you want to live with. Why not sit down and make a list of the characteristics and lifestyles that are important to you. You may not find all of this in one person, yet you will have an idea of what’s important to you and will probably be more successful in finding the right roommate.

Things to ask about:
- What are his/her sleeping and eating habits/times?
- What are his/her study habits?
- What are his/her opinions/habits concerning drinking, smoking, drugs, and partying?
- What are his/her habits concerning neatness and good housekeeping?
- What would he/she consider quiet times?
- What are his/her opinions regarding family, boy/girlfriend, overnight visits (how often)?
• What are his/her opinions regarding pets and children?
• How will he/she maintain the ability to pay rent and other shared costs?
• Whose name will the bills be in and how will they be paid?
• Who will buy the food and who will do the cooking?

Your perceptions and your prospective roommate’s responses will not be all inclusive. However, you will be more aware of the type of person he/she is and realize a little more about yourself.

Locating a Roommate
Finding someone that you are compatible with will take time, effort, and a variety of resources. Here are some sources you may want to try:
• Lima.OSU.edu/housing and offcampus.osu.edu
• Check with friends, family, and co-workers. This can include networking with them to locate a “friend of a friend” if your primary contact is not ready to move.
• Check the local real estate listings for “roommate wanted” ads.
• Place an ad in the local newspapers.
• Visit websites such as www.roommateclick.com, www.roommateaccess.com, or www.roomiematch.com. Some websites provide the service free of charge and other sites will require a small fee. Please be sure you read the sites carefully.
• Post flyers on the campus bulletin boards or other local bulletin boards such as grocery stores, libraries, malls, and other public buildings. Be sure you check with the appropriate department before posting on specialized bulletin boards.

Sharing Expenses and Possessions
Sharing expenses for groceries can be great for your budget. Food items usually are packaged for more than one person with larger amounts costing less in bulk. You and your roommate(s) will save even more time and money by purchasing staple items in bulk during sales along with paper products and toiletries. These items do not spoil and it is suggested that you stock up when the price is right. When you have these items on hand, time and money spent on weekly shopping trips are saved. Cooking for two or more and dividing the chores saves time, waste, electricity, gas, and money. In addition, eating together can be a pleasant experience.

Other items you may wish to discuss with your roommate:
• Sharing responsibility for utilities, phone, etc. – Be sure to record who paid the deposit on the utilities and phone. Also agree on how the bills are to be shared monthly. Be careful about sharing expenses for things like refrigerators or furniture. What will happen with these items when one or more of the roommates move out? You can even out expenses by having different individuals pay for each large item or renting large items.
• Sharing personal possessions – Make sure it is clear from the start how you and your roommate(s) feel about sharing things like clothes, cars, etc. If you set written guidelines early, you can avoid arguments later.
• Sharing household duties – Work out a schedule. Chores can be divided equally, or assigned on a daily or weekly basis. You might consider deals. For instance, one person always takes out the trash in exchange for the other doing the vacuuming. Be fair and do not overburden any one person. If there is any one particular task which you really hate, now is the time to say so.
• Be flexible – Situations change. Make sure you and your roommate(s) can change along with them.
• Be responsible – If your friend already has maxed out his credit cards without a thought, do you want to endure his financial frivolity each month as a roommate?

How you may interact with your roommate can have an impact on your future. This may be your first time living with someone other than your family. A roommate can be a friend and a resource for life if you work to form a relationship.

Things to remember when sharing a residence:
• Prepare a roommate contract outlining the financial obligations and residence rules.
• Learn to be quiet. Your roommate may have an early class or may have had to work late. They will appreciate the extra sleep or quiet study time.
• Don’t borrow things without asking and don’t eat food that isn’t yours.
• Keep all common areas clean.
• If you don’t want your roommate to use your things when you are not around, keep them in your room.
• Compromise about the style and furnishings in common areas.
• Keep things that happen in your apartment confidential.
• Respect your roommate’s guests.
• Communicate openly and respectfully with your roommate.
• Knock before entering your roommate’s private room
• Be sure to write down phone messages and post them in a visible or agreed upon place
• Keep your roommate informed of any overnight or weekend visitors.
Housing Options

Student-Style Housing – Furnished
University Residences at Longmeadow
Phone: (419) 228-5800
Email: dave.mayer@ESHMC.com
Bedrooms: 2 or 3 bedrooms per suite. 1-3 people per bedroom. Suite includes kitchen, living room and one bathroom for each bedroom.
Appliances: Yes, including washer and dryer in each suite.
Lease: 12 months
Located on the edge of Ohio State's campus, only a 3-minute walk. Accommodations are limited and will be leased on a first-come, first-served basis. The acceptance of the application does not ensure an accommodation. An accommodation is reserved only upon execution of the lease agreement by all parties. Prices range from $395 to $605 per month but are subject to change.

Student-Style Housing – Furnished
The Heartland Complex
Features renovated duplex housing
Bedrooms: 4 bedrooms per unit; max. 5 residents per duplex.
Amenities include: Bunk beds/mattress, desk & chair, furnished kitchens, common lounge with flat screen HDTV, satellite TV and furniture. 2 bathrooms/unit, central air & heat, high speed wireless internet service, outdoor space with grill, bicycle rack and free parking
Lease: 12 months
www.heartlandcomplex.com

The Heartland Complex provides safe, convenient and affordable living, set directly across and within walking distance of the Ohio State Lima campus.

Eating on Campus

The campus has a variety of food service options, including a full-service cafeteria, the Barons Bistro in Reed Hall, food kiosks and vending machines. The cafeteria serves a variety of sandwiches, salads, hot foods and desserts daily, including breakfast and lunch items and an assortment of beverages. Average menu prices range from $1-4. Current cafeteria operating hours are from 7:30 a.m. – 3:00 p.m. Monday through Thursday, and from 7:30 a.m. – 2:00 p.m. on Fridays. The cafeteria accepts both cash and credit cards. Students can also add money on their BuckIDs to use at the Barons Bistro and several vending machines around campus.

Grab-and-go food options and coffee service will be available for purchase in the new Perry Webb Student Life Building.

Technology Services

Office of the Chief Information Officer (OCIO) and Office of Distance Education and eLearning (ODEE)

The Office of the Chief Information Officer (OCIO) and the Office of Distance Education and eLearning (ODEE) provide services to help Ohio State students use technologies in learning, teaching, research, and administrative settings. The OCIO and ODEE offer many computing, instructional and telecommunication services, including wired and wireless network access, email, technology support for course work (Carmen), noncredit computing courses, advanced multimedia laboratory (Digital Union), student computer centers, cable TV, telephone and cellular services. Services are described in the brochure Information Technology Resources for Students, which is available online at ocio.osu.edu/audience/students. Services are provided at various campus locations.

Safe Computing (All)

Get information on protecting your privacy online, safeguarding sensitive information and physical equipment, dealing with copyright and legal issues, and many more safe computing topics at cybersecurity.osu.edu.

Responsible Use of Campus Technology (All)

The university's Policy on Responsible Use of University Computing Resources provides guidelines for using Ohio State’s computing and Internet resources in a responsible manner. Read the policy and find related information at ocio.osu.edu/policy/policies/responsible-use.

OSU Wireless (All)

Encrypted wireless service (osuwireless) is available in various student gathering areas classrooms on the Columbus, Lima, Mansfield, Wooster and Newark campuses.

You can use osuwireless once you’ve activated your Ohio State Username (lastname.#) at my.osu.edu. To follow the online instructions to configure your wireless device, go to wireless.osu.edu.

If you need assistance activating your account or configuring your wireless device, please contact the OCIO Service Desk at 335 Galvin Hall, email 8help@osu.edu, visit ocio.osu.edu/help or call 614-688-HELP (4357).
Your Ohio State Username and E-mail (All)

All students receive an Ohio State Username for accessing secure Ohio State services such as OSU wireless, Carmen and Buckeye Link.

This unique identifier takes the form of lastname.#, for example, brutus.2. When you add @osu.edu (e.g., brutus.2@osu.edu), it becomes your official university e-mail address. Manage your own osu.edu e-mail account and change your password by going to my.osu.edu.

Students who prefer to have university e-mail forwarded to another Internet Service Provider after they activate their OSU Internet Username can specify their preference at the time of activation or later by doing one of the following:

- Change the delivery option on the osu.edu e-mail tab on the OSU Account Management page at my.osu.edu
- Call (614) 688-HELP

Buckeye Mail (All)

Buckeye Mail is Ohio State's student email system, provided through a partnership with Microsoft. Buckeye Mail is the default email system for Ohio State students, but users who prefer to have university email forwarded to another Internet Service Provider can specify their preference at the time of activation or later by doing one of the following.

- Change the delivery option at my.osu.edu
- Username is name.#@buckeyemail.osu.edu, password is the same as my.osu,edu
- Call 614-688-HELP
- Visit ocio.osu.edu/KB02050 for more details

Buckeye Link (All)

The online Student Center at buckeyelink.osu.edu provides integrated access to self-service where you can:

- Enroll in the Tuition Option Payment Plan
- Search for classes
- View any holds you may have
- Pay online by check or credit card
- Change your contact information
- View your class schedule
- View financial aid status and awards

IT Service Desk

The IT Service Desk handles technical problems and inquiries on computer hardware and software, Internet access and software, Carmen and email.

Online help: 8help.osu.edu
Email: 8help@osu.edu
Phone: 614-688-HELP or TDD: 614-688-8743
View hours of operation: ocio.osu.edu/help/hours

Carmen (All)

Carmen is Ohio State's online learning management system. To access Carmen courses, students visit carmen.osu.edu and log in with their Ohio State Username. Students whose instructors use Carmen will find their courses listed under My Courses on the Carmen main page.

Student Computer Centers (Lima)

The Office of Distance Education and eLearning (ODEE) manages multiple computer centers around campus to ensure that students have access to technologies for course work and communication. Most centers are open on a first-come, first-serve basis. The Lima campus computer center login utilizes the Ohio State Username (lastname.#) and the password that goes with it.

Free and Discounted Software (Columbus)

The Office of the CIO offers a variety of public domain, bulk purchase and site-licensed software to the OSU community. You can also download free Microsoft software and access Web apps at buckeyemail.osu.edu, using your Office 365 ID.

BuckID

buckid.osu.edu

BuckID is your official Ohio State ID and much more. Students can quickly and securely add money to a BuckID account with just the BuckID number and a credit card. This is great for parents, too. They can even send an e-greeting to their student letting them know they’ve made a deposit.

Students can review their recent account activity, make a deposit or deactivate a lost or stolen card under the “Manage Your BuckID” link. To access the “Manage Your Account” section, students should use their name.# and associated password (the same username and password used for Buckeye Link or Carmen). The maximum deposit amount allowed in a 24-hour period is $999.99.

BuckIDs should be issued during either orientation or placement testing. However, if it is not issued during one of these times, or if it is lost, students can go to the 310 Galvin Hall to schedule an appointment. Students will need another form of photo ID (i.e. driver’s license). There is no fee for BuckID reprints.

BuckID is accepted in many locations around campus and in the Lima area. These locations include Barons Bistro in Reed Hall, many vending machines all over campus and the campus bookstore.
Students, staff and faculty head to the Bookstore on the main floor of the Public Service Building when they’re in need of books, Ohio State apparel and keepsakes, and snacks. The Bookstore now offers rentals and ebooks on many titles.

Campus Activities

Lima.OSU.edu/students

The Office of Student Activities, located in the basement of Galvin Hall in Room 066, provides activities that students of The Ohio State University at Lima can participate in. Student Activities is also the office where students can register clubs, discover which clubs are on campus, and find out what events are occurring around campus. The Office of Student Activities encourages, promotes and sponsors programs for involvement on and off campus. Students who develop habits of involvement ultimately lead to building a stronger campus and community.

Ways to get involved

• Attend the Student Involvement Fair or stop by the Student Activities office. You can find several great resources for getting involved by visiting the Student Activities office in Galvin Hall 066. There, you can chat with Student Activities staff members that are happy to help you find something.
• Attend the initial meetings of student organizations. Stop by one of the student organizations bulletin boards located on the first floor of Galvin Hall for details about many of the student organizations.
• “What’s Happening” email is a quick overview activities for the following week.
• Your friends, classmates, advisors, and faculty. Word of mouth is the best way to seek information!

Welcome Week

Welcome Week is celebrated by the campus starting with Back to School Bingo and the Dean’s Convocation and ending with a Campus Picnic to welcome students. Several activities and events are planned to welcome our new Buckeyes to campus.

Student Organizations

There are many ways to get involved with student organizations at Ohio State Lima. Not only will students have an opportunity to meet new friends and serve the university community, but also studies show that students who get involved with campus organizations tend to do better academically and have a positive regard for the institution. The Office of Student Activities encourages all students to find an organization and make a contact.

American Sign Language Club (ASL)
Animal Welfare Club
Asterism: Undergraduate Literary Journal
Awareness Avengers
Bible Club - Pursuit of Happiness Bible Club
Biology Club
Book Club
Buckeye Scholars
Business Club
Campus Activities Board (CAB)
Campus Progress Caucus
The Common Room
Dance at Heart Club
Education Club
History Club
LGBTQ Club
Lima Campus Veterans Association
Math and Engineering Club
Multicultural Club
Nerf Club
Non-traditional Club
Newman Student Outreach
Ohio State Lima Student Senate
Psychology Club
Social Work Club
Student United Way Club

Student Representation

Ohio State Lima Student Representative
Serves as the student representative to The Ohio State University at Lima Board.

Student Senate

The student viewpoint is a critical and dynamic part of Ohio State’s educational philosophy. In order to serve students in the best possible manner, student opinion is both encouraged and solicited. Ohio State students meet on a regular basis to present and discuss campus concerns and to plan and sponsor community service activities.

Student Lounge/Game room

The Student Lounge and game room is located in the basement of Galvin Hall. You can enjoy comfortable sofas and tables, wireless internet, cable TV, pool tables, playing cards, board games, air hockey and ping pong. This location is home to our comedy club, movie showings and other activities and student programming events.

Game room hours are typically Monday through Friday 9 a.m. – 5 p.m., but may vary slightly from semester to semester. Lounge hours are Monday through Friday 7:30 a.m. – 9:00 p.m.

Lockers: Rental lockers are located in the Galvin Basement South Stairwell. These lockers are provided
for students to store personal items on a daily basis—no overnight storage. Lockers are available on a first-come first-serve basis. There is a $.25 usage fee that is refunded when the key is returned. All lockers will be cleaned out at the end of each semester. All items collected will be donated to a local charity.

**Copy Machine:** A copy machine is located in Galvin Hall basement, just outside the gameroom. Copies are $.10 each.

**Regional Homecoming Court**

Students, faculty and staff unite each fall to commemorate and celebrate The Ohio State University. Each regional campus of Ohio State hosts its own Regional Homecoming Court. Members are chosen based on their leadership qualities, spirit, integrity and achievement through their contributions and involvement at Ohio State. The court selection process begins with a paper application and progresses to selective individual interviews conducted by Ohio State Lima faculty, staff and alumni. The application and interview scores are combined with the student body vote to determine the court. These students volunteer and serve as ambassadors during Welcome Week and Homecoming Week. Each regional campus crowns its King and Queen at a special ceremony on the Columbus Campus the night before the Homecoming Game and the Regional Homecoming Court members then ride in the annual Homecoming Parade down High Street.

**Arts on Campus**

**Theatre**

Ohio State Lima offers a Bachelor of Arts in theatre and a minor in theatre. The BA degree meets the specifications of the National Association of Schools of Theatre and prepares students for major theatre graduate programs. It also prepares students who wish to work in the entertainment industry or who want the benefits of a liberal arts education.

**Productions**

The theatre department at Ohio State Lima produces two main stage and two studio productions per year. Every autumn the department stages a Theatre for Young Audiences production that performs for up to 2,000 elementary students from the surrounding 10-county area. The spring production alternates between a musical and non-musical every other year. The studio productions are called ATMs (art, theatre, music) and feature a collaboration among theatre, music and visual artists. These productions arise from class projects on a given topic and present opportunities to show student works in progress.

**Study Abroad Opportunities**

The Ohio State Lima theatre department provides an opportunity to travel to the Czech Republic every two years with its Prague Theatre Study Tour. Students from the Lima and Columbus campuses are eligible for this trip, which lasts 10-14 days. Each trip focuses on some aspect of Czech theatre including design and performance.

**Stand Up for Shakespeare**

Ohio State Lima students benefit from a groundbreaking collaboration between the Royal Shakespeare Company and The Ohio State University. The program, known as Stand Up for Shakespeare, aims to enhance the teaching, research and performance of Shakespeare through special performances, guest artist residencies and professional development programs for teachers. The Ohio State Lima theatre department is the only regional campus to participate in this prestigious program.

**Theatre Faculty**

Joseph Brandesky, PhD
Professor of Theatre
brandesky.1@osu.edu

Maria Ignatieva, PhD
Associate Professor of Theatre
ignatieva.1@osu.edu

Daniel Matthews, MFA
Assistant Professor of Theatre
matthews.198@osu.edu

Margie Anich, MFA
Lecturer of Theatre
anich.1@osu.edu

Loo Brandesky, BS
Costume Designer
brandesky.2@osu.edu

Beverly Steele, BA
Assistant Technical Director
steele.812@osu.edu

**Music**

The Department of Music at Ohio State Lima offers a wide range of general education (GE) courses, including an introductory history survey and special topics courses covering film music, American music and American musical theatre. Performing ensembles include University Chorale (audition only) and the pop a cappella group Carmony (audition only). Group and private instruction in piano is also available, as well as courses in music theory. Students may complete a 14 credit hour music minor at Ohio State Lima.

**Music Faculty**

Dr. Matthew Young, Director of Choral Activities, University Chorale and Carmony
young.1769@osu.edu • (419) 995-8442

Dr. Margaret Young, Associate Professor of Music Piano Studies, Music Coordinator
young.1661@osu.edu • (419) 995-8629
Music Scholarships at Ohio State Lima

The J. McLean Reed Music Fund was established July 8, 1983, by family and friends to recognize Dr. Reed’s dedication and support of the campus’ music program. This scholarship is awarded to students who demonstrate leadership and excellence in music. Contact Dr. Matthew Young, Director of Choral Activities, for more information.

The Roy E. and Zelma L. Roeder Memorial Fund was established February 5, 1982, by Eugene M. and Marjorie L. Roeder White in memory of her parents. A portion of income provides the Roy and Zelma Roeder Award to outstanding students in music at the Lima Campus. Contact Dr. Matthew Young for additional information.

The Zelma L. Roeder Memorial Scholarship Fund was established July 6, 1984, by Eugene M. and Marjorie L. Roeder White in memory of her mother. Income provides scholarships to students of keyboard instruments. Contact Dr. Margaret Young for more information.

The Martha W. Farmer Theatre Scholarship Fund was established by Martha Farmer and provides scholarships based on academic merit for talented undergraduates at the Lima Campus preparing for a theatre major, or for former Lima Campus students majoring in theatre at the Columbus Campus. For more information contact Dr. Joe Brandesky.

Fine Art

The Fine Art program at Ohio State Lima offers a solid, practical foundation in beginning drawing, intermediate drawing, beginning figure drawing, two dimensional design, beginning painting and art education.

After one year of study at Ohio State Lima, it is possible for a student to build a portfolio that is ready for submission to any art school, college or university in the county. In addition to building a portfolio for intended art majors, the program also serves as an interdisciplinary area for students from all departments interested in an introduction to art via basic visual studies. Class trips to galleries and museums in Toledo, Columbus and Chicago round out the visual art experience at Ohio State Lima.

Farmer Family Gallery

Ohio State Lima opened the 1,200 sq ft Farmer Family Gallery in early 2013. The gallery offers two world class exhibitions each semester as well as hosting the annual spring student show each spring.

Fine Art Faculty

Ed Valentine, Professor of Art Painting and Drawing valentine.19@osu.edu (419) 995-8480

Athletics

Lima.OSU.edu/athletics

The athletic and recreation department aspires to reinforce the quality of life at the Ohio State Lima campus by instituting an environment favorable to the growth and development of students, faculty and staff. The Athletic Department’s goals are to provide an assortment of formal and informal recreation activities through five Ohio Regional Campus Conference (ORCC) affiliated collegiate programs along with intramural programs and open recreation periods. These endeavors foster the sense of leadership, wellness, social interactions, cultural exploration and the sense of community. Students are incorporated into program planning, implementation and evaluation in all areas possible. All athletic programming is geared toward both the campus and the community.

The five ORCC affiliated athletic programs are: Women’s Volleyball, Women’s Basketball, Men’s Basketball, Men’s Baseball, and Men’s Golf. Our mascot is the Barons.

Conference

Ohio State Lima participates in the Ohio Regional Campus Conference (ORCC). Other member conference schools are OSU Newark, OSU Mansfield, Miami-Hamilton, Miami-Middletown, Wayne Campus, OU-Lancaster, OU-Chillicothe, OU-Eastern, OU-Zanesville and Wright State Lake. Ohio State Lima/Rhodes State College competes against other ORCC teams, junior colleges, NCAA Division II and III schools, and NAIA schools. For full details regarding the ORCC conference visit Lima.OSU.edu/athletics

Eligibility

Any Ohio State Lima/Rhodes State College student enrolled in at least seven (7) credit hours is eligible to play a sport. Students must be enrolled and remain eligible with a 1.7 GPA during the semester in which they wish to participate in the sport. Interested students who meet the preceding requirements should contact the athletics department utilizing the Sports Prospect Form to receive general information for the team of interest. Athletic open gyms, clinics and tryout dates will be posted around campus as well as our social media pages. We look for student athletes interested in representing the Lima campus, the team and themselves with respect and dignity. Athletics are a privilege and school is a priority. More information is available in Cook Hall room 105.

Men’s Basketball

Men’s Basketball at Ohio State Lima offers students a chance to compete with other collegiate programs including the schools in the ORCC as well as many NCAA Division III, NJCAA and NAIA schools. The ORCC basketball league consists of nine (9) teams.
there is a regular season championship as well as a state tournament held at the end of each season. The Barons play a 25 game competitive schedule. Part of this schedule may include leaving the state for invitational tournaments. Open gyms for the basketball team typically begin during the first month of the Autumn semester. The Barons follow the rules set forth by the NCAA.

**Women's Basketball**

Women’s Basketball at Ohio State Lima offers students a chance to compete with other collegiate programs including the schools in the ORCC as well as many NCAA Division III, NJCAA and NAIA schools. The ORCC basketball league consists of nine (9) teams. There is a regular season championship as well as a state tournament held at the end of each season. The Lady Barons play a 25 game competitive schedule. Part of this schedule may include leaving the state for invitational tournaments. Open gyms for the basketball team typically begin during the first month of the Autumn semester. The Lady Barons follow the rules set forth by the NCAA.

**Women’s Volleyball**

Women’s Volleyball is an Autumn semester sport at Ohio State Lima. The Lady Barons compete against other collegiate programs in the ORCC as well as some regional NCAA D-III, NJCAA and NAIA women’s volleyball teams. There is a regular season championship and a state tournament held at the end of each season. The ORCC volleyball league consists of nine (9) teams and the program at Ohio State Lima has been one of the strongest in the conference in past years. Open gyms for the volleyball team typically begin over the Summer semester. The Lady Barons follow the rules and regulations set forth by the NCAA.

**Golf**

Barons Golf is a Spring semester sport at Ohio State Lima. The Golf team participates in a round robin ORCC golf regular season consisting of seven 18-hole golf tournaments, and a conference 36-hole tournament to conclude the season. Our home course is the Colonial Golfers Club located one mile from campus. The Golf team follows the rules set forth by the USGA.

**Baseball**

Men’s baseball at Ohio State Lima offers students a chance to compete against other collegiate programs in the ORCC, NCAA D-III, NJCAA and NAIA schools. The ORCC baseball league consists of seven teams. There is a regular season champion as well as a state tournament at the end of each season. The Barons play a 40 game competitive schedule. Part of this schedule may include leaving the state for double header contests. Fall ball for the baseball team is typically held in October with Spring ball beginning in February. The Barons follow rules set forth by the NCAA.

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**Disability Services**

The Office for Disability Services (ODS) collaborates with and empowers students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life. ODS offers a variety of services to students with documented disabilities, such as learning disabilities, hearing, visual or mobility impairments, Attention Deficit Hyperactivity Disorders (ADD/ADHD), and psychiatric or medical disabilities. Academic accommodations and services include, but are not limited to: exam accommodations (e.g., extended time on tests and quizzes, a reader/writer, adaptive technology, alternative format); disability counseling and advocacy; priority scheduling; alternative media (e.g., scanned text, enlarged print); sign language interpreters and/or transcribing services; training in accessing services and advocacy; and referral to campus support services.

Eligibility for service is determined on an individual basis, so students must self-identify and make individual needs known to a professional in ODS as early as possible. Documentation of the disability (call or e-mail for guidelines) is reviewed by ODS in order to determine eligibility for academic accommodations and support services that are individual and flexible.

For additional information regarding academic accommodations and services, contact Karen Meyer, Coordinator of Disability Services, at (419) 995-8453, or meyer.193@osu.edu.

**Student Advocacy**

Student Advocacy is designed to assist students at those times when they are finding it difficult to navigate a particular situation. Its purpose is to answer questions, direct students to the appropriate departments and people, familiarize students with university policies and procedures, and give guidance in ways to solve problems and make choices.

The Student Advocacy Center helps students find their place at the university. The center’s goal is to help reduce barriers so that students can focus on their classes, make important decisions about their futures, and achieve their dreams of a college degree. Call Student Advocacy at (419) 995-8698 or stop by the Student Services Center.

Ohio State Lima students can also utilize the Student Advocacy Center in Columbus at (614) 292-1111 or visit the center at 1120 Lincoln Tower. Office hours are 8 a.m. — 5 p.m. weekdays during the academic year.
The Ohio State University at Lima is committed to the mission of diversity. Diversity at Ohio State Lima signifies a wide range of social groups and identities. Therefore social group identities such as race, ethnicity, gender, age, color, national origin, social class, religion, sexual orientation, gender identity or expression, disability, first generation college student, are also included within the framework of diversity.

Moreover, the Office of Diversity and Inclusion (ODI) strives to create an inviting learning environment that respects and celebrates diversity by developing a University framework that incorporates diversity at its core while maintaining a commitment to access and excellence.

Therefore, OSI offers a spectrum of programs, events and activities that address academics, culture, research and issues relative to students, faculty, staff and community. Thus, such interactions, programs and events are designed to invite all community members to participate while at the same time supporting and celebrating specific diverse groups (including African/African America, Asian/Asian American, American Indian, Indigenous, Hispanic/Latino, Gay, Lesbian, Bisexual, Transgender, Women, Men and faith communities).

Ohio State Lima is committed to respecting and valuing personal uniqueness and differences, to attracting diverse faculty, staff and student body, to challenging biases and stereotypes and to promoting sensitivity, inclusion and civility.

To that end, the University fully understands the value that a diverse and inclusive student body, faculty, staff, administration and community brings to its educational and learning environment.

For more information, contact Temple Patton, Associate Director of Diversity and Inclusion patton.112@osu.edu • (419) 995-8132.

The Heath Learning Center provides free and personalized tutoring in all mathematics, statistics, and foreign language classes, including guidance in all types of writing (term papers, essays, reports) assigned in courses across the university curriculum. Approximately 25-30 student assistants are recruited and trained by professional staff members to assist students in the above areas. The staff members, in turn, work alongside the student tutors. Tutorials are informal (appointments can be made but are not necessary) and walk-ins are always welcome.

The Center features 10 computer stations and enclosed test booths (one equipped for students with disabilities) that provide distraction-free environments for the occasional make-up exam, as well as for those students who wish to take advantage of the University’s Credit by Examination Program. Credit by Examination allows students to progress more rapidly toward their educational and career objectives by reducing the investment of money and time normally required for program completion.

General hours of operation for the Learning Center are 8:00 a.m. to 8:30 p.m., Monday through Thursday; 8:00 a.m. to 5:00 p.m., Friday (opening/closing hours may vary slightly each semester).

For more information, visit Lima.OSU.edu/current-students/the-learning-center

Rhodes State College Preschool

Rhodes State College provides a preschool on the Ohio State Lima/Rhodes State College Campus for children ages three to six. All OSU/Rhodes students or employees are eligible to send their children to the preschool. The cost is $16 per day. Children can attend one to five days per week. The preschool is open 8 a.m. – 5 p.m. daily during the fall and spring semesters. Students from the Early Childhood Education Program staff the preschool in addition to two full-time employees. The preschool accepts children on a “first-come” basis and enrollment is limited.

Stop in the Lima Campus location in the Tech Lab for more information.

Rhodes State Childcare Center

Rhodes State Childcare Center serves children 6 weeks up to 6 years old at the Lima YMCA. The center is licensed to accommodate up to 74 children at any one time. It is located at 345 S. Elizabeth Street in downtown Lima and can be reached by phone at (419) 223-1044 or fax at (419) 223-1044.
Eligibility
- Any student or employee of Ohio State Lima, Rhodes State College, Lima Memorial Hospital, or the YMCA are eligible for discounted rates for their children.
- Any families living or working in the greater Lima area can seek child care at this facility.
- Low income eligible families with child care assistance from Allen, Van Wert, Hardin, and Auglaize County Job & Family Services may seek child care at this facility.

Providing care for
Infants
Ages 6 weeks up to 18 months
Our infant program provides an enriching environment designed to enhance babies’ development while allowing them to explore and learn at their own pace. We surround babies with attractive pictures, mobiles, colors, and soft toys to stimulate exploration. Each infant is held, talked to, and nurtured in a safe and caring environment.

Toddlers
Ages 18 months to 3 ½ years
Our center is an exciting place to be if you are a toddler! We try to make our classes welcoming, attractive and “enticing” environments for toddlers. Toddlers like to be independent, physically active, and work on their creative skills with paint, crayons, markers and a variety of art materials. We provide places where they can do these things in safe and acceptable ways.

Preschool
3 ½ to 5 years
The Preschool curriculum is enhanced with activities based on the Project Approach. These experiences will stimulate intellectual development and develop self-reliance plus help to develop understanding and problem solving abilities. Sensory, motor perceptual and language skills are introduced through materials and activities, which are both child-centered and child-chosen. Work is planned which emphasizes the process rather than the product, fostering a sense of accomplishment and pride.

We also base learning activities on the Ohio Department of Education curriculum standards which are enhanced by using the Project Approach. We will create a warm and happy place for these children to learn. As we bridge the gap from home to school, we guide children to a continued good self-image while building social skills in a school setting.

Tuition Schedule - weekly rates

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Community</th>
<th>2nd Child</th>
<th>Discount Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant</td>
<td>$150</td>
<td>$135</td>
<td>$133</td>
</tr>
<tr>
<td>Toddler</td>
<td>$130</td>
<td>$120</td>
<td>$115</td>
</tr>
<tr>
<td>Preschool-aged</td>
<td>$115</td>
<td>$105</td>
<td>$101</td>
</tr>
</tbody>
</table>

A $45 registration fee applies, with $35 for each additional child.
ACRTA Fare Structure

<table>
<thead>
<tr>
<th>Category</th>
<th>Cash Fares</th>
<th>Ten RideTickets</th>
<th>Monthly Passes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td>$1.00</td>
<td>$9.00</td>
<td>$34.00</td>
</tr>
<tr>
<td>Sr. Citizens (65+ with RTA ID card)</td>
<td>$0.50</td>
<td>$4.50</td>
<td>$17.00</td>
</tr>
<tr>
<td>Disabled (with RTA ID card)</td>
<td>$0.50</td>
<td>$4.50</td>
<td>$17.00</td>
</tr>
<tr>
<td>Medicare</td>
<td>$0.50</td>
<td>$4.50</td>
<td>$17.00</td>
</tr>
<tr>
<td>Youth (6 - 18 years)</td>
<td>$0.75</td>
<td>$6.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Infants (Under age 6)</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Transfers</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>UPLIFT/Zone 1</td>
<td>$2.00</td>
<td>$20.00</td>
<td>---</td>
</tr>
<tr>
<td>UPLIFT/ Zone 2</td>
<td>see map</td>
<td></td>
<td>---</td>
</tr>
</tbody>
</table>

Discounted school passes are available. Call (419) 222-2RTA for price information or go to acrta.com for more information.
REGISTRATION

Students should get to know the Office of the University Registrar (OUR), which oversees course registration, keeps track of student records, and determines a student’s residency, to name just a few of the OUR functions. All the rules and details on grades, examinations, course credit and fee payment can be found in this section.

Registration

Most online services for students including registration can be found on the Buckeye Link website at buckeyelink.osu.edu. A student’s first registration at Ohio State will likely occur through an orientation program. After that, students register for upcoming semesters through Buckeye Link.

E-mail

The primary method of communication at the university, including from the registrar’s office, is e-mail. Students are encouraged to activate their Ohio State e-mail as soon as possible and to check it often. Registration, scheduling information, and grade availability are only a few of the many important items sent to students via e-mail.

Planning Ahead

Ohio State operates on the semester system. Each semester consists of 14 weeks of classes and a week for final exams. Throughout these 14 weeks, students take steps to plan for and select courses for the upcoming semester. During the first few weeks, several activities occur to prepare students for registration. The Semester Schedule of Classes (a listing of what courses will be offered for the next semester) becomes available on Ohio State Lima’s homepage or a copy can be picked up in the Academic Advising Office so students may begin deciding which classes they would like to take. Students receive an e-mail that tells them when they may begin registration for the upcoming semester. This is the time for students to meet with their advisors and plan their courses. If any special permission for courses is needed, students should obtain these before their registration appointment opens.

Registration Appointments and Priority

Students are assigned a “registration appointment,” which is the date and time they may begin registration. Registration appointments are assigned according to the student’s scheduling priority so that students with the highest priority register first. Within each individual priority group, registration appointments are made based on the student’s earned credit hours. Because scheduling is based on a priority hierarchy, students should schedule their classes as soon as their registration appointment opens.

Using Buckeye Link for Registration

Before students access Buckeye Link, they should make sure they have their registration e-mail handy. The e-mail will alert students when enrollment appointments will be posted on Buckeye Link. Students register via BuckeyeLink and enter the class numbers of the courses they would like to request. Students receive immediate feedback on their course selections. If a course is open and the student meets all the prerequisites, the student is scheduled into the course. If the course is full, students may put their name on an automated wait list or select another course.

Health Insurance

Having health insurance coverage is required as a condition of enrollment at Ohio State for students at least half-time and in a degree program of study. Students are assessed the fee for Comprehensive Student Health Insurance Plan when they enroll in eligible classes. The student has the option to waive the health insurance fee by providing proof of other coverage.

A student’s enrollment into or waiver out of the Student Health Insurance Plan is an annual selection. The enrollment selection that the student chooses is binding for the entire plan year, beginning Autumn semester through the following Summer term, if they remain enrolled in eligible classes.

Optional Fee Selection

Students may also choose to make voluntary contribution to the Scholarship and Loan Fund and/or Student Government Fund.

Verification of Schedules/Statement of Account

After completing their registration session, students may verify their confirmed schedules and statement of account via Buckeye Link. Students will receive an e-mail reminder to review their schedule around the end of the preceding semester.

Note: The university does not print billing statements; bills are available on the Web only. Therefore, failure to receive a bill does not nullify the student’s responsibility to pay fees by the due date.
Wait Listing

If a course is closed, the student has the option of putting his/her name on an automated wait list. As spaces become available, that fits your schedule, the wait list places students into courses on a “first-on, first-off” basis.

If a student is scheduled into a course from the wait-list, he/she will be notified by e-mail. However, the best way for students to know if they have been scheduled into a course from the wait list is to check their schedule and e-mail frequently. Students are advised to check their status weekly before the semester starts and daily the first week of classes. It is a good idea for students to attend the class during the first week if they are high on the wait list, as much activity occurs during the first week of the semester.

Schedule Adjustments

Once a student’s registration appointment opens, he/she can make schedule changes – “adds” through Friday of the first week of classes or “drops” through Friday of the fourth week of classes – using Buckeye Link. For students receiving financial aid, a change in hours could have an adverse effect on their entitlement. Schedule adjustments may cause changes to a student’s fees. For both reasons, students should monitor their accounts closely. See the “Fee Payment” section for more information.

Troubleshooting

To avoid potential difficulties in scheduling classes, students should be aware of:

Course Permission
If a course requires special permission, the Web registration system will not allow the student to add the course. Students should obtain and return a signed Course Permission Form from the Academic Advising Office in advance of their window opening in order to maximize their chances of scheduling the course.

Course Prerequisites
Many courses at Ohio State have prerequisites. Students can check Buckeye Link via the Web prior to scheduling to verify that they have met any prerequisites. If students do not meet the prerequisites, the Web registration system will not allow them to add the course.

Registering Late
Because registration appointments are assigned according to priorities, students should register as soon as possible after their registration appointment opens. Students who wait to register compromise their priority and may not get their first choice of classes.

Holds
A hold may be placed on a student’s account if the student has an outstanding obligation to the university. Students with holds will not be able to register, will not receive their grades, and will not be able to order transcripts or receive a diploma. Students should contact the office that placed the hold to discuss clearing it.

Accounts Receivable (614) 292-1056 or 1-800-635-8944
Admissions Office
Undergrad..... (419) 995-8391 or (614) 292-3980
Grad./Int’l./Prof. ............................................(614) 292-9444
Fees & Deposits ...... (614) 292-3337 or 1-800-635-8944
Library ......................... (419) 995-8210 or (614) 292-4217
Office of International Affairs.............(614) 292-6101
Registrar’s Office ........................................ 1-800-678-6440
Sponsored Students ..................................(614) 292-3337
Student Financial Aid ......................... (419) 995-8147 or (614) 292-0300
Student Health Services ...................... (614) 292-4321
Student Judicial Affairs .....................(614) 292-0748
Student Loan Services .......................(614) 292-1056 or 1-800-635-8944
Traffic and Parking ................................(614) 292-9341

Incorrect Addresses
If a student does not receive university mailings, it may be due to an incorrect address. It is essential that students keep their addresses up-to-date. See the “Registrar Services” section for more information.

Not Receiving Ohio State E-mail
Some students experience difficulty receiving e-mail because they use Internet Service Providers (ISPs) that filter what appears to be bulk e-mail. Ohio State e-mail often appears to these ISPs as bulk e-mail. (One reason: they are sent to the osu.edu address, then forwarded – not sent to a direct e-mail address.) This can prevent students from receiving grade information, financial information and other correspondence from the university.

For users of some of these ISPs, messages may be available for a limited time in the “trash,” “deleted” or “junk” folders. In some cases, removing the filter may be an option. The OIT Technology Support Center is unable to support ISPs other than the OIT centrally managed e-mail system. For assistance with removing the filter or with locating e-mail, contact the help desk of the specific ISP being used. This problem does not occur for students who read their e-mail on the OIT centrally managed e-mail system. To change the location from which e-mail is read, go to my.osu.edu and click on “Change E-mail Delivery.”

Difficulty Accessing the Web
To access the Web, students must have an active Ohio State e-mail account (name.#@osu.edu). They may receive their e-mail account and information about accessing it by contacting the Office of Information Technology (OIT) at (614) 688-HELP, visiting 512 Baker Systems, or going to the OIT home page at oitc. osu.edu or my.osu.edu.
If students are locked out of registration, they should contact the Academic Advising Office. Some students may be required to talk with their advisors in order to register for classes.

**Registration at-a-Glance**

The following summarizes the general time line for registration for each semester:

**First several weeks of the current semester:** Students should begin planning for registration at this time, including making any necessary appointments with their academic advisors to discuss any outstanding issues or questions.

**Fifth week of the current semester:** Students should complete registration planning for the next semester.

**Eighth week of the current semester:** Registration windows for the next semester begin to open and remain open through Friday of the first week of the next semester (fourth Friday for “drops” only).

**Last couple weeks of the current semester:** Schedules for the next semester are also available via Buckeye Link.

**Registration Agreement**

Once students register for classes, the university commits resources to provide registered students with instruction by qualified faculty and sufficient class space for the course. Thus, upon registration, a student assumes full responsibility for either paying fees in full by a prescribed due date or notifying the university in an appropriate time frame that he/she will not attend.

A student’s registration is not automatically canceled for nonpayment of fees. A student should either pay fees in full by the designated deadline or notify the Office of Academic Advising as soon as possible that he/she will not be attending. To avoid a financial responsibility to the university, this cancellation of enrollment must be reported as soon as possible, but no later than Friday of the first week of classes. Prompt notification also helps to free up class space for other students who may be interested in the same classes.

Courses in the Semester Schedule of Classes are subject to change. Although unusual, a section may be canceled due to low enrollment or staffing considerations. It is the student’s responsibility to periodically check their upcoming scheduled courses via Buckeye Link for changes made in regards to cancellation, class meeting times or classroom locations.

**Release of Student Information**

Student records are protected by the Family Education Rights and Privacy Act of 1974, as amended (otherwise known as FERPA). FERPA governs access to the release of records maintained by an educational institution. Copies of the act and any university policies related to the act are available from the Office of the University Registrar’s web site at registrar.osu.edu. This information can also be requested by phone at 1-800-678-6440.

Under FERPA, only directory information (such as address and telephone number), can be released to a third party without the written consent of the student. However, students do have the right to request their directory information be withheld. Lima students requesting to withhold directory information must so indicate to the University Registrar by completing a request to withhold release of directory information available from the Student Center in BuckeyeLink.

FERPA’s restrictions also apply to family members seeking information about their student’s record. For further details and specific exceptions to this restriction, please contact the Office of the University Registrar in Columbus at 1-800-678-6440.

**Enrollment Verifications**

Enrollment verifications must be processed through National Student Clearinghouse. For example, loan deferment forms or any enrollment verification requiring the University Seal cannot be processed in Lima.

Students can submit requests online for current enrollment, number of credit hours, and GPA at registrar.osu.edu.

The Ohio State University has contracted with the National Student Clearinghouse to process all third-party requests for past enrollment and verification of degrees. For further information about this process, please contact the Office of the University Registrar in
Columbus at 1-800-678-6440.

**Changing An Address**

Students who change their address should report that change to the university. Lima students can make an address change in the Ohio State Lima Advising Area or on their Student Center page via Buckeye Link (buckeyelink.osu.edu).

**Other Information Changes**

Students may request changes or corrections to their name, social security number, date of birth, marital status, or place of employment by filing a “Request for Change of Records” form online at registrar.osu.edu.

Changes to a student’s name or social security number will require additional documentation, which must be scanned in as an attachment.

**Grades**

Notification of grade availability is sent via e-mail, using the student’s university e-mail account. Students may access their grades through their Student Center page via Buckeye Link (buckeyelink.osu.edu).

A copy of your advising report with grades can also be provided in the Ohio State Lima records and Registration office with a valid photo ID.

**Transcripts**

Transcripts are not available on the Lima Campus. The Ohio State University has contracted with Credentials, Inc. to process transcript requests.

Transcript can be ordered online by clicking “Order a Transcript,” under “Enrollment Verifications” on the registrar’s home page, registrar.osu.edu. Online requests must be paid by credit card.

Transcripts are $7.00 per copy. A current list of ordering and fee options for transcripts is available on the registrar’s website, registrar.osu.edu.

For questions, please contact the Office of the University Registrar at 1-800-678-6440.

**Residency**

A student’s residency is reviewed in accordance with the Ohio Student Residency for State Subsidy and Tuition Surcharge Guidelines, established by the Ohio Board of Regents. Students classified as residents for tuition purposes receive the benefit of a state-supported education, funded significantly by taxpayers of Ohio. The guidelines are therefore meant to exclude from residency those who are in Ohio primarily for the purpose of receiving a state-supported education. Students who are classified as nonresidents must pay a nonresident surcharge in addition to all other university fees. All questions regarding residency must go through the Office of the University Registrar in Columbus at 1-800-678-6440.

**Contact Information**

Address: Ohio State Lima Records and Registration
Student Services Center
4240 Campus Drive
Lima, OH  45804

**Examinations and Marks**

Phone:  (419) 995-8264
Fax:  (419) 995-8055

**General Education (Rule 3335-8-07)**

All undergraduate students must complete a program of general education coursework enabling them to acquire and develop a breadth of knowledge, skills and perspectives that cross disciplinary boundaries and extend to areas outside of majors, minors and other specialized study programs. The specific structure and requirements for general education shall be defined by the faculty in accordance with faculty rule 3335-5-27 of the Administrative Code. (B/T 1/10/75, B/T 7/9/2004, 6/18/2010)

**Student Assessment (Rule 3335-8-19)**

A) Each course as defined in rule 3335-8-01 of the Administrative Code will have a syllabus to be provided to each student at the start of the term explaining how the student’s performance will be assessed.

B) At the close of each course as defined in rule 3335-8-01 of the Administrative Code, the student’s performance relative to the stated course objectives will be assessed, the method of assessment to be determined by the instructor or supervisor of the course.

C) Written in-class examinations given at the end of the term that are comprehensive in nature should be given only during the final exam period and administered pursuant to rule 3335-8-20 of the Administrative Code. Written in-class examinations allowed during the last week of classes shall not exceed the scale, scope, duration and percent of grade of other examinations given in that class during the term, nor exceed thirty percent of the final course grade unless approved by the unit head. All examinations, papers and projects set for the last week of classes in a semester must be clearly assigned and scheduled in the instructor’s syllabus. In a course where a final examination is the only written examination given during the term, that examination may not be given during the last week of classes, and must be scheduled during the final examination period and administered pursuant to rule 3335-8-20 of the Administrative Code.

**Schedules for Final Examinations (Rule 3335-8-20)**

Examinations for classes taught on the regional campuses and for classes whose enrollment is
exclusively of students registered in the Colleges of Dentistry, Law, Medicine, Optometry, Pharmacy, and Veterinary Medicine will be scheduled by the offices of the regional campuses and of the colleges, respectively. All examination schedules prepared outside the Office of the University Registrar shall, before publication, be cleared with the Office of the University Registrar, which shall have the power to resolve all conflicts.

All other final examinations shall be centrally scheduled by the Office of the University Registrar. The official examination schedules shall be strictly adhered to by all instructors. Any deviation must first be approved by the appropriate university official (department chair, regional campus dean and director, or college dean) in consultation with the Office of the University Registrar, which shall have the power to resolve all conflicts. Final grades for graduating students must be submitted electronically to the Office of the University Registrar by the deadlines established by that office.

In performing its scheduling function, the Office of the University Registrar shall limit individual examinations to two-hour duration and the total examination period to no more than five days.

Marks (Rule 3335-8-21)
The official marks of the university are A, A-, B+, B, B-, C+, C, C-, D+, D, E, EM, EN, I, K, P, PA, NP, R, S, U, and W. The marks shall have the following meanings:

- **A, A-**
The instructor judged the student to have satisfied the stated objectives of the course in an excellent manner. The student’s performance was judged to be in this range of high quality based upon a comparison with other students in the course, and/or with students who have taken the course previously, and/or the instructor’s personal expectations relative to the stated objectives of the course, based on the instructor’s experience and expertise.

- **B+, B, B-**
The instructor judged the student to have satisfied the stated objectives of the course in an above-average manner. The student’s performance was judged to be in this range of above-average quality based upon a comparison with other students in the course, and/or with students who have taken the course previously, and/or the instructor’s personal expectations relative to the stated objectives of the course, based on the instructor’s experience and expertise.

- **C+, C, C-**
The instructor judged the student to have satisfied the stated objectives of the course in an average manner. The student’s performance was judged to be in this range of average quality based upon a comparison with other students in the course, and/or students who have taken the course previously, and/or the instructor’s personal expectations relative to the stated objectives of the course, based on the instructor’s experience and expertise.

- **D+, D**
The instructor judged the student to have satisfied the stated objectives of the course in a low but acceptable manner. The student’s performance was judged to be in this range of below-average but acceptable quality based upon a comparison with other students in the course, and/or with students who have taken the course previously, and/or the instructor’s personal expectations relative to the stated objectives of the course, based on the instructor’s experience and expertise.

- **E**
The instructor judged the student not to have satisfied the stated objectives of the course. Credit for a course in which the mark “E” has been received can be obtained only by repeating and passing the course in class. (See rules 3335-8-23 to 3335-8-28 of the Administrative Code.)

- **EM Examination**
This mark indicates credit given to students registered in the university on the basis of examinations taken prior to or after admission to the university. The level of achievement which must be demonstrated by the student on these examinations in order to receive “EM” credit shall be determined by the department or school in which the course is offered for credit, in accord with the criteria for the award of letter grades. This credit shall be assigned only upon the authorization of the chair of the department or the director of the school and with the approval of the authorized representative of the dean or director of the student’s enrollment unit.

Examination credit shall not be given to a student for a course in which the student has received a mark at this university or for which the student has transfer credit from some other college or university. No credit points are allowed for courses in which a mark of “EM” is given.

- **EN, Non-attendance**
This mark shall be used to indicate that the student was properly registered for the course, but failed to complete the course because of non-attendance. It does not differentiate between the student who never attended or stopped attending at some point during the academic term. When assigning this mark, an instructor must also provide some indication (e.g., day or week of the academic term) of when the student stopped attending the course. This mark shall be treated as an “E” for the purpose of calculating a student’s point-hour ratio.

- **I Incomplete, IX extension of incomplete**
An “I” indicates that the student has completed a major portion of the work in the course in a satisfactory manner, but for reasons judged by the instructor to be legitimate, a portion of the course requirements remains to be completed. The mark “I” shall be reported to the Office of the University Registrar together with the mark which the university registrar is authorized to enter on the student’s official record, unless a different mark is reported to the
Office of the University Registrar in the manner and within the time described below.
The student must complete the work so that the instructor of the course may report the final mark
at the earliest possible time, but not later than noon of the sixth Saturday of the semester or session
following that in which the "I" was received. For legitimate reason, the instructor may establish a
deadline for the completion of the work which is within the maximum time permitted. Upon petition of
the student within this period, the instructor or, if the instructor is unavailable, the chair of the department
involved, may for good reason allow a student additional time in which to complete the work. An
extension beyond the date grades are due for the semester following that in which the "I" was received
requires concurrence of the instructional unit’s dean, director, or college secretary. Any decision extending
the period shall set forth the time in which the student shall complete the work and a copy of the decision
shall be forwarded to the Office of the University Registrar. This approved extension will appear on the
record as an “IX” mark.

As soon as the incomplete work has been made up, the instructor, or, in the case of the instructor’s
absence from the university, the department chair or the director of the school, shall file the proper mark in
the Office of the University Registrar. Until such time as a final mark is recorded, the credit for the mark “I”
or “IX” shall be counted as hours only and shall not be considered in determining a student’s point-hour ratio
under Rule 3335-8-26 of the Administrative Code.

In no case shall a student who has received the mark “I” or “IX” be permitted to repeat the course in which
such mark was received until such time as the “I” or “IX” has been removed and then only in such cases as
fall within Rule 3335-8-28 of the Administrative Code.

- **K Credit**
  This mark shall be used for work credited from other institutions by the director of undergraduate
  admissions only. “K” credit shall be counted as hours only and shall not be considered in determining a
  student’s point-hour ratio under Rule 3335-8-26 of the Administrative Code.

- **P Progress**
  This mark is used to indicate that the student has shown satisfactory progress in a series or sequence
  of courses where the mark is not recorded until the final semester or session of the series or sequence
  is completed. Until such time as a final mark is recorded, the mark of “P” shall be given and the
  credit shall be counted as hours only, and shall not be considered in determining a student’s point-hour
  ratio under Rule 3335-8-26 of the Administrative Code. When a final mark is submitted by
  the instructor, all previous “P” marks shall assume and be recorded with the value of the final mark.

- **PA Pass / NP Non-Pass**
  The grade pass “PA” means the student has satisfied the stated objectives of the course, and the grade non-
  pass “NP” is the equivalent of the grade “E.”

These marks may be used at the option of undergraduate or continuing education students only, subject to the following conditions:

- This grading pattern may be chosen for a maximum of 20 credit hours, provided the student has an accumulated point-hour ratio of
  2.0 or higher.

- An undergraduate student may elect this option for courses that are not required or designated as required electives in the curriculum leading
to the degree for which the student is a candidate.

- Hours graded pass “PA” count toward the minimal number of hours required for a degree. Pass or non-pass marks (“PA,” “NP”) are not
computed in the point-hour average of the student.

- Before 5 p.m. of the fourth Friday of a semester or second term; the second Friday of a seven-week session during a semester or a six- or
  eight-week session during Summer term, or the first Friday of a four-week Summer session, a student must have declared intention to take
  a course on this basis by filing the appropriate form with the dean or director of the student’s enrollment unit. A student may not change to
  or from this option after the fourth Friday of a semester.

- **R Registered to Audit**
  This mark indicates that the student has registered to audit the course and has met the conditions
  established for audit enrollment in the course. No credit hours shall be awarded for this mark (See rules
  3335-8-29 and 3335-8-33 of the Administrative Code).

  Before 5 p.m. of the fourth Friday of a semester or
  summer term; the second Friday of a seven-week session during a semester or a six- or eight-week session during Summer term, or the first Friday of
  a four-week Summer session, a student must have declared intention to take a course for audit or to change from a credit to an audit basis by filing the
  appropriate form with the dean or director of the student’s enrollment unit. A student may not change to
  or from the audit option after this same deadline.

- **S Satisfactory / U Unsatisfactory**
  The mark “S” may be used to record either satisfactory progress in or completion of work,
  provided that the course has been approved for this mark by the dean of the college offering the course,
  and in the case of courses carrying graduate credit, by the dean of the Graduate School. It shall be used
  as an alternative to “U” or “I” in all individual studies courses, whatever their number. “S” credit shall be
  counted as hours only and shall not be considered in determining a student’s point-hour ratio under Rule
  3335-8-26 of the Administrative Code.

  The mark “U” shall be used for unsatisfactory work in courses in which a student would be entitled to the
Grade Forgiveness Rule
(Rule 3335-8-27.1)

A. Undergraduate students may petition the authorized representative of the dean or director of their enrollment unit to repeat a course and, after completing the course the second time, have the original course credit and grade excluded from the calculation of the student's cumulative point-hour ratio, but remain on the student's official permanent record. This action will be subject to the following conditions:

1. Permission to apply the rule must be obtained by the fourth Friday of the semester or summer term (the second Friday of a session during autumn or spring semesters, or a six- or eight-week summer session; or the first Friday of a four-week course) in which the repeated course is taken.

2. The same course may be repeated only once under this rule.

3. This rule may be applied for a maximum of three courses.

4. The graduate school and graduate professional colleges may formulate appropriate modifications of paragraph (A) of this rule, subject to the approval of the council on academic affairs, and publish the rule in their bulletins.


Repetition of Courses
(Rule 3335-8-28)

8-32 of the Administrative Code for procedures and provisions governing withdrawals.

(A) Except as specified by rule 3335-8-27 of the Administrative Code, undergraduate students who have received a mark of “E,” “EN,” or “NP” in a course at this university may repeat the course for credit at their option.

(B) Undergraduate or professional students, as defined in rule 3335-9-01 of the Administrative Code, who have received a mark of “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “EM,” “K,” or “PA” in a course at this university may repeat the course for credit only upon the recommendation of the authorized representative of the dean or director of their enrollment unit.

(C) A graduate student, as defined in rule 3335-9-01 of the Administrative Code, may repeat for credit any course when approval is given by the student’s adviser.

(D) A student who has audited a course may subsequently repeat the course for credit only upon receiving permission of the authorized representative of the dean or director of the student’s enrollment unit.

(E) The credit hours for a repeated course shall in no case be counted more than once in meeting graduation requirements. When a student repeats a course, both grades appear on the student’s record and both are used in computing the point-hour ratio, except as modified by rule 3335-8-27.1 of the Administrative Code.


mark of “S” if the student's work had been satisfactory. No credit shall be given for work marked “U.” This mark shall not be considered in determining a student's point-hour ratio under Rule 3335-8-26 of the Administrative Code.

W Withdrew
This mark is used for students withdrawing from one or more courses or from the university. See Rule 3335-
Students should familiarize themselves with the Office of Student Financial Aid early in their college careers. It is their goal to try to make it financially possible for all students to “BE A BUCKEYE” and meet their educational goals. Details on fee payment and financial aid can be found in this section.

Fee Payments

- u.osu.edu/treasurer/bursar

Statements of Account

Students registering in a timely manner will receive an e-mail reminding them to check their Statement of Account at buckeyelink.osu.edu.

Students will receive this e-mail reminder around the end of the preceding semester. They should be sure to check the “Academic Calendar” section of the registrar’s web site, registrar.osu.edu, for fee deadlines.

Remember, billing information can be accessed in several ways, so students are responsible for paying fees in full by their due date. As a rule-of-thumb: fees must be paid in full no later than seven days before the official first day of classes for the semester.

Charges and Credits

A student's bill will contain required charges such as instructional fees, lab fees and general fees, optional charges like scholarship contributions, and any applicable credits already posted to the student’s account. Credits may include scholarships, grants and loans.

Required Fees

An updated list of all required fees, including a link to complete tuition and fee tables, can be found at registrar.osu.edu.

Optional Fees

Any optional fees that students select during their registration session will be included on the Statement of Account. These may include contributions to the Student Government Project or Scholarship and Loan Fund.

Student Financial Aid

Students receiving financial aid will usually have their aid listed on their Statement of Account. If aid does not appear, visit the Student Financial Aid web site at Lima.OSU.edu/students/financial-aid or call (419) 995-8147.

Up-to-Date Account Information

Occasionally, a student’s bill may change. For example, schedule changes, adjustments to financial aid (increases/decreases), or the addition/removal of optional fees will cause the balance to change. Students are encouraged to check their Statement of Account periodically throughout the semester. Up-to-date account information may be obtained at u.osu.edu/treasurer.

Paying Fees

Fees must be paid in full seven days before the first day of class, unless otherwise noted on the Statement of Account, to avoid late-fee penalties. Fees may be paid by mail or online. Methods of payment include checks or money orders. Checks and money orders should be made payable to The Ohio State University and must include the student’s OSU ID number. Online payments may be submitted from a personal checking or personal savings account and will be processed as an ATM withdrawl. Online payments may also be made with a credit card. It is not necessary to have a Statement of Account in order to pay fees; however, the student’s OSU ID number must be included in order to process payment without a Statement of Account. Students must visit their BuckeyeLink page via buckeyelink.osu.edu to obtain the account statement.

Note: The university does not print billing statements; bills are available on the Web only. Therefore, a student’s claim that he/she failed to receive a bill does not nullify the student’s responsibility to pay fees by the due date.

Paying Fees Online

Login via buckeyelink.osu.edu and click “Make a Payment” under the “Finances” section in the middle of the page. Students will need to have checking account information available (i.e., a check). Online
payments are made through electronic transfers from a personal checking or savings account, or with a credit card.

Paying Fees by Mail
The payment envelope must be postmarked on or before the due date in order to avoid late fees. Do not use campus or metered mail to pay fees. Payment should be mailed to:
Office of the University Bursar
The Ohio State University
281 W. Lane Avenue
Columbus, OH 43210-1132

Tuition Option Payment Plan (TOPP)
All Ohio State students have the option of paying their current semester fees in three installments. The payments are not deferred. Students pay the first installment on the fee due date and all other installments on a monthly basis. This program, called TOPP, is available through the Office of Financial Services. Enrollment must be chosen at the time payment is made.

For more information, go to scc.osu.edu/TOPP or contact the BuckeyeLink office at (800) 678-6440 or by e-mail at buckeyelink@osu.edu.

Returned Checks
If the check for payment (or Web payment) is not honored by the bank, a $30 returned check fee (or returned Web payment fee) will be assessed, the student’s receipt will be null and void, late fees may be assessed, and registration may be canceled. If permitted to re-register, the student will also be assessed any late penalties in effect at the time of repayment.

Late Registration/Payment Penalty
The Late Registration Penalty is a $500 fee assessed after the second Friday of classes. A $100 Late Course fee will be assessed if a class is scheduled after the second Friday of classes.

The Late Fee Payment Penalty is also a two-tier fee of $200/$300. The $200 penalty fee is assessed after fees are due. After the second Friday, the $200 penalty is removed and a $300 penalty is assessed.

The university believes that the expectation of both the student and the university is that the fee assessment and penalty process should:
1. Allow for the timely payment of fees
2. Be fair and equitable
3. Be simple to understand, remember, and administer
4. Encourage timely registration/payment
5. Have meaningful and fairly applied consequences for those who do not register initially/pay in a timely manner

This protocol accomplishes all five.

Note: If a student is assessed a penalty fee and believes he/she may have grounds for an appeal, details regarding the appellate review process may be found online at registrar.osu.edu.

The university reserves the right to reject a student’s payment and cancel enrollment if fees are not paid (with penalty) by final exams. Students whose enrollments are canceled will have to appear before a review panel to determine eligibility for reinstatement. The review panel reserves the right to reject a student’s request for reinstatement. Separate penalties may also be assessed by Housing and Residence Education.

Refund of Fees
Students who withdraw from the university by the first week of the semester will receive a full refund of fees. If students withdraw or drop course work after the first Friday of the semester, they may be charged for a portion of their tuition and required fees. After a designated date, students who withdraw or drop classes will not receive refunds. Visit registrar.osu.edu for a listing of the fee and refund dates each semester.

Direct Deposits for Credit Balances
A quick and convenient way for students to receive credit balances is through direct deposits to their personal bank account. Students using direct deposit typically receive their credit balances five to seven days before the start of classes, so it is to the student’s advantage to utilize this convenient service. To enroll in direct deposit or for more information, go to u.osu.edu/treasurer and select “University Bursar’s Office” and “How to sign up for direct deposit.”

Financial Aid

Lima.OSU.edu/students/financial-aid

The Office of Student Financial Aid at Lima is here to assist students and their families with services that can help every qualified student enroll. Financial aid is made accessible to remove the cost barriers that may prohibit students from accomplishing their educational goals. Assistance is available from an array of programs funded by federal, state, university and private sources. Students who demonstrate significant financial need may qualify for grants while students with less need may obtain low interest loans. It is our goal to try to make it financially possible for all students to “BE A BUCKEYE” and meet their educational goals.
How to Receive and Maintain Financial Aid

Step One: Apply for your Federal Student Aid ID

Your FSAID will allow you to sign the online FAFSA electronically at fsaid.ed.gov. For a dependent student both the student and one parent will need a FSAID. Do not misplace your FSAID. You will use it many times to sign financial aid documents on-line.

Step Two: Officially apply for financial aid by filing the FAFSA (Free Application for Federal Student Aid) online at fafsa.gov. Students are strongly encouraged to submit and complete a FAFSA online.

Priority FAFSA and Scholarship Deadline: February 1.

Being Selected for Verification

If selected for verification the Office of Student Financial Aid will request specific documentation from the student to verify that all information submitted on the FAFSA is accurate. Failure to provide verification requests on time will result in the loss of financial aid.

Student Permission for Federal Student Aid Payments

Federal regulations allows The Ohio State University to apply your Title IV federal financial aid funds to your institution charges such as tuition, course and program fees, technology and site-based fees, and housing and meal plan charges. Title IV federal financial aid includes Pell Grants, Direct Student Loans, Perkins Loans and TEACH and SEOG grants.

At the start of your first semester, you must grant a one-time authorization to Ohio State if you want your Title IV funds applied to all charges on your Statement of Account, including Student Health insurance, orientation fees, penalty and late fees, etc.

To authorize Ohio State to apply your federal financial aid to all charges for summer term and after:

1. Log in to your BuckeyeLink via buckeyelink.osu.edu.
2. Click on “other financial” at the bottom left of the Finances section and select View Student Permissions from the drop-down menu.
3. Click on Grant Permissions and follow the instructions. You will see a confirmation page when completed.

Note: You are not required to provide this authorization. However, if your authorization is not received prior to the disbursement of financial aid for the term, Title IV funds may not be applied to all charges, which may result in an outstanding balance that will cause late fees to be assessed if not paid by the due date.

Viewing Student Financial Aid

To view your 2018-2019 financial aid awards, you must have an active OSU e-mail account.

- Log on to buckeyelink.osu.edu
- Click My BuckeyeLink and enter lastname.# and password.
- Once on the Student Center page, along the left hand side under “Finances,” click View Financial Aid.
- Select Aid Year “2019.”

Your Financial Aid page will look similar to the example graphic below.

Students may print out their official financial aid award letters by clicking the “Print Award Summary” button.

The Financial Aid BuckeyeLink page will list all financial aid and scholarship awards you have received.

- All scholarships and grants will automatically disburse to pay tuition and fees.
- Federal Loans and Federal Work Study must be officially accepted by clicking the accept button on the financial aid screen. These financial aid programs will not disburse unless they are officially accepted. Students must obtain on-campus employment to utilize Federal Work Study.

If you officially accepted a Federal Student Loan, you must complete the Master Promissory Note and Entrance Loan Counseling before funds will disburse. Click the “To-Do List” tab to complete both online forms. You will use your Federal Student Aid ID to electronically sign the Master Promissory Note and Entrance Loan Counseling.

Exit Loan Counseling will be required for borrowers who are leaving school, dropping below half-time enrollment, or graduating. Exit Counseling provides the borrower with important information about repayment and the borrower’s rights and responsibilities.
Satisfactory Academic Progress

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, students are required to show satisfactory progress toward a degree.

If the student does not meet the minimum standards of Satisfactory Academic Progress (SAP) for any one year, the student will be placed on Suspension Status at the end of the year. Students on Suspension Status are not eligible for financial aid. If a student successfully appeals their SAP status, they will be placed on Conditional Status and will be required to meet their appeal conditions.

SAP Criteria
Undergraduate students’ progress will be evaluated on the basis of the following criteria:
1. Minimum cumulative grade point average (GPA) of 1.8 for freshmen and 2.0 for upperclassmen (evaluated yearly).
2. Successful completion of 67 percent of their total cumulative hours attempted (evaluated yearly)
3. Successful completion of an academic degree/program within a specified maximum time frame expressed as hours attempted (evaluated each term), not to exceed:
   • 150 percent of the average program length for a first undergraduate degree
   • 113 percent of the required program hours in a second undergraduate degree program

Financial Aid Appeal
What if a family’s financial situation has changed drastically since completing the FAFSA? Students who have a special circumstance such as a drastic reduction in family income or other unusual expenses may file an appeal through the Lima Office of Student Financial Aid. The appeal must be signed off on by a Lima Campus Financial Aid Counselor before the appeal will be reviewed.

Excess Aid and Refunds
Aid (loans, scholarships, grants, etc.) will credit directly to your Statement of Account at Ohio State. Any funds remaining after fees have been paid are refunded to the student if permitted.

Refunds will be available by Direct Deposit three to five days before the start of classes. This process continues on a daily basis thereafter. Only those students who have signed up for Direct Deposit can receive their refunds prior to the beginning of classes. Those students who do not sign up for Direct Deposit will be sent a refund check by mail. Refund checks will not be mailed out until one to two weeks into the semester.

Student Employment
Students who wish to pursue a campus job must contact the Office of Human Resources, Public Service Building, Room 148 at (419) 995-8622 or garver.98@osu.edu. The Office of Human Resources will provide students with information pertaining to student worker positions that might be available on campus.

Career Services, in coordination with other departments, hosts two job fairs each year – one for on-campus jobs and one for off-campus employment. Check your OSU email and Lima.OSU.edu for event details in late summer.

Financial Aid Essentials
• If a student drops below full-time it could affect the student’s Financial Aid.
• If a student withdraws from a class or classes several weeks into the semester the student will be charged a percentage for the class or classes and could lose all financial aid.
• If a student stops attending classes and does not officially withdraw the student will lose all financial aid for that specific semester and will be charged fully for their classes.
• Deadlines are important! Missing a Financial Aid deadline could result in the loss a financial aid.
• Students who wish to attend summer term can use financial aid. Ohio State Lima scholarships cannot be applied to summer term tuition.
• Check your OSU e-mail account daily. The Ohio State Student Financial Aid Office will communicate 98 percent of the time through e-mail.

Financial Aid Contacts
Lima Campus
Office of Financial Aid
(419) 995-8147
lima-financial.aid@osu.edu

Columbus Campus
Student Service Center
Office of Student Financial Aid
1-800-678-6440
ssc.osu.edu

Office of the University Bursar
(614) 292-1056
u.osu.edu/treasurer

Office of the University Registrar
1-800-678-6440
registrar.osu.edu

Direct Loans 1-800-848-0979
direct.ed.gov
Wellness is a conscious commitment to staying healthy and safe – and it’s a “prerequisite” to academic success at Ohio State. This section contains valuable information about the services and people at the university that place student wellness above all else.

Wellness Resources

In conjunction with academic growth in college, students need to be aware of changes in their lives that can affect their general wellness. Balancing the nine dimensions of wellness – emotional, career, social, spiritual, physical, financial, intellectual, creative and environmental wellness – is necessary to obtain the optimal levels of health, growth and well-being essential for students to focus on their academic success. Ohio State provides support through the following list of university offices to help students strive to achieve this balance.

**Emotional Wellness**
The emotionally well person is able to appropriately express and manage the entire range of feelings, including anger, fear, happiness, and sadness. She/he possesses high self-esteem, a sense of humor, and a positive body image. She/he develops independence from parents/guardians and accepts responsibility for her/himself and her/his actions. This person also seeks support from a mental health professional when needed and gathers information in order to make informed value decisions.

**Resources**
- Behavioral Health Services
- Counseling and Consultation Services

**Career Wellness**
Career wellness involves gaining personal satisfaction and enrichment in life through work. It is both challenging and rewarding, helping develop an attitude of commitment to shape the framework of a successful career. The occupationally well person enjoys a role that is consistent with his or her beliefs, goals, lifestyle, personality and values.

**Resources**
- Career Service Office

**Social Wellness**
The socially well person has a network of friends and family to whom she/he can turn to for support, validation and sharing of life experiences. These relationships are based on interdependence (rather than codependence), mutual trust and respect, equity of power, and cultural competence. The socially well student sees faculty, staff, students and members of the community as individuals and develops a sensitivity and awareness to their feelings. She/he actively seeks contact with people, issues, and programs that differ from his/her own experiences and points of view.

**Resources**
- Behavioral Health Services
- Disability Services
- Recreational Sports
- Student Activities

**Spiritual Wellness**
The spiritually well person explores spiritual concepts of themselves and others in the discovery of meaning and purpose in human existence. She/he develops an appreciation for the depth and expanse of life and the natural forces that exist in the universe. She/he recognizes the relationship between spirituality and identity in themselves and others.

**Physical Wellness**
The physically well person eats when hungry and selects a varied and nutritionally balanced diet. She/he also gets an adequate amount of sleep, engages in moderate to vigorous exercise three to five times a week, gets routine medical check-ups when appropriate, and takes safety precautions. The physically well person is free of addictions, has the ability to identify physical and mental needs, and is aware of his or her body’s limitations. She/he accepts his/her sexual orientation, engages in sexual relationships that are consistent with his/her values and development, and refrains from using sex to manipulate or influence others. In addition, she/he minimizes unwanted consequences through communication and protection.

**Resources**
- Campus Dining Services
- Behavioral Health Services
- Disability Services
- Campus Security
- Student Activities
- Perry Webb Student Life Building
- Intramurals and Athletics
**Intellectual Wellness**
The intellectually well person values education and engages in lifelong learning. She/he pursues activities that increase knowledge, develop moral reasoning, foster critical thinking and expand world views. In addition, she/he values intuition, empathy, and understanding as forms of knowing.

**Resources**
- Academic Advising
- Arts on Campus
- First Year Experience
- Libraries
- Student Advocacy
- Heath Center for Teaching and Learning

**Creative Wellness**
Creatively well individuals seek to enhance their knowledge and understanding of the world through a diverse range of arts and cultural experiences that shape their awareness of themselves and others. They value and actively participate in the arts as a means for self-expression, stress relief, enhancing innovative thinking and skill-building. They also make a conscious effort to construct an atmosphere that fosters creativity and individuality.

**Resources**
- Arts on Campus - fine art, music and theatre

**Environmental Wellness**
Environmental wellness is about appreciating the external environment and understanding the role individuals play in it. Preserving, protecting and improving the environment are also important. The environmentally well person recognizes that there are limits to controlling the environment and seeks a relationship where both can grow, function and thrive.

**Resources**
- On-campus hiking trails
- Recycling program

**Financial Wellness**
The financially well person develops a healthy budget, managing both income and expenditures. She/he develops a discipline of saving to prepare for short-term, long-term and emergency expenses. She/he manages credit cards and other consumer credit usage responsibly and develops the skills to manage resources. A financially well person is able to concentrate on academics and is not distracted by worries and stress over money. This focus leads to academic success.

**Resources**
- Office of the Treasurer
- Student Advocacy
- Student Financial Aid

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**Student Health Services**
The Ohio State University College of Nursing is pleased to offer a nurse practitioner-led, comprehensive primary care practice at Ohio State Lima. Ohio State Total Health & Wellness at Lima offers an interprofessional team approach to physical and mental health care for students, employees and their dependents. Piloting on the Ohio State Lima campus is a telehealth approach to health and wellness. A Registered Nurse will be available on site and a Certified Nurse Practitioner will be accessible through a remote telecommunications system.

For after-hours or emergency care, two local hospitals are within six (6) miles of the Ohio State Lima Campus.

- Lima Memorial Health System limamemorial.org
- Mercy Health - St. Rita’s Medical Center www.mercy.com/locations/hospitals/lima/st-ritas-medical-center

**Types of services provided**
- Health and wellness screening and education
- Evidence-based management of new health problems or complaints
- Care and ongoing management for chronic conditions such as diabetes and hypertension
- Routine physical exams, health and wellness screenings and vaccines
- Education to help you to best take care of yourself and reach your optimal state of health and wellness
- Integration of mental health services, complimenting Ohio State Lima’s Counseling and Consultation Services
- Healthy lifestyle programs

**Patients are seen by appointment only. To schedule an appointment call (567) 242-6546.**

Total Health & Wellness accepts Ohio State health insurance, Medicare, Medicaid, Medical Mutual of Ohio, United Healthcare and private pay. We utilize a sliding fee structure for all patients and will see patients regardless of their ability to pay.

To learn more about the health center visit: go.osu.edu/limathw

**Who Is Eligible to Use the Health Center?**

All regularly enrolled students are eligible to use the Ohio State Total Health & Wellness health center. Ohio State University Student Health Insurance is not required for students to use our services.
How Do You Use the Health Center?

Before the Appointment
Students should plan to arrive at the health center about 15 minutes before their appointment time and allow at least one hour for the appointment plus a stop at the pharmacy. Students should always bring their BuckID and medical or prescription health insurance information with them.

During the Appointment
In order for Student Health Services to provide the most comprehensive care, it is important for the student to know and share his/her complete personal medical history, including the family health history of parents, grandparents and other blood relatives. The student should also be prepared to provide other critical information such as immunization/vaccine updates, allergies (seasonal, prescription, or otherwise) and any past reactions to medication or other significant medical information.

Students are encouraged to ask questions of their providers concerning diagnosis, treatment and prognosis. They have the right to fully participate in decisions regarding their health care.

What about Patient Confidentiality?
Student Health Services enforces strict policies to ensure that all medical information maintained on its patients is kept confidential. Confidential information includes, but is not limited to, facts pertaining to the student’s visit (diagnosis and/or treatment) and the service under which the patient was treated. The age of majority in the state of Ohio is 18 years, and, therefore, confidential information will not be released to any party; including parents, without authorization by the student, except as required by law. The student has the right to approve or refuse the release of such medical information, except as provided by law.

Important Information about Meningitis and Vaccination

Meningococcal Meningitis
Meningococcal disease is a potentially life-threatening bacterial infection that requires immediate treatment. The most common manifestation of this disease is meningitis, an inflammation of the coverings of the brain and spinal cord. Symptoms of this disease may include high fever and chills; headache; stiff neck and back; nausea and vomiting; arm, leg, or abdominal pain; rash; confusion; delusions or hallucinations; and coma. Death occurs in approximately 10 percent of cases. For additional information visit our web site at shc.osu.edu.

Prevention
The U.S. Centers for Disease Control and Prevention recommend that freshmen living in residence halls be vaccinated against meningococcal disease. The vaccine is made readily available at the Wilce Student Health Center for those students wishing to reduce their risk of meningococcal disease.

Campus Vaccine Programs
Meningococcal and most other vaccines are available year-round for enrolled students. Patients are seen by appointment only. To schedule an appointment call (567) 242-6546.
As a condition of enrollment, students attending The Ohio State University are required to have health insurance. This requires that all students enrolled with at least half-time status (six hours for undergraduate students) have adequate health insurance in order to register for classes. Students are not required to purchase the university-sponsored Student Health Insurance Plan (SHIP). They have the option to waive participation in the Student Health Insurance Plan by documenting that they have comparable coverage under another insurance plan by the deadlines. This documentation of coverage must be confirmed once each academic year and is subject to periodic audits by the university.

Participation in the Student Health Insurance Plan automatically includes autumn and spring term coverage, beginning with the first term of enrollment into the plan for the plan year. **Summer term or off-term coverage is optional and must be elected through your BuckeyeLink via buckeyelink.osu.edu.** Off-term coverage is available for students who were covered by the plan and enrolled the proceeding school term. Students should continue their coverage during summer term or an off-term to prevent lapses in coverage which could result in claims being denied due to the preexisting condition exclusion. Students are required to remain in their initial plan and coverage choice for each term the plan is purchased autumn through summer. Students may be eligible to change dependent coverage because of a qualifying event such as birth, adoption, death, marriage, divorce, or first-time arrival from a foreign homeland.

The covered student must contact the insurance company to request a supplemental application and submit it within 31 days of the event. If exemption from coverage was made the prior term and a student now wants to add coverage, he/she can do so during registration, prior to the enrollment deadline, or he/she may be eligible to enroll mid-term through Koster Insurance, if he/she has experienced a qualifying event.

The Student Health Insurance Program currently includes the Comprehensive, Medical Only, and WilceCare Supplement Student Health Insurance Plans. Each plan, designed by the Student Health Insurance Committee and approved by the Board of Trustees each year, offers Ohio State students excellent benefits at an economical cost. More detailed information about the plans, enrollment deadlines, and premium rates is available at shi.osu.edu, by e-mailing shi_info@osu.edu, or by calling (614) 688-7979.

**Comprehensive Student Health Insurance Plan**

**Annual Election: Withdrawal and Enrollment**

**IMPORTANT!** Students are automatically enrolled in comprehensive coverage each term unless exemption is made online during registration by the deadlines. The charge for this plan will appear as a line item on the Statement of Account from Fees and Deposits. Exemption from coverage can be made at the registrar’s web site. Once a student has elected coverage, the student may withdraw from coverage only in subsequent semesters of that academic year if he/she has a qualifying event.

**Coverage Overview**

The Comprehensive Student Health Insurance Plan covers inpatient and outpatient medical and mental health care, some preventive/well care, pharmacy, dental and vision. Exclusions and limitations apply. See the web site for details.

Coverage is worldwide. The plan uses a PPO model (Preferred Provider Organization) with network providers/facilities throughout Ohio. Use of network providers provides better benefits for the insured. Most non-network services are subject to deductible and higher coinsurance. There is also an enhanced tier of benefits available to the insured student only (no dependents) through Student Health Services and Counseling and Consultation Service on campus. Dental benefits and network providers are through Delta Dental of Ohio. Delta Dental has a large network of providers which insured students’ dependents can use for those services.

**Pre-Existing Condition Waiting Period**

There is a three-month pre-existing condition waiting period for any condition that received medical treatment or advice or that was diagnosed three months prior to the effective date of initial coverage in the plan. The pre-existing condition waiting period does not apply to services covered under the Student Health Services or Counseling and Consultation portions of the insurance. Coverage is available year-round. If a student purchases the insurance by the deadlines each term, there is no break in coverage. Coverage starts the first day of classes and ends the day before the next term, except for autumn when coverage starts seven days earlier.
Counseling and Consultation Services

Students may encounter new and different – and sometimes very challenging – experiences as they transition from high school to college. Many are making important decisions regarding personal choices and careers. The OSU Lima Counseling and Consultation Service (LCCS) on Lima campus, and Counseling and Consultation Services on Columbus campus (CCS), provide a full range of counseling and mental health services to help with those experiences and decisions. Concerns about grades, test anxiety, interpersonal relationships, depression, anxiety, stress and coping, loneliness, eating disorders, alcohol and other drug use issues, and sexual concerns are typical difficulties that may interfere with a student's life and focus on academic work.

OSU Lima Counseling Services (LCCS) provides free and confidential counseling and psychotherapy, crisis intervention, educational programming, and referral services to any OSU Lima student. Our clinicians are trained professionals in psychology and social work and have extensive experience helping individuals (of various ages and in various settings) overcome difficulties and achieve their goals. We also provide outreach programming events to raise awareness of student mental health and encourage self-care. Students may schedule an appointment for individual counseling by contacting Gail Nelson (.700) at 419-95-8698 or Samantha Haudenschield (.11) at 419-995-8272. Find more information on our website: Lima.OSU.edu/current-students/student-life/counseling; Facebook: facebook.com/osulccs; or our blog.

Counseling and Consultation Service (CCS) in Columbus provides even more services to students, including individual, couples, and group counseling; crisis intervention; skill enhancement workshops; psychoeducational outreach; and psychiatric consultation. All services are confidential. Core psychotherapy services are free; psychiatric services and extended psychotherapy are offered at a modest fee. Consultation is also available for those who are concerned about someone else. Intake appointments may be scheduled by calling the office and walk-in urgent appointments are available as well. CCS is located on the 4th floor of the Younkin Success Center at 1640 Neil Ave., 614-292-5766. More information is available on the website: ccs.ohio-state.edu

Area Health Services

Emergency Rooms:
St. Rita’s Medical Center  
730 W. Market St. Lima, 45801  
(419) 227-3361

Lima Memorial  
1001 Bellefontaine Ave. Lima, 45804  
(419) 228-3335

Women’s Clinics
Women’s Wellness Center at St. Rita’s  
770 W. High St. #250 Lima, 45801  
(419) 226-4500

Women’s Preventive Health Care Project  
300 S. Elizabeth St. Lima, 45801  
Hours: Mon-Fri. 8:00am-4:30 pm  
(419) 224-4500  
1-800-901-9727

Women’s Health Center – Lima Memorial Hospital  
1001 Bellefontaine Ave. Lima, 45804  
(419) 226-5030

Testing Clinics
Sexually Transmitted Disease Clinic  
219 E. Market St. Lima, 45801  
(419) 228-4457

CompuNet Clinical Laboratories  
200 North Metcalf St., Suite F Lima, 45801  
(419) 221-2710

Crisis Centers
Lima-UMADAOP Inc. 24 Hour Info Hotline  
608 W. High St. Lima, 45801  
1-800-567-4673

WE CARE Regional Crisis Center  
797 S. Main St. Lima, 45804  
1-800-567-4673

Pharmacies
CVS Pharmacies  
900 Bellefontaine Rd., Lima  
(419) 227-7970  
2620 W. Breese Rd., Lima  
(419) 991-0010

Pack Pharmacy  
701 W. Market St., Lima  
(419) 223-8906

Rite Aid Pharmacies  
1415 Bellefontaine Ave. Lima  
(419) 228-2296  
506 W. Market St. Lima  
(419) 222-7797  
302 W. Robb Ave. Lima  
(419) 229-5846  
3710 Shawnee Rd. Lima  
(419) 991-2867  
505 W. Market St. Lima  
(419) 222-7797  
3230 W. Elm St. Lima  
(419) 221-3679

Walgreens  
701 N. Cable Rd., Lima- 24 hours  
(419) 222-9462  
2366 Harding Hwy., Lima  
(419) 222-1600
**Urgent Care Centers**

Luke Medical Center  
2195 Allentown Rd. Lima  (419) 227-2245  
Hours: Mon-Fri 9 a.m.-9 p.m., Sat 10 a.m.-4 p.m.

St. Rita’s Eastside Urgent Care  
967 Bellefontaine Ave., Lima  (419) 996-5895

**Mental Health and Drug/Alcohol Agencies in Allen, Auglaize, and Hardin County**

Coleman Behavioral Health Services  
205 W. Market St., Lima  (419) 229-2222

Auglaize County WE CARE Center  
720 Armstrong St., St. Marys  1-888-394-6286  
(419) 394-7451

Hardin County WE CARE Center  
775 E. Eliza St., Kenton  (419) 675-2243

WE CARE Regional Crisis Center  
797 S. Main St., Lima  (419) 224-4617

Hopeline 24 Hour Crisis, Information and Referral Hotline  
wecarepeople.org  1-800-567-4673

St. Rita’s Addiction Services  
730 W. Market St., Lima  (419) 226-9029

**Domestic Violence Shelters**

Crossroads Crisis Center, Lima  
(419) 228-4357  1-877-228-4357

Auglaize County Crisis Center  
(419) 738-5511  
(419) 738 2147  
(419) 394-5227

**Mental Health and Drug/Alcohol Agencies in Putnam County**

Pathways Counseling Center  
835 North Locust Street, Ottawa  (419) 523-4300

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**Campus Security**

Ohio State is committed to providing a safe environment for its students and other members of the university community. Students play a vital part in assuring that the campus is a safe place to live and work by being aware of and actively participating in the university’s safety policies and procedures.

While the university attempts to provide the most secure surroundings possible, each person must take responsibility for his/her own personal safety.

Ohio State Lima shares a campus with Rhodes State College. The two institutions provide for the safety of the campus community through the Ohio State University Police Department and the Lima Campus Security team. Campus Security conducts vehicle assists (lockouts and jump starts), escorts, issues parking passes, enforces parking and maintains lost and found. Campus Security provides a 24-hour presence on campus and can be reached at (419) 995-8499. The Campus Security office is in Tech Lab Room 140.

The Ohio State University Police Department provides a law enforcement presence on campus. One OSU PD sergeant is assigned to the Lima Campus. The OSU PD takes police reports, conducts investigations on criminal offenses, investigates personal injury and hit-skip accidents and enforces handicap and fire zone parking violations. The OSU PD office is located in Galvin Hall Room 134 and can be reached at (419) 995-8410.

**Personal Responsibility**

Members of the Lima Campus faculty, staff, students and visitors are encouraged to be aware of their surroundings and to be responsible for their personal safety. Although we try to insure the safety of the campus population by making sure grounds are well lit and patrolled, crime does occur. We publish crime statistics so that students, faculty, staff and our visitors will be aware of the potential for crime. We subscribe to the philosophy that publicizing crime and campus safety information will only help make the campus safer.

**Reporting Crime**

The campus encourages prompt, accurate reporting of crimes or suspicious incidents. Any phone on campus may be used. No coins required – just dial 8499. All pay phones are equipped to reach the county-wide 9-1-1 emergency system which connects you to all law enforcement agencies, emergency medical services and fire departments.

**Crime Prevention Programs**

Safety is a concern everywhere in society, and the Lima Campus is no exception. There are many ways to promote security and avoid unsafe situations. An understanding of basic safety principles, a little caution and lots of common sense are your best protection. Ohio State Lima and Rhodes State College are committed to providing a safe environment for students, faculty, staff and other members and visitors of the campus community. Trees and shrubs are well maintained and trimmed back away from buildings and walkways. The parking lots and sidewalks are well lit for your comfort.

Crime prevention and awareness pamphlets and a variety of informational pamphlets ranging from date rape, personal safety, wellness and other topics are available from the Student Activities Office, Galvin Hall, room 066 and OSU Police, Galvin Hall room 134. The Security Office works closely with the Student Activities Office concerning matters of general safety.
For more information on campus safety, wellness and other programs available to you, please contact Student Activities, Galvin Hall, room 066, (419) 995-8415 or the Security Office, Tech Lab, room 140B, (419) 995-8078.

Drug and Alcohol Abuse Prevention

The Ohio State University at Lima prohibits the illegal use, production, manufacture, sale, distribution and/or possession of alcohol, drugs or controlled substances on campus. In addition, the misuse of substances which present physical or psychological hazards to individuals is prohibited.

Penalties for violations of these regulations are set forth in the Code of Student Conduct. The Ohio State University Code of Student Conduct is printed in the Student Handbook and Student Telephone Directory. A synopsis is printed in the master schedule of classes for each semester. The Office of Student Affairs also maintains a current version of the code on its website http://studentaffairs.osu.edu/csc.

Student Escort Service

During the evening hours, the parking lots and sidewalks are well lit for your comfort. If you don’t feel comfortable walking alone, call the Security Office at ext. 8499, and someone will escort you to your vehicle. Alternatives include walking with a friend or in groups.

Campus Buildings

Most campus academic facilities are open from 7 a.m. until the last evening class lets out. The campus technical training centers and computer labs maintain standard hours of operation. These areas are monitored by lab assistants with posted hours for daily and weekend usage. The physical facilities director is responsible for maintenance of buildings and grounds. Campus lighting and general conditions are constantly being evaluated regarding safety. A program to upgrade lighting, roads and walkways has been implemented.

This information is provided by The Ohio State University at Lima and Rhodes State College as part of our commitment to safety on campus and in compliance with the Student Right to Know and Campus Security Act of 1990. For more information on the safety programs outlined in this document, please call the Security Office at (419) 995-8078. It is in the interest of your safety that you become familiar with this material.

IF STUDENTS HAVE AN EMERGENCY, THEY SHOULD CALL 9-1-1

IF STUDENTS URGENTLY NEED TO CONTACT CAMPUS SECURITY THEY SHOULD CALL (419) 995-8499.

Protect Self and Property

Students can most affect safety and security. If students follow the recommendations listed below, they can greatly reduce their chances of being the victim of a crime.

When Walking
- Be alert! Know the surroundings. Be aware of other people in the area.
- Avoid shortcuts.
- At night, do not walk alone unless absolutely necessary.
- Walk near curbs, away from bushes and buildings, and in well-lit areas of well-traveled roads.
- Keep money and credit cards in a pocket. Carry as little cash as possible. Carry keys in hand so they are ready to use when arriving at a destination.

At Home, Residence Hall, or Apartment
- Keep doors and windows secured. Do not prop doors open.
- Keep doors locked even if going away only for a short time.
- Do not hide spare keys – burglars may find them.
- Do not let strangers in without asking for proper identification.
- Lock money, jewelry, and important papers in a footlocker, trunk, or other secure place. Keep as few valuables around as possible.
- Place only initials on a mailbox.

On the Telephone
- Hang up on unidentified callers.
- Do not give out personal information over the phone.
- Use initials instead of a first name in the telephone book or request an unlisted number.

Protecting Property
- Do not leave property unattended or unsecured.
- Do not leave items visible in a car.
- Engrave all valuable items with name and social security number.
- Make a list of all valuables. List model number, serial number, and a description of each item.
- Make sure insurance will cover losses that occur away from home.
- Books can be marked by placing a code number on several pages with corresponding numbers throughout the book, preferably on the inside margin.
- Credit card numbers should be included on an inventory list for fast reference in case cards are lost or stolen.
The fine print. All students should spend some time with this section, particularly the Code of Student Conduct, because they’ll be held to it. This section also includes the university’s nondiscrimination and affirmative action policies, tobacco free and sexual harassment policies, and parental notification guidelines.

Mission Statement and Vision

The Ohio State University at Lima brings together an internationally recognized faculty and dedicated, professional staff to create a unique learning environment for all students. Here, students interact closely with faculty to pursue intellectual growth and prepare themselves for the future. We mobilize the resources of The Ohio State University for the benefit of the communities we serve.

As the campus of choice for a diverse population of students, we are recognized as the finest institution of higher learning in our service area.

As the regional center for learning, we serve traditional and non-traditional students by offering outstanding undergraduate and graduate programs.

As the premier regional resource, we are the catalyst for community development and economic growth.

As an environmental steward of a unique regional resource, we maintain and preserve the campus natural area as part of Ohio's biological heritage.

Academic Rights and Responsibilities

In June 2005 a statement on academic freedom and intellectual diversity on American campuses was released by the American Council on Education (ACE), the major coordinating body for the nation’s higher education institutions, of which Ohio State is a member. The ACE statement includes the following principles:

- Academic freedom and intellectual pluralism are core principles of America’s higher education system.
- Government’s recognition and respect for independence of colleges and universities is essential for academic excellence.

- Colleges and universities should welcome diverse beliefs and the free exchange of ideas.
- Grades and other academic decisions should be based solely on considerations that are intellectually relevant to the subject matter.
- Neither students nor faculty should be disadvantaged or evaluated on the basis of their political opinions.
- Any member of the campus community who believes he or she has been treated unfairly on academic matters must have access to a clear institutional process to address grievances.

Ohio State is unwavering in its commitment to these principles of academic rights and responsibilities. Accordingly, there are clear mechanisms for addressing the complaints of students who believe they have experienced treatment that is inconsistent with Ohio State’s commitment to freedom of thought and expression, respect for multiple points of view, and the civil and open discussion of these views.

- A student who is concerned that his/her grade in a course has been affected by a consideration not intellectually relevant to the subject matter should refer to the faculty rule associated with alteration of marks located at http://ugeducation.osu.edu/grievances.shtml. An undergraduate student may choose to consult an academic advisor or the student advocacy office for advice on this process. A graduate student may choose to consult the graduate studies committee chair for advice on this process.

- Students who are concerned about unfair academic treatment on the basis of political opinions or other personally held tenets or points of view should refer to the faculty rule associated with complaints against regular, regular clinical, and auxiliary faculty members located at http://ugeducation.osu.edu/grievances.shtml. An undergraduate student may choose to consult an academic advisor, the student advocacy office, or the department chair or program coordinator for advice on this process. A graduate student may choose to consult the graduate studies committee chair for advice on this process.
Plagiarism

One of the essential components of a student's education at Ohio State is developing the ability to synthesize new ideas by combining research, his/her own thoughts, and self-expression. Part of gaining this ability is learning to document the sources of information that lead the student to his/her ideas and to give credit where credit is due.

This includes documenting the information and ideas one gets from researching both print resources and Internet resources. When students do not document their sources they commit plagiarism, a form of academic misconduct that will rob students of valuable learning experiences.

A Definition

Plagiarism – At any stage of the writing process, all academic work submitted to the teacher must be a result of a student's own thought, research, or self-expression. When a student submits work purporting to be his or her own, but which in any way borrows organization, ideas, wording, or anything else from a source without appropriate acknowledgment of the fact, he/she is engaging in plagiarism.

Collusion – When a student submits work in his/her own name that has been written wholly or in part by another person – regardless of whether or not it has been taken from unattributed source materials – he/she is engaged in a kind of plagiarism known as collusion. Collusion should not be confused with the kind of collaboration that arises in writing courses during workshops, peer responses, and student/teacher or student/tutor conferences, all of which are endorsed by writing pedagogy; collusion involves receiving “unauthorized” aid. The university’s Committee on Academic Misconduct expands on this definition of collusion to include any instance where two or more students work together and/or share information in a manner that is unauthorized, deceitful, and/or fraudulent (oaa.osu.edu/coam.html).

Based on differences at fye.osu.edu/pdf/orientation/policies.pdf please refer to the Code of Student Conduct for a full description of academic misconduct (p. 3, 3335-23-04 [A]) and the potential sanctions (p. 6, 3335-23-17) the university may take in response to academic misconduct up to and including dismissal from the university.

Students' Responsibilities

The Council of Writing Program Administrators (CWPA) has compiled research from its nationwide faculty membership to develop a list of reasons that students plagiarize. The reasons include fear of failure; fear of taking risks in their own work; poor time-management skills; poor planning; and a view that the course, assignment, conventions of academic documentation, or consequences of cheating are unimportant (Council of Writing Program Administrators [2003], Defining and Avoiding Plagiarism: The WPA Statement of Best Practices, p. 2, wpacouncil.org/node/9).

With these potential motivating factors in mind, every student is obligated to act responsibly from the very beginning of each class research project. The CWPA has the following suggestions to help students understand their academic responsibility and steer clear of plagiarism.

Students should understand research assignments as opportunities for genuine and rigorous inquiry and learning. Such an understanding involves:

- Assembling and analyzing a set of sources that they have themselves determined are relevant to the issues they are investigating
- Acknowledging clearly when and how they are drawing on the ideas or wording of others
- Learning the conventions for citing documents and acknowledging sources appropriate to the field they are studying
- Consulting their instructors when they are unsure of how to acknowledge the contributions of others to their thought and writing

Additionally, students need to read their course syllabi to understand the citation format required of the instructor in the class and to schedule sufficient time to complete all work by the assigned deadline. Students should also be aware of the resources available at the university to assist them in developing their writing and study skills. These resources include not only their instructors but also the Phillip A. Heath Center for Teaching and Learning.

Go to www.plagiarism.org for additional information.

Code of Student Conduct

Students at the Ohio State University are expected to adhere to the Code of Student Conduct. This code is intended to foster and protect the University’s core missions of teaching and learning, research, and service, to foster scholarly and civic development of the University’s students, and to protect the people, properties, and processes that support the University and its missions. Students are responsible for visiting and reading the most up-to-date Code of Student Conduct, which can be found at the Ohio State website at: studentlife.osu.edu/csc/

We encourage you to become familiar with the Code of Student Conduct and to be especially aware of those behaviors that are considered “Prohibited Conduct,” since these may lead to disciplinary action by the University. These behaviors include, but are
not limited to: Academic Misconduct, Endangering Health and Safety, Sexual Misconduct, Sexual Harassment, Destruction of Property, Dangerous Weapons/Devices, Dishonest Conduct, Theft/Unauthorized Use of Property, Drugs/Alcohol, Disorderly/Disruptive Conduct, Hazing, etc.

The Ohio State University Nondiscrimination/Equal Employment Opportunity and Affirmative Action

The Ohio State University is committed to building a diverse faculty and staff for employment and promotion to ensure the highest quality workforce, to reflect human diversity, and to improve opportunities for minorities and women. The university embraces human diversity and is committed to equal employment opportunity, affirmative action and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Discrimination against any individual based upon protected status, which is defined as age, ancestry, color, disability, gender identity or expression, genetic information, military status, national origin, race, religion, sex, sexual orientation, HIV status, or veteran status, is prohibited.

Tobacco Free Ohio State Policy

Ohio State strives to enhance the general health and wellbeing of its faculty, staff, students and visitors to become the world’s healthiest university. We desire to support individuals to be tobacco free, achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco free environment. Smoking and the use of tobacco are prohibited in or on all university owned, operated or leased property including vehicles.

Policy Details

I. The university is strongly committed to supporting individuals to become tobacco free.
A. Tobacco cessation programs and support will be available to faculty, staff, and students as identified below.
B. Nicotine replacement therapy products for the purpose of cessation are permitted.

II. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. Leaders and those to whom this policy applies share the responsibility for adhering to and enforcing the policy.
A. Concerns about tobacco use should be respectfully addressed in the moment whenever feasible.
B. Continued concerns should be referred to the appropriate unit for review and action. For faculty, staff, and student employees, issues should be referred to the employing unit head. For students in the non-employment setting, issues should be referred to Student Conduct. For volunteers and visitors, issues should be referred to the hosting unit head.

III. The university will not advertise tobacco on university owned, operated, or leased property or at any university sponsored event or university owned or sponsored media.

IV. Sale of tobacco is prohibited on university owned, operated, or leased property.

V. Research involving tobacco is an exception from this policy. Acceptance of tobacco-funded research grants will be evaluated by the vice president for research and the appropriate dean/administrator prior to acceptance of the funds.

VI. Additional exceptions are identified in Tobacco Free Policy Exceptions.

The Ohio State University Sexual Harassment Policy

Romantic and/or sexual relationships between individuals in a supervisory, teaching, evaluation, advising, coaching, or counseling relationship constitute a conflict of interest. The person in the position of higher institutional authority has the responsibility to eliminate the conflict of interest.

The conflict of interest must be eliminated in a way which minimizes potential for harming the person...
with lower institutional authority. Faculty, staff, and students who are in the position to influence academic or employment decisions about others with whom they are in a romantic and/or sexual relationship should recuse themselves from such decisions.

In the event of an allegation of sexual harassment, the university will strictly scrutinize a defense based upon consent when the facts establish that an institutional power differential existed within the relationship.

A. Prohibited relationships

1. Romantic and/or sexual relationships between faculty/staff/graduate associates/undergraduate TAs and students, and between attending physicians and medical residents/interns/fellows, cannot continue whenever there are supervisory, teaching, evaluation, advising, coaching, or counseling responsibilities for the student. Alternative academic/supervisory arrangements must be made to avoid being in a prohibited relationship; if acceptable alternative arrangements are not feasible, the relationship cannot continue.

Romantic and/or sexual relationships between supervisor and employee are prohibited. No person involved in a romantic and/or sexual relationship will have direct responsibility for evaluating the performance or for making decisions regarding the hiring, promotion, tenure, compensation, or termination of the other party to the relationship. Supervisors, including faculty supervisors, must take immediate steps to make acceptable alternative arrangements regarding their supervisory responsibility for the other party to avoid an actual or apparent conflict of interest. If acceptable alternative arrangements are not feasible, the relationship cannot continue.

2. Notification responsibilities to avoid prohibited relationships:

University faculty/staff/graduate associates/undergraduate TAs must notify their supervisor (e.g., dean, chair, vice president, direct supervisor, etc.) of any prohibited relationship in which they are involved; and, have a duty to cooperate in making acceptable alternative arrangements. The Office of Human Resources, Organization and Human Resource Consulting, is available to facilitate or consult with parties about notification and making acceptable alternative arrangements.

Individuals who engage in prohibited relationships (i.e., who do not notify their supervisors and do not make acceptable alternative arrangements) are in violation of this policy. Supervisors, including faculty supervisors, who obtain information that would lead a reasonable person to believe that the Romantic and/or Sexual Relationships section of this policy has been violated, have an institutional duty to report the violation to the Office of Human Resources, Organization and Human Resource Consulting.

Individuals in positions of power, who engage in a series of exploitive sexual or romantic relationships, whether or not notification has occurred, may be held in violation of the romantic and/or sexual relationship policy.

3. Acceptable alternative arrangements:

Acceptable alternative arrangements means removing any supervisory, teaching, evaluation, advising, coaching, or counseling responsibilities between the person with institutional power and the student or employee. The alternative arrangements should avoid negative consequences for the student or employee; if acceptable alternative arrangements are not feasible, the relationship cannot continue.

B. Corrective action

After a thorough review of the facts, corrective action will be taken with any faculty/staff/student employee who violates this romantic and/or sexual relationship policy by:

1. Entering into or engaging in a prohibited relationship without notification and without making immediate acceptable alternative arrangements, or
2. Failing to follow any part of this policy, or
3. Failing to implement any responsibility of supervisors as identified in this policy. This applies to all supervisors, including faculty who serve in supervisory roles.
4. The corrective action process will be in accordance with university policies, faculty rules, or Code of Student Conduct.
5. An individual who promptly provides notification of a prohibited relationship and cooperates in making acceptable alternative arrangements in a timely manner will not be held in violation of the romantic and/or sexual relationship policy.

C. Important advisory statement on romantic/sexual relationships

Individuals in positions of power must be aware that romantic or sexual relationships with students are fraught with danger for exploitation and pose a legal risk to both the individual and the institution.

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions of power. These relationships may be subject to concerns about the validity of consent and unfair treatment of other students or employees. Such relationships can undermine the atmosphere of trust essential to the educational process and the employment relationship. They may, moreover, be less consensual than the individual whose position confers power believes. The apparent consensual nature of the relationship is inherently suspect due to the fundamental asymmetry of power in the relationship and it thus may be difficult to establish consent as a defense to a charge. Even when both parties consented at the outset to a romantic or sexual involvement, this past consent does not
remove grounds for or preclude a charge or subsequent finding of sexual harassment based upon subsequent unwelcome conduct.

The greater the institutional power differential that exists the greater risk there is for exploited consent. Exploited consent exists when consent to a relationship is given as a function of the position of power one occupies over another within an institution.

Many international students, faculty, and staff come from cultures in which deference to any authority figure is important and sexual harassment laws do not exist. Some individuals may be especially vulnerable to exploitive relationships given cultural, language, and immigration/visa issues. Faculty, staff, and students should be very careful to avoid relationships that may be exploitive in nature.

The university discourages romantic and/or sexual relationships between faculty and students, for all the reasons provided above.

The university strongly discourages romantic and/or sexual relationships between faculty and graduate students when in the same department; between faculty and undergraduate students majoring in the faculty member’s area of expertise; when the faculty member has any influence over academic judgments about the student; and, in any context when the perceived power differential may be significant.

Finally, it is important to be aware that in some cases non-consensual relations may constitute sexual harassment, and allegedly consensual relations that “go bad” may later result in allegations of sexual harassment.

IV. Duty to Act

Any Human Resource Professional (HRP); supervisor, including faculty supervisors; chair/director; or faculty member who becomes aware of information that would lead a reasonable person to believe that sexual harassment has occurred will notify the Office of Human Resources, Organization and Human Resource Consulting, by ensuring that a Discrimination/Harassment Complaint Form or other appropriate documentation is filed within five working days of becoming aware of the information. The Complaint Form/documentation will initiate collaboration between the Office of Human Resources, Organization and Human Resource Consulting and the unit HRP to determine how to proceed with resolving the complaint.

V. Regulations

A. Confidentiality and non-retaliation

The university will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

University policy and state and federal law prohibit retaliation against an individual for reporting sexual harassment, or for participating in an investigation. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the sexual harassment allegation.

The university has a compelling obligation to address allegations and suspected instances of sexual harassment when it obtains information that would lead a reasonable person to believe that this policy has been violated. The university is not precluded from taking any action it deems appropriate, including informing the alleged harasser of the complaint and pursuing an investigation even in cases when the complainant is reluctant to proceed. The complainant will be notified in advance when such action is necessary.

B. Corrective measures

When it has been determined that sexual harassment has occurred, steps will be taken to ensure the harassment is stopped immediately. Corrective measures consistent with the severity of the offense will be imposed consistent with applicable University procedures and may include sanctions.

Sanctions imposed on the harasser may include, but are not limited to, a reprimand, suspension, or dismissal from the university. In the event that a record of such sanctions will become a part of the harasser’s personnel records, prior notice will be given to the harasser. Sanctions also may be imposed on any individual with a duty to act (under this policy and associated procedures) who fails to respond to a complaint of sexual harassment in a manner consistent with the provisions of this policy and the associated procedures. The complainant will be informed of the corrective measures taken.

C. False allegations

It is a violation of this policy for anyone to knowingly or with reckless disregard for the truth make false accusations of sexual harassment. Failure to prove a claim of sexual harassment is not equivalent to a false allegation. Sanctions may be imposed on individuals who knowingly or with reckless disregard for the truth make false accusations of sexual harassment.

D. Use of sexual harassment allegations in employment actions

When making decisions affecting an individual’s employment or academic status, allegations of sexual harassment may be considered only if they have been addressed through this policy or procedure, a court of law, or other administrative proceeding. Whenever such an allegation is discussed as part of determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.

VI. Policy and Procedure Administration

The Office of Human Resources is responsible for the administration of this policy and the associated
procedures. The president and each vice president, dean, department chair, director, administrator, faculty member, and supervisor is responsible for assuring compliance with this policy. Any such individual who obtains information that would lead a reasonable person to believe that this policy has been violated must refer the matter to the appropriate individual for investigation or, if so authorized, initiate a prompt and thorough investigation.

**Procedure**

**I. Goals and Objectives**
The university is committed to eliminating and preventing sexual harassment of faculty, staff, students, student employees, and volunteers and to fostering an environment of respect for all individuals. The university promotes educational programs coordinated by the Office of Human Resources to meet the following goals:
1. Informing all individuals about their rights through training and dissemination of the sexual harassment policy;
2. Including the sexual harassment policy in orientation materials for new faculty, staff, students, and volunteers;
3. Notifying persons of prohibited conduct;
4. Informing all individuals of the appropriate procedures and reporting mechanisms for addressing concerns of sexual harassment;
5. Informing the community about the problems caused by sexual harassment;
6. Addressing issues of sexual harassment from a multicultural perspective.

**II. Who Can Make Allegations**
Sexual harassment concerns can often be resolved by the person being harassed addressing the matter directly with the alleged harasser. When such resolution is not feasible, any faculty, staff, student, or volunteer may bring an allegation against any member of the university community or a customer, vendor, or contractor of the university.

**III. Confidentiality**
To the extent possible, all information received in connection with the filing, investigation, and resolution of allegations will be treated as confidential except to the extent it is necessary to disclose particulars in the course of the investigation or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

**IV. Retaliation**
Retaliation against an individual for reporting sexual harassment or for participating in an investigation is prohibited by university policy and state and federal law. The university will not tolerate retaliation in any form against any faculty, staff, student, or volunteer who files an allegation, serves as a witness, assists an alleger, or participates in an investigation of sexual harassment. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the sexual harassment allegation. Allegations of retaliation should be directed to the Office of Human Resources, Consulting Services.

**V. Counseling and Support**
A person seeking counseling or support may contact any of the following units:
1. Ohio State Employee Assistance Program;
2. Office of Student Gender and Sexuality Services, Rape Education and Prevention Program;
3. Office of Residence Life;
4. Counseling and Consultation Service;
5. Office of Student life.

The role of the above offices is not to investigate allegations but to provide counseling and support. For information on how to file an allegation, refer to Section VI of these procedures.

**VI. Receipt and Referral of Allegations**
A. An alleged violation of the university’s sexual harassment policy may be taken to any of the following designated individuals:
   1. The human resources professional within a department or unit;
   2. A consultant in the Office of Human Resources, Consulting Service; or
   3. Any supervisor, faculty member, or faculty or staff administrator.
B. If the alleged harasser is the alleger’s supervisor, the alleger should directly contact either a higher level administrator or the Office of Human Resources, Consulting Services.
C. Cases involving student on student sexual harassment not in the employment setting will be handled in accordance with the Code of Student Conduct and are not covered under this procedure. The Office of Student Life will be responsible for the investigation and resolution of such allegations.
D. When the above individuals receive an allegation of sexual harassment, they will promptly refer the matter to the appropriate individual for investigation or, if so authorized, initiate a prompt and thorough investigation.
E. The Office of Human Resources, Consulting Services is available to provide consultation to any person who has a potential sexual harassment concern. Likewise, consultants are available to assist any administrator in handling an allegation.
F. All individuals who are designated to receive allegations are expected to participate in training provided by the Office of Human Resources related to handling sexual harassment allegations.

**VII. Duties of the Unit Level or Office of Human Resources Investigator**
A. Persons designated to investigate allegations will be jointly identified by the unit and the Office of Human Resources. As part of the intake process, the person designated to
investigate the allegation will discuss with the alleger the following considerations:

1. The options under the policy, which include:
   a) Filing an allegation for review at the unit level;
   b) Filing an allegation with the Office of Human Resources, Consulting Services; or
   c) Filing a grievance under the nondiscrimination clause of the appropriate collective bargaining agreement.

2. The behaviors and any related issues that gave rise to the allegation and whether an investigation is warranted.

B. The person designated to investigate the allegation will inform the alleger about:

1. The fact that the alleger is not required to file an allegation at the unit level before filing an allegation with the Office of Human Resources, Consulting Services. However, an allegation cannot be processed by both Consulting Services and the unit at the same time.

2. The university’s compelling obligation to address allegations and suspected instances of sexual harassment that would lead a reasonable person to believe that the policy has been violated. The university is not precluded from taking any action it deems appropriate, including informing the alleged harasser of the allegations and pursuing an investigation even in cases when the alleger is reluctant to proceed. The alleger will be notified in advance when such action is necessary.

3. The manner and frequency with which the alleger will be updated about the status of the investigation.

4. The need for confidentiality during the investigation process and what to do if the alleger believes she or he has been retaliated against.

D. The person designated to investigate the allegation will inform the alleged harasser in a reasonable time about:

1. The specific allegations and provide an opportunity to respond to the allegations.

2. The manner and frequency with which the alleged harasser will be updated about the status of the investigation.

3. The need for confidentiality during the investigation process and the university’s policy with respect to retaliation.

4. The university’s compelling obligation to address allegations and suspected instances of sexual harassment that would lead a reasonable person to believe that the policy has been violated.

5. The university’s position that it is not precluded from taking any action it deems appropriate, including informing the alleged harasser of the allegations and pursuing an investigation even in cases when the alleger is reluctant to proceed. The alleger will be notified in advance when such action is necessary.

6. The university’s policy and state and federal law prohibiting retaliation against an individual for reporting sexual harassment or for participating in an investigation. The university will not tolerate retaliation of any form against any faculty, staff, student, or volunteer who files an allegation, serves as a witness, assists an alleger, or participates in an investigation of sexual harassment. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the sexual harassment allegation. Allegations of retaliation should be directed to the Office of Human Resources, Consulting Services.

E. The alleger, as well as the alleged harasser, will be provided with a copy of the Sexual Harassment Policy and Procedures.

F. Actions During the Pendency of the Investigation. The investigator, in consultation with the alleger and a consultant from the Office of Human Resources, Consulting Services, as appropriate, will determine if special provisions are necessary to ensure that no harassment of the alleger occurs during the pendency of the investigation.

VIII. Unit Review Investigation
All individuals who are designated to investigate allegations will be expected to attend sexual harassment training offered by the Office of Human Resources. Individuals responsible for the investigation of allegations at the unit level will follow the procedures outlined in this section.

A. Purpose of the Investigation. The purpose of the investigation is to evaluate the allegations of sexual harassment, formulate a response that addresses the facts as they are determined, and follow up to ensure that the recommended measures are completed.

B. Method of Investigation. Depending on the facts of the case, an investigation may range from a one-on-one conversation with the alleged harasser with an agreement as to further interactions, to an inquiry with several witness interviews, a finding of facts, and recommendations to the unit for appropriate employment action. In every case, a record must be made of the allegations, the investigation, and the action taken.

C. Office of Human Resources Notification (Columbus). Any investigator who receives an allegation will notify the Office of Human Resources, Consulting Services, about the allegation by filing a Sexual Harassment Intake and Allegation Form within five working days of receiving the allegation. This information is for data collection purposes and will be used to monitor allegations and to assure that issues are appropriately addressed.
D. Presence of Support Persons. The alleger and alleged harasser may be accompanied at the initial interview and subsequently, as appropriate, by an individual of their choice.

E. Time Period for Resolution of an Allegation. Investigations should be concluded within 45 calendar days from the date the issue was raised with the unit. If this is not reasonably possible, the investigator should make the alleger and the alleged harasser aware of the status of the review and provide an estimated conclusion date.

F. Possible Outcomes. An investigation may result in the following findings:
   1. A determination that there is sufficient evidence to indicate a violation;
   2. A determination that there is insufficient evidence to indicate a violation; or
   3. A determination that there is sufficient evidence to indicate that an allegation is false.

Sometimes an investigation will uncover behavior that is inappropriate under university policy but does not meet the definition of sexual harassment. When an investigation reveals such behavior, the university will take appropriate steps to correct the behavior.

G. Concluding the Investigation. Prior to informing the alleger and the alleged harasser of the outcome of the investigation, the investigator is required to review the facts of the case and discuss possible outcomes with the Office of Human Resources, Consulting Services. Within 10 workdays of consulting with the Office of Human Resources, Consulting Services, the investigator will notify the appropriate unit or higher level administrator, as well as the alleger and the alleged harasser, of the outcome of the investigation.

H. Written Report of Outcomes. Within 10 workdays of informing the alleger and the alleged harasser of the outcome of the investigation, the investigator will prepare a written summary of the outcome of the investigation to the Office of Human Resources, Consulting Services. If the outcome of the investigation reveals a violation of the sexual harassment policy, recommendations will be made to take prompt remedial action consistent with the severity of the offense and all applicable University rules and regulations. These recommendations will be provided to the appropriate administrator who is responsible for implementation.

In instances where the report contains no evidence of sexual harassment but there is evidence of inappropriate behavior under university policy, the investigator will follow up with the appropriate administrator.

I. Other Options. A finding may be appealed to the associate vice president for Human Resources within 21 calendar days from the time the alleger is informed of the outcome of the investigation. Such appeal must be based on the record and any new information that could not have been previously provided with reasonable diligence. Allegers and alleged harassers who are not satisfied with the outcome of the investigation at the unit level will be advised of other options outside the University. The outcome of the investigation shall remain in effect during the pendency of the appeal.

IX. Procedures for Office of Human Resources, Consulting Services Investigation

When the alleger elects to have the allegation investigated by the Office of Human Resources, Consulting Services, that office will be primarily responsible for the investigation of the allegation, with the cooperation of all individuals involved. Consulting Services will keep all individuals informed about the status of the investigation.

A. Purpose of the Investigation. The purpose of the investigation is to evaluate the allegations of sexual harassment, formulate a response that addresses the facts as they are determined, and to follow up to ensure that the recommended measures are completed.

B. Method of Investigation. Depending on the facts of the case, an investigation may range from a one-on-one conversation with the alleged harasser with an agreement as to further interactions, to an inquiry with several witness interviews, a finding of facts, and recommendations to the unit for appropriate employment action. In every case, a record must be made of the allegations, the investigation, and the action taken.

C. Presence of Support Persons. The alleger and/or alleged harasser may be accompanied at the initial interview and subsequently, as appropriate, by an individual of their choice.

D. Time Period for Resolution of an Allegation. Investigations should be concluded within 45 calendar days from the date the issue was raised with the consultant. If this is not reasonably possible, the consultant should make the alleger and the alleged harasser aware of the status of the review and provide an estimated conclusion date.

E. Possible Outcomes. An investigation may result in the following findings:
   1. A determination that there is sufficient evidence to indicate a violation;
   2. A determination that there is insufficient evidence to indicate a violation; or
   3. A determination that there is sufficient evidence to indicate that an allegation is false.

Sometimes an investigation will uncover behavior that is inappropriate under university policy but does not meet the definition of sexual harassment. When
an investigation reveals such behavior, the university will take appropriate steps to correct the behavior.

F. Concluding the Investigation. At the conclusion of the investigation, the consultant will promptly inform the appropriate unit or higher level administrator, as well as the alleger and the alleged harasser, of the outcome.

G. Written Report of Outcomes. Within 10 workdays of informing the alleger and alleged harasser of the outcome of the investigation, the consultant will prepare a written summary of the outcome of the investigation.

If the investigation results in a determination of sexual harassment, recommendations will be made to take prompt remedial action consistent with the severity of the offense and all applicable university rules and regulations. This report will be provided to the appropriate administrator who is responsible for implementation.

In instances where the report contains no evidence of sexual harassment but there is evidence of inappropriate behavior under university policy, the consultant will follow up with the appropriate administrator.

H. Other Options. A finding may be appealed to the associate vice president for Human Resources within 21 calendar days from the time the alleger is informed of the outcome of the investigation. Such appeal must be based on the record and any new information that could not have been previously provided with reasonable diligence. Allegers and alleged harassers who are not satisfied with the outcome of the investigation by the Office of Human Resources will be advised of other options outside the University. The outcome of the investigation shall remain in effect during the pendency of the appeal.

X. Corrective Action Implementation
Where sexual harassment is found, steps will be taken to ensure that the harassment is stopped promptly. Appropriate corrective action may range from counseling, written reprimands, suspensions, or other action up to and including dismissal, in accordance with established university rules and procedures.

The Office of Human Resources, Consulting Services will monitor corrective action to ensure compliance. Corrective action may be taken as a result of either a unit review or Office of Human Resources, Consulting Services investigation. Units are encouraged to contact either the Office of Academic Affairs or the Office of Human Resources, Consulting Services, as appropriate, before issuing corrective action. Corrective measures will be taken according to the following procedures:

A. In cases involving faculty members, corrective measures may be imposed in accordance with Faculty Rules and Procedures 3335-5-04.

B. In cases involving staff members, corrective action is governed by the following:
1. For unclassified employees, refer to Policy 8.15, Corrective Action, of the Human Resources Policy and Procedure Manual.
2. For classified civil service employees not included in a bargaining unit, refer to Rules for Classified Civil Service.
3. For bargaining unit employees, refer to the appropriate collective bargaining agreement.
C. In cases involving students acting in their employment capacity, measures may be imposed in accordance with Policy 10.10, Student Employment, of the Human Resources Policy and Procedure Manual; in all other cases, in accordance with the Code of Student Conduct.

XI. Issues of Academic Freedom
When the alleged harassment takes place in an instructional setting and the alleged harasser believes the allegation of sexual harassment infringes upon academic freedom, a designee from the Committee on Academic Freedom and Responsibility (CAFR) will be consulted. This individual will have access to all pertinent information regarding the investigation to assure due regard for academic freedom. The designee will address concerns about the investigative process with the investigator as necessary.

XII. Record Keeping
Any person conducting an investigation will maintain a written record of all witness interviews, evidence gathered, the outcome of the investigation, and any other appropriate documents. Records of such an investigation will not be maintained in personnel files or student files unless they are part of a formal corrective action. Investigation records will be maintained in accordance with Office of Human Resources record retention schedules which can be found at hr.osu.edu. When an allegation is filed outside the university, information gathered in the course of the internal investigation may be disclosed to the investigating agency.

You can find more information about the university’s record management policy at: hr.osu.edu/policy/policy120.pdf

Parental Notification Guidelines for Alcohol and Controlled Substance Violations
These guidelines were developed in response to the Higher Education Amendments of 1998. These amendments created an exception to the Family Educational Rights and Privacy Act (FERPA), thus enabling universities to notify parents or legal guardians, under certain circumstances, of a student’s use or possession of alcohol or a controlled substance. This change supports the practice of The Ohio State University of establishing a collaborative partnership with parents and actively involving them, when appropriate, in addressing student behavior as it relates to alcohol and drugs.
Notification of parents is done when the university believes it will help the student. When possible, conversations normally are held with the student before contact is made with parents, in an effort to determine whether such contact is the best course of action.

Generally, the university contacts parents in an effort to provide support for students’ physical health and safety, academic success, and personal development. Factors that are considered when deciding to contact parents may include, but are not limited to:

- a situation in which a student has received medical attention,
- the occurrence of an arrest and consequent criminal charges,
- a major disruption to the university’s educational mission,
- substantial harm caused to other students, or
- significant property damage.

Contacts are made, if possible, by a personal appointment with parents or by phone. Written communication is used only when other attempts to contact parents have failed. The goal is to develop a partnership between the university and the parents for the good of the students.

Parent contacts are not to be viewed as a “disciplinary sanction” but rather as a positive engagement of the broadest possible resources to help a student succeed in his/her educational endeavor. Parents are encouraged to discuss the situation with their son or daughter. Questions or concerns regarding these guidelines should be directed to Student Conduct, 550 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210 or to University Housing, 350 Morrill Tower, 1910 Cannon Drive, Columbus, OH 43210, (614) 292-8266.

The Ohio State University Student E-mail Communications Policy

The Ohio State University has established email as an official means of communication with students. An official Ohio State email address is issued to each student. Before students can receive email at their Ohio State email address, they must activate their Ohio State Username and decide where their mail will be delivered. Students do this by using the Identity and Access Management site at my.osu.edu.

Official university email (registration, grades, fee statements, etc.) is sent to students’ lastname.#@osu.edu accounts and forwarded automatically to whichever address they have chosen.

Since email has been adopted as a primary mechanism for sending official communications to students at Ohio State, students must check email regularly in order to read important messages and notifications. Certain communications may be time sensitive. Failure to read official university communications sent to students’ official Ohio State email addresses does not absolve students from knowing and complying with the content of those official communications. Students must also ensure that there is sufficient space in their email inboxes to allow for email delivery. To avoid junk or spam filters, students who are forwarding mail should add their name.#@osu.edu to their address book.

All use of email will be consistent with other Ohio State policies. See ocio.osu.edu/policy/policies/responsible-use.
University office hours are 8 a.m. to 5 p.m.

Academic Advising Offices .....................(419) 995-8264
Student Services Center

Admissions .............................................(419) 995-8391
Student Services Center

Athletic and Recreation Programs ......(419) 995-8281
105 Cook Hall

Athletic Ticket Office .........................(614) 292-2624
osu.edu/athletics/

AVI Food Services .........................(419) 995-8381
170 Reed Hall

Lima Counseling and Consultation
Gail Nelson, LSW ....................(419) 995-8698
107 Galvin Hall
Samantha Haudenschield, Psy D
(419) 995-8272
107 Galvin Hall

Bookstore ..............................................(419) 995-8243
Public Service

BuckID ......................................................(419) 995-8076
Galvin Hall 3rd Floor
Buckid.osu.edu

Business Office – Pay Tuition ............(419) 995-8212
120 Public Service

Career Services .........................(419) 995-8053
(Career Exploration, Study Abroad)
133 Galvin Hall

Childcare – YMCA .........................(419) 223-1044
Joy Macke – on-campus childcare
(419) 995-8405
106 Tech Lab

Dean’s Suite ............................................(419) 995-8481
208 Public Service

Disability Services ....................(419) 995-8453
Galvin 310

Distance Education .....................(419) 995-8890
335- G Galvin

Emergency – Fire/Police .....................911

Faculty Services .........................(419) 995-8388
318 Science ..................(419) 995-8451
130 Reed ....................(419) 995-8026

Financial Aid ....................................(419) 995-8147
Student Services Center

First Year Experience
Gail Nelson ....................(419) 995-8698
Student Services Center

Health Department (Allen County) ..(419) 228-4457

Honors .............................................(419) 995-8629
Margaret Young

Institutional Diversity ............(419) 995-8806
148 Public Service

Library .............................................(419) 995-8401
Cook Hall

Martha W. Farmer Theatre for the Performing Arts
Bev Steele .......................(419) 995-8628
139 Reed Hall

Phillip A. Heath Center for Teaching and Learning
310 Galvin ..............................(419) 995-8076

Poison Control Center .............1-800-222-1222

Police
OSU Police .......................(419) 995-8410
(Sgt. Tony Swygart)
135 Galvin Hall

Highway Patrol ....................1-877-772-8765
Lima City Police ...................(419) 221-5264
Sheriff’s Department ..........(419) 227-3535
(Allen County)

Registrar/Student Records .......(419) 995-8294
Student Services Center

Security/Lost and Found ..........(419) 995-8499
140 Tech Lab

Student Activities ...............(419) 995-8414
Amy Livchak
066 Galvin

Student Advocacy ...............(419) 995-8698
Gail Nelson
Student Services Center
academic advisor
These professional advisors are an excellent resource for students. In particular, they can help students select proper course sequences, describe alternatives for typical course offerings, and serve as a general resource to connect students’ future goals with academic opportunities.

Bill Davis Stadium
Home to both the men’s baseball and women’s softball teams, the stadium seating capacity is 4,450, although attendance has topped 5,000 on more than one occasion. ohiostatebuckeyes.cstv.com

Block O
This student cheering section adds spirit to Ohio State football games. Block O sits at the south end of Ohio Stadium and wows the crowd with its colored cards. It is the loudest and most colorful section in the Horseshoe. blocko.org

Brutus
The Buckeye mascot seen at almost any Ohio State event.

buckeye
A nickname for an Ohioan. The buckeye tree is native to the state of Ohio. The Indians called the buckeye “hetuck,” meaning the eye of the buck, because of its resemblance to the eye of the buck deer. Read the entire history at www.osu.edu/news/history.php

Buckeye Contacts
As part of the first year experience, each entering freshman is assigned a Buckeye Contact – an upperclassman who can answer questions and offer suggestions to ease the transition to the University.

Buckeye Link
This is a one-stop destination for essential Ohio State resources and services. Students can visit Buckeye Link at buckeyelink.osu.edu to take care of academic business, without waiting in line or leaving their computers. They can access their Student Center to pay for fees, register for classes, waive student health insurance and update contact information.

BuckID
The university’s multifunctional identification card. The BuckID allows students to purchase goods and services all around campus. buckid.osu.edu

call number
The registration identification number for a specific course and the time that it is offered. Call numbers are found in the Master Schedule of Classes, online at registrar.osu.edu/courses.

Carmen
Ohio State’s online course management system. Professors can use Carmen to post a class syllabus, host online discussions, quizzes and grades. carmen.osu.edu

“Carmen Ohio”
Ohio State’s alma mater and oldest school song. Every Friday at noon, “Carmen Ohio,” “Buckeye Battle Cry,” “Fight the Team Across the Field” and other Ohio State songs peal out of Orton Tower and float across the Oval. tdbtti.osu.edu/media/carmen.htm

CED (Continuing Education)
Continuing Education is the undergraduate enrollment unit for adult and nontraditional students not pursuing a degree. Contact The Admissions Office at (419) 995-8391.

change ticket
A university form used to change a student’s schedule, usually to drop or add a course. A student’s college office will fill out and process the form for the student. Most changes to a student’s schedule can be accomplished online at buckeyelink.osu.edu, so students may not need to use a change ticket.

course enrollment permission form
Some courses require that students obtain the permission of the instructor to enter the course. This can be done by obtaining a course enrollment permission form. The form must be processed at the student’s college office. The web registration system will not allow students to request courses that require permission until permission is received.

course packet
A collection of articles or book chapters selected by a professor to serve as reading materials for a specific class.

EM credit
Examination (EM) credit is assigned on the basis of proficiency demonstrated by taking an examination before or after admission. Up to 30 credit hours may be earned by examination. A student's college office can explain eligibility for EM credit.

e-mail
Every student is issued an e-mail address and mailbox, which must be activated to begin using it. Students receive university correspondence, including class schedules and grades, via e-mail. my.osu.edu

free time
“Free time” is a way to block off times on a class schedule when a student cannot come to campus or is unavailable. Free time is scheduled like a class and it shows up like a class on a schedule, but a student does not need to pay for, attend, or earn a grade for it. The feature may not be effective when a student is wait-listing a course because the registration system will not schedule a course during free time.

fresh start rule
This rule allows an undergraduate student who has been absent from the university for five or more consecutive years to petition for a recalculation of his/her point-hour ratio. All grades of C- or better, EM, K, PA, or S are counted for credit hours only. All courses taken for credit remain on the record, but, in effect, the student starts with a clean slate as far as his/her point-hour ratio is concerned. The Graduate
other rules. The petition for a fresh start is approved by a student’s college office.

**Galvin Hall**
Galvin Hall is the most recognizable building on the Lima campus. When it was built in 1966, it was the only building, housing everything from classrooms and faculty offices to the library and administrative offices. Today, Galvin is home to numerous classrooms, lecture rooms, faculty offices and student areas. The Phillip A. Heath Center for Teaching and Learning and the Office of Technology Services on the third floor offer the latest in distance learning, electronic classrooms, technology-enhanced instruction, and student learning. The Writing Center, the language lab and tutors are available in the Center for Teaching and Learning. Galvin Hall takes its name from John E. Galvin, the philanthropist responsible for Ohio State Lima’s current site.

**GE (General Education)**
The academic core of a student’s curriculum, mostly completed in the freshman and sophomore years. The GE helps students develop the foundation essential to succeeding in their major programs, including writing and critical thinking skills; engages them in topical contemporary issues; and gives them a broad understanding of diversity, the natural and social sciences, aesthetics, and, for some programs, basic foreign language aptitude.

**GPA**
Grade point average. At Ohio State, the official name for GPA is cumulative point-hour ratio (CPHR). See entry at point-hour.

**hold**
A “hold” on a student’s record usually means that the student owes money to some unit at the university or has not completed the Financial Responsibility Statement. If the hold is in place at the time the student uses the web registration system, he/she will be told who has placed the hold and warned that the obligation must be cleared by a given date or the student will not be scheduled for the courses requested. A hold on a student’s record will also prevent him/her from receiving grades at the end of the quarter, a transcript, or certification to receive a degree. It is important that students take care of holds as soon as possible.

**Honors Program**
The Honors Program offers greater academic challenges in limited enrollment sections and special courses. These courses are designated “H” and must be entered by permission. Students interested in the Honors program should call their academic advisors or the University Honors Program at (614) 292-3135. hsapp.osu.edu

**incomplete (I)**
Mark indicating course work is satisfactory but, for justifiable reasons, a portion is not complete at the end of the grading period. Students must complete the work no later than the sixth week of the following quarter.

**K credit**
Transfer credit given at Ohio State for course work completed at another college or university. Grades do not transfer, but course credit hours may. Contact the Transfer Credit Center, (614) 247-7250, for information on the evaluation of courses.

**late registration**
A period following the regular registration period. Late registration runs through the first Friday of the quarter. When a student receives his/her schedule, he/she can add and/or drop courses using the online registration system at buckeyelink.osu.edu.

**master schedule**
The Office of the University Registrar publishes the semestery Master Schedule of Classes online at courses.osu.edu. The Master Schedule of Classes contains registration and fee payment information and listings of courses offered – the course hour and number, credit, call number, days and times offered, building and room, and instructor. Students need this information to schedule classes.

**nontraditional students**
College students are traditionally 18–22 years old, but many students do not fall into that age range. Having deferred starting college, dropped out of, or stopped along the way, students enroll at all ages. This diversity of ages adds interest and experience to students’ classes.

**Ohio Stadium (the ‘Shoe)**
On the list of national landmarks, Ohio Stadium is the home of the football team and is the centerpiece for Buckeye athletics. The seating capacity is now over 100,000. It also hosts spring commencement and occasional stadium concerts.

**OIT (Office of Information Technology)**
OIT, oit.osu.edu, helps students, faculty, and staff make the best use of technologies for learning, teaching, research, and administration. OIT’s Telecommunications and Networking division, units. osu.edu, delivers telephone and cable TV services to students living in university housing and offers low-priced cellular, long distance, and Internet services to students living in university housing or in off-campus locations.

**OSCAR**
Short for Ohio State Catalog for Automated Retrieval, OSCAR is the computerized catalog that helps students find library books quickly at library.osu.edu.

**OUB (Office of the University Bursar)**
The Bursar is the student services office of the University Treasurer and is responsible for collecting tuition and other fees from students, as well as distributing financial aid in excess of students’ tuition and fees. Students will receive e-mail from the Bursar when their tuition and fees are due. www.treasurer.ohio-state.edu
Hall, circling east to the pond, then south, and then and sycamores can be found. There are a number of Beech-Maple climax forest. Elsewhere massive oaks biological heritage. Parts of the natural area are of this original forest and is thus part of Ohio's campus natural area represents a small segment settlers almost the entire state was forested. Our in Ohio's Allen County with approximately 200 acres probably the largest and most pristine wooded area The Tecumseh Natural Area at Ohio State Lima is assigned to a residence hall to help students with all An RA or resident advisor is an experienced student chief academic officer of the university. RA (resident advisor) The oval grassy area stretching from College Road to Thompson Library, the Oval is a popular site for Frisbee games, sunbathing, touch football, juggling, gathering with friends, or just relaxing. When the weather and professors cooperate, classes are occasionally held on the Oval. PA or NP (Pass or Non-Pass) This option was designed for undergraduate students and continuing education students who want to take courses outside their normal degree programs without undue concern about the grade. Courses taken PA/NP count toward a degree if satisfactorily completed but cannot fulfill any specific requirements and do not count in a student’s GPA. Up to 30 credit hours may be taken PA/NP. Students must declare this option before the third Friday of the semester. Students should consult their academic advisors for information on the uses of this option. point-hour The university has assigned a point value, called the number of credit points, to each course letter grade. Multiplying the number of credit hours taken by credit points equals total points earned, and dividing total credit points earned by total hours attempted equals the GPA or grade-point average. This is also called a “point-hour ratio” or “pointhour” or “cumulative point-hour ratio” (CPHR). Students should see their academic advisors for help in calculating their CPHR. provost The chief academic officer of the university. RA (resident advisor) An RA or resident advisor is an experienced student assigned to a residence hall to help students with all aspects of residence hall living. Roy Snyder Memorial Nature Trails The Tecumseh Natural Area at Ohio State Lima is probably the largest and most pristine wooded area in Ohio’s Allen County with approximately 200 acres of forest. When Ohio was first explored by European settlers almost the entire state was forested. Our campus natural area represents a small segment of this original forest and is thus part of Ohio’s biological heritage. Parts of the natural area are Beech-Maple climax forest. Elsewhere massive oaks and sycamores can be found. There are a number of trails. Starting at the large wooden sign next to Galvin Hall, circling east to the pond, then south, and then west ending up at the trail entrance behind Cook Hall is a distance of slightly over one mile. Web pages describing natural area trees and wild flowers are available at lima.osu.edu/campustour/nature.php Detailed trail maps as well as campus tree and wildflower booklets are available. Trails are open to the public from dawn to dusk. Vehicles, snowmobiles, and horses are not allowed on the trails. S/U S (Satisfactory) is a mark used to indicate satisfactory progress or completion of work in specified courses. U (Unsatisfactory) indicates unsatisfactory work. No credit is given for work marked U. Schottenstein Center (the Schott) The Jerome Schottenstein Center, located at the corner of Lane Avenue and Olentangy River Road, is a multi-use facility that hosts athletic and entertainment events – everything from commencement to family shows. Within the Schott, Value City Arena is home to Ohio State’s men’s and women’s basketball and men’s ice hockey. The center seats 19,500 for basketball, 17,500 for hockey, and 20,000 for concerts. www.schottensteincenter.com SFA (Office of Student Financial Aid) The Office of Student Financial Aid or Financial Aid makes every effort within its means to help all students with limited financial resources secure needed funds. Financial aid is intended to help students finance their education when family and personal resources are not adequate to meet total educational costs. Financial aid consists of scholarships and grants, loans (which must be repaid), and part-time employment. sfa.osu.edu University Ambassadors University Ambassadors act as a liaison between the university and prospective students, marketing the benefits of an Ohio State University education. This interaction typically occurs while giving campus tours and facilitating orientation. University Ambassadors proactively recruit the next generation of Buckeyes and assist in their transition to Ohio State. The Office of Admissions sees this program as one of the strongest arms of recruitment. The position is both an honor and a responsibility. Student Senate The student viewpoint is a critical and dynamic part of Ohio State’s educational philosophy. In order to serve students in the best possible manner, student opinion is both encouraged and solicited. Ohio State students meet on a regular basis to present and discuss campus concerns, to plan and sponsor community service activities. St. John Arena Home to The Ohio State University men’s and women’s volleyball and gymnastics, the 13,000-seat venue also houses the men's wrestling program and hosts community sporting events. Note: there is no apostrophe “s” in the name (not St. John’s). Student Health Center
An accredited outpatient medical center staffed by physicians and other licensed professionals, the Wilce Student Health Center provides medical care to all students. A nurse is available at (614) 292-4321 to set up an appointment or give advice. shc.osu.edu.

syllabus
A document professors create listing course objective and purpose, grading criteria, expectations, readings, and assignments for each specific course a student takes.

TA (teaching associate)
A TA is often a graduate student pursuing his/her master’s or doctoral degree. TAs teach many lower-level courses and many are often months away from accepting faculty positions of their own.

Telecounselor
Telecounselors act as a liaison between the university and prospective students, marketing the benefits of an Ohio State University education. This interaction typically occurs over the phone and via email.

TBDBITL
TBDBITL is short for The Best Damn Band In The Land – and that’s the truth. Students can see The Ohio State University Marching Band in action at football games, at the skull session in St. John Arena, or during autumn semester practice (at about 4:30 p.m. every day) at a field near Lincoln Tower. tbdbitl.osu.edu

TOPP (Tuition Option Payment Plan)
A budgeting tool for assisting students/parents with payment of tuition and other associated educational expenses.

wait-list
Students who are closed out of a course during scheduling have the option to be placed on an electronic wait-list for that course. When a space opens up in any section of the course, the first student on the wait-list is placed into the course (assuming that the space fits into his/her existing schedule), and so on. For more information, students should see the Master Schedule of Classes or their academic advisors. buckeyelink.osu.edu

Webmail
Students can check their Ohio State e-mail on the web from any computer, anywhere in the world at email.osu.edu.
Important Dates for the 2018-2019 Academic Year

Autumn Semester 2018

Aug. 14 (Tues.)  Deadline to confirm selection of waiver status-Student Health Ins. Plan
Aug. 14 (Tues.)  Tuition and Fee Payment Due
Aug. 20 (Mon.)   Convocation/Picnic
Aug. 21 (Tues.)  Autumn Semester and 1st Session classes begin
Aug. 24 (Fri.)   Last day to add Semester or 1st Session course without instructor's written permission
Sept. 3 (Mon.)  Labor Day—no classes, offices closed
Sept. 14 (Fri.)  Last day to drop a Semester course without a “W”
Oct. 6 (Sat.)    Homecoming
Oct. 11-12 (Thurs.-Fri.)  Autumn 2018 Break-no classes, offices open
Oct. 15 (Mon.)  Spring Semester registration appointments begin
Oct. 26 (Fri.)  Last day to drop a Sem. course without petitioning
Nov. 12 (Mon.)  Veterans’ Day observed, no classes—offices closed
Nov. 21 (Wed.)  Thanksgiving Break-no classes, offices open
Nov. 22 (Thurs.)  Thanksgiving Break-no classes, offices closed
Nov. 23 (Fri.)  Columbus Day observed-no classes, offices closed
Dec. 5 (Wed.)  Last day of regularly scheduled Semester
Dec. 6 (Thurs.)  Reading Day
Dec. 7-13 (Fri.-Thurs.)  Final Exams
Dec. 14-Jan. 6 (Fri.-Sun.)  Winter break, no classes
Dec. 16 (Sun.)  Commencement
Dec. 24 (Mon.)  Holiday, offices closed
Dec. 25 (Tues.)  Holiday, offices closed
Dec. 31 (Mon.)  Spring Semester Tuition and Fee Payment due

Spring Semester 2019

Jan. 1 (Tues.)  New Year’s Day (observed)-offices closed
Jan. 7 (Mon.)  Spring Sem. and 1st Session classes begin
Jan. 11 (Fri.)  Last day to add Semester or 1st Session course without instructor's written permission
Jan. 18 (Fri.)  Last day to add Semester course without petitioning
Jan. 21 (Mon.)  Martin Luther King Day, no classes—offices closed
Feb. 1 (Fri.)  Last day to drop a Semester course without a “W”
Feb. 18 (Mon.)  Summer 2019 enrollment appointments begin
Mar. 11-15 (Mon.-Fri.)  Spring Break—no classes, offices open
April 22 (Mon.)  Last day of regularly scheduled SP19 Semesters and 2nd Session classes
April 23 (Tues.)  Reading day
April 24-April 30 (Wed.-Tues.)  Final exams for Spring Semester and 2nd Session
May 5 (Sun.)  Commencement

The Ohio State academic calendar and the university registrar’s list of important dates can be found at registrar.osu.edu. Dates are subject to change.