

Get to Know Ohio University

An orientation for students in online bachelor's degree completion programs



Get to know Ohio University

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Get to know Ohio University



WELCOME

It's a great place to complete a bachelor's degree, whether you are transferring from another school or are a former Ohio University student.

We want to help make your transition as smooth as possible. So we've compiled a tour of some important information that you should be aware of as you become a Bobcat!

We don't expect you to memorize all of this information...and there won't be a quiz. But please look through all 7 sections so you know where to find answers when you need them. You can come back to this information at any time for reference.

In this "Get Acquainted tour" we'll take you through 7 sections:

1. Tuition, financial aid and related items
2. "How to" find it or do it yourself
3. Speaking OUR Language--terminology and definitions
4. Policies
5. Information about taking online courses
6. Grades
7. Tools, tips and useful links for success

You can also search for a specific item using the online A-Z list of everything that is covered in these sections.

There's a lot to learn about OHIO, so let's get started. It takes about 45 minutes to go through the entire *Get to Know Ohio University* material. You can stop and come back at any time.

Students registering for classes in the online bachelor's degree completion programs should complete this tour prior to beginning their first class. When the tour has been completed, e-mail your advisor, Kelly Czack, at czack@ohio.edu to let her know you have finished reviewing the information. Include your name in the e-mail message.

If you have a question about being an Ohio University student in the online bachelor's degree completion program, that isn't answered here, consult your advisor for assistance. E-mail: czack@ohio.edu

THE BASICS:

WHO: YOU are you--the student. WE refers to Ohio University and the people who work here to provide services.

WHAT: Learn more about Ohio University and our expectations now and save time and hassle later on.

WHEN: Students in online bachelor's degree completion programs must finish this session before beginning their first class

WHERE: You can complete the session at any computer, or print a PDF copy and take it with you.

WHY: Don't say we didn't tell you so! Complete this "Get to Know OHIO" session and be better prepared to know what questions to ask and where to look for answers as you pursue an Ohio University education.

Get to know Ohio University



TUITION AND FINANCIAL AID

In this section learn about financial considerations that are part of becoming a college student in this program.

IN THIS SECTION:

Tuition and Fees
Financial Aid
Enrollment Status
Tax Credits
Insurance

Tuition and Fees

Ohio students in the Bachelor of Technical and Applied Studies (BTAS) and the Bachelor of Criminal Justice (BCJ) programs pay \$153/credit hour for their courses. Students residing outside of Ohio pay \$155/credit hour. There are no additional fees attached to your tuition bill.

Financial Aid

For financial aid purposes, full-time enrollment is 12 credit hours for undergraduate students and nine credit hours for graduate students. All undergraduate Ohio residents receiving the Ohio Instructional Grant (OIG) or the Ohio College Opportunity Grant (OCOG) must be registered full time (at least 12 credit hours) to receive the maximum grant. Federal Direct Student and PLUS Loan recipients must be registered at least half time (six undergraduate credit hours or five graduate hours) to receive these loans. Aid recipients registered for less than full-time enrollment may be eligible to receive a proportionately adjusted award amount for certain aid programs.

The financial aid credits that will be applied to your account include the following: Federal Pell Grant, Ohio Instructional Grant (OIG) or the Ohio College Opportunity Grant (OCOG), Federal Supplemental Educational Opportunity Grant (SEOG), Federal Academic Competitiveness Grant, National SMART Grant, Federal Perkins Loans, Federal Direct Student and PLUS Loans, Ohio University Grants, Ohio University and Corporate Scholarships, and Outside Agency Scholarships (applied once donor check has been received and deposited by the University). If you have been selected for verification, no disbursements of federal, state, or institutional aid will be made unless all requested documents have been received and processed.

If you receive financial aid in excess of your tuition and fees for a given term, a refund will be issued from Ohio University. Refunds of financial aid funds cannot be issued before the quarter begins. All excess credit that occurs on your account will be refunded to you by check or by direct deposit to your bank account. Refunds of Parent PLUS Loan proceeds are mailed directly to the parent borrower at the address on file (from the promissory note) in the Office of Student Financial Aid and Scholarships.

Refund checks (made payable to the student) are mailed to the student's local address. In the event that no local address is on file, the check will be mailed to the student's permanent address. It is very important that students keep their local addresses current. You may update your student address online from the University Registrar Web site and select Update My Address. You must use your OAK ID and password to access this application.

Attention: If you are a financial aid and/or scholarship recipient you should check your award letter for minimum hour requirements. You may also check your award letter by going to Financial Aid and then click on award letter.

Students who are taking community college and Ohio University courses concurrently must complete a Financial Aid Partnership Consortium Agreement. For more information about the Consortium Agreement, speak with Lisa Butler in the Office of Student Financial Aid and Scholarships. Call 740.593.4712

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Enrollment Status

If you are receiving financial aid, a change in your enrollment status or your withdrawal from the University may result in you having to repay programs from which you received financial assistance. In addition, you may owe fees to the University after funds are returned to the financial aid programs.

A student is not eligible for a refund until all Federal Title IV programs and other grants and scholarships are reimbursed as required and all outstanding balances with the University have been cleared.

Tax Credit Overview

The Hope Credit provides a credit of up to \$1,650 for a student who is enrolled at least half time in one of the first two years of postsecondary education. This credit can be claimed for only two taxable years. The Lifetime Learning Credit provides a credit of up to \$2,000 per year for a student taking courses, including graduate-level degree work. This credit can be claimed for as long as the student is enrolled in an eligible educational institution. For more details visit the Tax Credit Web site

There are certain limitations specific to each of these credits. If you believe you might qualify, you should obtain IRS Publication 970, Tax Benefits for Higher Education and review all the criteria carefully. To obtain copies visit the IRS Web site or call 1-800-TAX-FORM, or consult your tax advisor.

Insurance

Students have the option of purchasing health insurance while attending Ohio University. Wells Fargo Insurance Services has been providing student health and intercollegiate athletic insurance programs for more than 32 years. We understand the challenges of providing health care coverage for students and athletes that is cost efficient for both the students and the college or university. Please visit Wells Fargo for more information.

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HOW TO DO IT OR FIND IT YOURSELF

This section includes instructions for many things you may need to do as a student at Ohio University.

IN THIS SECTION:

Register for courses or Add/drop/replace classes
Late registration
Cancel classes or withdrawal
Unofficial withdrawal

Apply for graduation
Change address
Get Tech Support
Pay your bill
Payment deadline
Request a refund
Returned check fees
Request a transcript

Registering for Classes -- Or Add/Drop/Replace Classes

You can register for classes beginning: July 14, 2008, at 11:30 a.m. Visit the Web Registration page. If you are a new or re-enrolling student you will be asked to verify some critical data elements to ensure accuracy of our academic records before you register for classes. This data includes your name, social security number, birth date, gender, ethnicity, and fee status.

To use Web Registration you will need the following:

PID (Person Identification Number)
RAC (Registration Access Code)
Call number(s) for the class(es) you would like to add/drop/replace.

Steps for logging on to Web Registration:

- Enter your PID.
- Enter your RAC.
- Select the term for which you would like to register.
- Click Submit.

Steps for adding/dropping/replacing classes:

- Add Class is the default Registration Option, if you would like to drop a class or replace a class then click on the appropriate choice under Registration Options.
- Note: Before dropping a class, contact Financial Aid to discuss the impact this may have on your funding.
- Type in the Call Number of the class you would like to add/drop/replace.
- Credit is the default Grading Option.
- Click Submit.
- A message will display on the screen indicating whether you have added/dropped/replaced the class or an error dialog box will appear indicating the problem. Your schedule will appear at the bottom of the page.
- Repeat the steps above until your schedule is complete.
- Click the Exit button or the Exit Web Registration link at the bottom of the page after you have finished registering.

For additional registration assistance: Contact the Office of Lifelong and Distance Learning at 1.888.502.8989.

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Late Registration

You may register in classes in the online bachelor's degree completion program only until the third day after the start of the quarter.

Cancellation of Registration/Withdrawal From The University

Cancellation of registration is defined as dropping all classes before the first day of classes. You may do this by using Web Registration.

Withdrawal from the University is defined as dropping all classes on or after the first day of classes. This means all Ohio University classes for which you are registered. This may NOT be done by using Web Registration. You must call Lifelong and Distance Learning to initiate the withdrawal process-- 1.888.502.8989. Withdrawal is not permitted on or after the last day of classes.

International students (F-1 or J-1 status) must contact the Office of International Student and Faculty Services (ISFS), (740) 593-4330, prior to withdrawing from the University. Failure to do so may lead to serious immigration problems.

Unofficial Withdrawals

If you are receiving financial aid and stop attending the University and do not officially withdraw, it is considered an unofficial withdrawal and will be subject to the Withdrawal Policies. The date of withdrawal will be the date of a student's last attendance at an academically-related event. If the last date of attendance is unknown, the midpoint of the quarter will be used as the withdrawal date. If you have not attended any classes you are registered for, you are considered an unofficial withdrawal and have not earned any financial aid. Therefore, all aid will be returned to the appropriate program. You will receive FN (failure never attended) or FS (failure stopped attending) grades.

If you are receiving financial aid, a change in your enrollment status or your withdrawal from the university may result in your having to repay programs from which you received financial assistance. In addition, you may owe fees to the university after funds are returned to the financial aid programs. A student is not eligible for a refund until all Federal Title IV programs and other grants and scholarships are reimbursed as required and all outstanding balances with the university have been cleared.

Apply for Graduation

Graduation is not automatic. To graduate, apply online by accessing the Office of the University Registrar Web site, and selecting Apply for Graduation under Online Services. Applications must be completed no later than the deadline listed for the quarter in which graduation is planned (see Graduation Application Deadlines). Questions about applying for graduation can be directed to graduation@ohio.edu or (740) 593-4196.

When applying for graduation, the name that appears in University records will be the name that prints on your diploma. If there is a discrepancy between the name you wish to have appear on your diploma and the name we have for you in our University records, you must contact the Office of the University Registrar with supporting documentation. You will need to submit a copy of one of the following:

- Passport
- Court action document
- Divorce decree (the appropriate page of the decree)
- Marriage certificate
- Valid driver's license and social security card (you must submit both) or
- Federal or state issued identification card and a social security card (you must submit both)

Get to know Ohio University

You can submit one of these forms of validation in person, via mail to the Office of the University Registrar, Attention: Graduation, Chubb Hall, Ohio University, Athens, OH 45701-2979, or fax to (740) 593-0216, Attention: Graduation.

The schedule for cap and gown sales for students participating in June Commencement will be announced. Additional information is available at www.ohio.edu/commencement/.

Change Of Address

It is the student's responsibility to maintain a current address on file with Ohio University. Students can easily update their addresses by accessing the Office of the University Registrar Web site, www.ohio.edu/registrar, and selecting Update My Address under Online Services.

In addition, a student may update his/her address via e-mail by sending his/her full name, the last four digits of his/her Person Identification Number (PID) (found on the student ID), and the new address to address@ohio.edu.

It is very important to keep your addresses and telephone numbers (including cell phone) current in order for the University to communicate important information to you.

Note: International students in F-1 or J-1 status are required to use the online address service to update their addresses with Ohio University to meet immigration reporting requirements.

Technical Support

Ohio University soon will be offering a comprehensive, easy to use technical support Web site. The site is in the final stages of development and will be available prior to the start of the fall term.

Paying your Tuition Bill

Ohio University offers a variety of ways to pay your fees. All fees must be paid by the quarterly fee payment deadline. Please keep in mind that payment of tuition and fees is the responsibility of the student.

Important: It is your responsibility to drop all your courses if you do not plan to take them in the current quarter. Your classes will NOT be dropped for non-payment of current quarter tuition/fees. Not viewing your eBill does not eliminate your responsibility to pay.

NOTE: Your eBill notification is sent to your OHIO e-mail address.

Check your student account anytime by logging into your eAccount.

ACH Payment (eCheck) — make an electronic check payment by logging into your eAccount (www.ohio.edu/finance/bursar/eAccount.cfm). No service fee is charged for this option. Make sure you follow the instructions very carefully and carefully input your bank's routing number and your account number (checking or savings account). DO NOT use your debit card number.

Check — mail your check (made payable to Ohio University) for the Balance Due to the address below. DO NOT SEND CASH.

Ohio University
PO Box 960
010 Chubb Hall
Athens OH 45701

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Credit Card Online – CASHNet SmartPay at <https://www.cashnetsmartpay.com/>, a third party vendor processing online credit card payments for Ohio University. A processing fee of 2.9% is added to the total payment. MasterCard, Discover and American Express are accepted. VISA is NOT accepted.

Financial Aid may be applied to your eBill statement if you have qualified for assistance. If financial aid is less than the Balance Due, you must pay the difference. If financial aid is greater than the Balance Due, you will receive a refund. If you are expecting financial aid and the eBill statement does not have an award listed, please contact Lisa Butler in the Office of Student Financial Aid and Scholarships, at 740.593.4712.

Wire Transfers — contact the Office of the Bursar at 740.593.4130 for specific instructions.

Military/Tuition Assistance/Third Party (Sponsored Students)

If your tuition and fees will be either partially or fully paid by a third-party sponsoring organization (your company, the military, or other sponsor), you must provide tuition assistance forms or other authorization of payment to:

Ohio University
015 Chubb Hall
Athens OH 45701

Phone payments are NOT accepted.

Payment Deadlines

eBills will be generated Monday, August 4, for students registered by this date with payment due on or before Monday, August 25. All undergraduate students registered for fall quarter not paying fees by the due date will be charged a \$100 late payment fee. You will receive an e-mail to your Ohio University OAK e-mail account notifying you when your eBill is available for viewing. To pay, follow the link to the Bursar's office provided in the notification e-mail.

If you register August 5 or later for the fall quarter, payment is due upon receipt of your eBill notification.

Request a Refund

A request for refund of non-financial aid funds can be sent to bursar@ohio.edu or by requesting the refund at the Office of the Bursar or a Regional Campus Student Service Center. If the payment was made with a check, a refund will not be processed until 14 days after the payment was posted. This is to make sure the check clears the banking system.

The Office of the Bursar offers direct deposit as a more convenient means of providing refunds to students. Instead of mailing a check, we will deposit the funds directly into the student's bank account. Select Direct Deposit. Refunds via direct deposit are processed daily. Refunds via check will be issued once each week and mailed to your local address.

Returned Check Fees

Upon the receipt of a returned check (including eChecks), Ohio University will send the student and/or check owner an e-mail message or a letter detailing the reason for return and amount due. Returned check payments must be made with cash, cashier's check, or money order. A personal check will not be accepted.

Returned checks are charged a \$25.00 service fee. Tuition checks that are returned at payment deadline will also be charged a \$100.00 late payment fee.

A returned check hold may be placed on the student's records. The hold cannot be released until payment is made. This hold will affect registration, grades, transcripts, and diplomas from being processed.

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Transcripts

Official academic transcripts are normally processed within 2-3 business days after receipt of a student's request or release letter. To issue a transcript of academic records, the Office of the University Registrar must have a written release from the student. The release can be in the form of a signed letter or a signed transcript release form. Alternatively, you may order your transcript by accessing the Office of the University Registrar Web site and selecting Transcripts under Online Services. The release authorization can be delivered in person, mailed to the Office of the University Registrar, Chubb Hall, Ohio University, Athens, OH 45701-2979, or faxed to (740) 593-4184. Requests should not be returned to regional campus student services offices. The written release must include:

- Full name, typed or printed, with all name changes
- Signature
- Person Identification Number (PID) or Social Security Number
- Date of Birth

Student's last year enrolled. If the student is currently enrolled and wants final grades and/or degree certification noted, the student must state this in the transcript request and expect a delay. (Delay for grades is one week after end of term. Delay for degree(s) is one month after end of term.) Otherwise, transcripts will be sent noting current course registration without current term grades.

- Number of transcripts requested
- Address(es) of where to be sent (exact address, not just name and city of college)
- Telephone number (daytime) of student requesting transcript(s)

The fee for a transcript (in 2-3 business days) is \$5.00 per transcript. Faster service is available for \$10.00 per transcript. Transcripts-Now Service means that transcripts are processed and available the same day the request and fee payment are received. Payment may be made by check or money order (payable to "Ohio University"), or by Visa, MasterCard, or Discover credit cards. Requests/payments may also be mailed to the Office of the University Registrar, Ohio University, Athens, OH 45701-2979. Credit card information must include name on card, type of card, account number, and date of expiration. Transcript requests faxed to the Office of the University Registrar must include credit card information.

Transcripts are sent by first class mail. Certain users of transcripts, such as college admissions offices, require that transcripts be mailed directly to them and refuse hand-carried transcripts. Some users (especially graduate admissions) require validated envelopes, which we can provide if requested initially. Any additions/changes after delivery will require a new release and fee payment. We do NOT fax transcripts. However, we do fax unofficial copies of academic records for students transferring to another school in the USA, for admission purposes, in addition to mailing official follow-up transcripts. We offer FedEx Priority Overnight Delivery in the U.S. and internationally for an extra fee. Saturday delivery is not included with these services and FedEx does not ship to PO boxes. Please visit the Office of the University Registrar Web site for details.

Processing of transcripts may be delayed until current term grades and/or degrees are posted, if requested. Otherwise, transcripts will be processed within three business days. Transcripts will not be processed if financial obligations or other "holds" exist for the student.

More transcript request information may be obtained by calling (740) 593-4206, or by visiting the Office of the University Registrar Web site.

Get to know Ohio University



COMMONLY USED TERMINOLOGY AND DEFINITIONS

Think of this section as your Ohio University Dictionary. Click on a word or term at right or scroll down the page to review the entire list.

IN THIS SECTION:

Blackboard
Call Number
Catalog/Course Number
Catalog, Undergraduate
College / College Office
Credit Hours
DARS
eBill
Fee Assessment
Final Exams
General Education
Requirements
GPA
Holds
Oak ID
PID - Student ID
Prerequisites
RAC (Registration Access
Code)
Schedule
Tiers

Blackboard

Blackboard is a Web-based course management system designed to allow students and faculty to participate in classes delivered online. Blackboard enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, an academic resource center, and more.

Call Number

The 5-digit course identification number needed to register for a course.

Catalog/Course Number

The number that indicates course level, i.e. HIST 321.

Catalog, Undergraduate

The Ohio University Undergraduate Catalog is your official source of University policies and procedures. The complete online catalog is available at www.catalogs.ohio.edu. Use the online catalog search feature to help find information quickly.

The catalog in effect for the quarter in which you first complete coursework at Ohio University becomes your University and Major Program Catalog of Entry. This catalog defines the University-wide and college-level academic requirements you must complete and academic policies you must follow for the next five years.

The Undergraduate Catalog includes the following:

- University-wide policies, procedures, and services
- Colleges level policies, procedures and information
- Your major with required courses
- Course Descriptions

YOU ARE RESPONSIBLE FOR KNOWING AND FOLLOWING CURRENT UNIVERSITY WIDE, COLLEGE, AND DEPARTMENTAL REQUIREMENTS AND PROCEDURES.

College/College Office

The area in which your major is housed.

For BTAS it is Regional Higher Education located in Haning Hall, Athens Campus.

For BCJ it is University College in Chubb Hall, Athens Campus.

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Credit Hour

The number of credits a course is worth; normally one credit hour is the equivalent to one lecture or two laboratory periods per week throughout the quarter.

Degree Audit Reporting System (DARS)

A DARS report is issued to currently enrolled students each quarter for priority registration by your advisor. This report includes your Registration Access Code (RAC) and your registration access time. This report helps in determining requirements for graduation by showing progress toward completing those requirements.

eBill

eBilling is a convenient and reliable alternative to paper bills. **You will be sent an e-mail notification to your Ohio University OAK e-mail account when an eBill is available for viewing.** You also have the ability to give access to authorized users to view your eBills. Each person with access to the eBill can receive an e-mail notification when a new eBill is generated if their e-mail address is provided.

Fee Assessment

Quarterly fees include the instructional fee and the general fee. Ohio University reserves the right to make, without prior notice, any fee adjustments that may become necessary.

Final Examinations

Final exams in online classes are given during finals week. Check each course syllabus for specific dates and exam requirements in each class. Many professors require students to take exams in a proctored setting.

General Education Requirements

General Education Requirements are course requirements that must be met by all undergraduate students before graduation, regardless of major.

As a transfer student, your requirements are determined by when you enroll and the number and type of credit hours transferred.

Grade Point Average (GPA)

The basis for determining a student's scholastic standing is the grade point average (GPA). This average is determined by dividing the total number of grade points earned by the total number of quarter hours of credit attempted. For example, if a student earned a C (2.0) and a B (3.0) in each of two five-hour courses, first multiply the number of hours in each course by the grade point value for that grade ($5 \times 2 = 10$ and $5 \times 3 = 15$) and add the grade points for each course together to find the total number of grade points (25). Then add the number of hours attempted ($5 + 5 = 10$) and divide the total number of grade points by the total hours attempted ($25/10 = 2.5$). The student's GPA after completing the two classes would be 2.5. A student's GPA is figured only on credit hours attempted—courses for which the student receives letter grades (A-F), FN (failure, never attended), or FS (failure, stopped attending). FN and FS have the same value as an F. Grades of P (pass) and CR (credit) represent hours earned but are not used to calculate the GPA.

Hold

Some students may find they are prevented from registering or receiving diplomas, grades, transcripts, and other University services because holds have been placed on their academic records. Holds are placed when students fail to meet financial or other obligations. Students must clear the holds with the offices that placed the holds before they will be allowed to register or receive other University services.

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OAK ID

When you first are admitted to Ohio University, you will receive an OAK ID. Please follow the instructions in your acceptance letter to activate your OAK ID. If you lose your activation letter or have other questions about your OAK ID, please call the Service Desk, (740) 593-1222. For more information, visit: the Office of Information Technology at <http://technology.ohio.edu/myaccount>

It is imperative that you know your OAK ID and password, as many Ohio University services use these to authenticate access.

PID -- Student Identification Number

Transactions for students are handled on the basis of unique Person Identification Numbers (PIDs). Each student is assigned this number upon admission to the University. Social Security Numbers are collected from students at admission and are used for Federal reporting purposes only.

Prerequisites

The prerequisites are listed for each class in the course offerings page, (www.outreach.ohio.edu/onlinecomplete/students/register.htm) are the minimum requirements for each class.

You are required to meet all of the prerequisites for a given course. Failure to meet prerequisites can block your registration for the course or result in a drop or withdrawal from that course.

Registration Access Code (RAC)

This is a four-digit number required to register for, drop, or add classes. It is printed on the DARS report provided for priority registration. Your RAC code is also available from your Academic Advisor. Your RAC is confidential information so do not share it with others.

Schedule of Classes

Lists online the courses offered each quarter. www.outreach.ohio.edu/onlinecomplete/register.htm

Tiers

Tiers are university wide, general education requirements that all undergraduate students must complete. Tier I consists of course requirements to build quantitative and English compositional skills; Tier II consists of course requirements to increase your breath of knowledge; the Tier III requirement develops the ability to interrelate, synthesize, and integrate knowledge from different academic disciplines.

Get to know Ohio University



POLICIES TO KNOW

This section includes rules we live by here at Ohio University.

IN THIS SECTION:

Academic Honesty
Academic Probation
Honor Code
Nondiscrimination
Privacy Statement:
Notification of Student
Right to Know
Student Code of Conduct

Academic Honesty

All work you do in Ohio University courses is expected to be your own, even if you request assistance from some other person. You must also give credit in your writing for any information or ideas that you use from any other source. (Failure to do so is defined as "plagiarism.")

Dishonesty or deception in fulfilling academic requirements includes, but is not limited to cheating, plagiarism, un-permitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by the instructor (e.g., unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one's work, or submitting the same assignment in different courses without consent of the instructor. Note: An instructor may impose a grade penalty for academic misconduct and/or file a judicial referral.

Academic Probation

To avoid academic probation, you must maintain an accumulative GPA of at least 2.0. At the close of each quarter in which you are a full-time student, your record will be reviewed to verify your GPA. If you are a part-time student, the review will take place at the close of the quarter in which your accumulative number of hours of enrollment since your initial enrollment, or since your last review, exceeds 10. If at the time of the review you do not have the required 2.0 minimum GPA, you will be placed on academic probation. If you are already on probation, you may be allowed to continue at the University until the next review if, in the opinion of the dean, you are making adequate progress toward attaining a 2.0 GPA. A continuance can be granted a maximum of three times. Thus, there is a limit of four consecutive quarters on academic probation if you are a full-time student.

Normally, adequate progress is based on reducing, or at least not increasing, the number of deficiency points you have, which is determined by multiplying your total number of hours attempted by two and subtracting grade points earned. For example, if you have attempted 40 hours and have earned 65 grade points for those hours, first multiply hours by 2 ($40 \times 2 = 80$). Then subtract the number of grade points ($80 - 65 = 15$ deficiency points). Increasing your grade points for additional hours can decrease your deficiency points and show that you are making adequate progress. This can be done by earning grades of C+ and above in the hours you attempt.

Removal of probationary status is automatic at the close of the quarter of review for both part-time and full-time students when your accumulative GPA rises to 2.0 or above. Part-time students may be on probation between quarters of review even though their GPA is 2.0 or higher.

If you are denied continuation of probation, you will be dropped from the University. A status of "Drop I" means you were dropped because of an increase in deficiency points. "Drop L" means you reached the limit of four probationary quarters. If you have been dropped, you are not able to enroll for regular courses on any Ohio University campus.

Get to know Ohio University

You may petition the executive director of Lifelong and Distance Learning for reinstatement, but normally reinstatement will not be granted until at least 12 months after your dismissal. As a condition for reinstatement, the executive director may suggest remedial steps you can take, usually in the form of courses to be taken at other institutions. Successful performance in this coursework may constitute sufficient grounds for waiving or shortening the waiting period for reinstatement.

If you have been dropped from the University for a second time, reinstatement is possible only under extraordinary circumstances and usually is not granted until at least 24 months after the second dismissal.

Honor Code

Ohio University values integrity. Students, faculty, administrators, and staff have a shared responsibility to embrace the pursuit of learning and to foster a commitment to academic integrity. All members of the campus community also share an obligation to challenge obstacles to that pursuit and redress violations of that commitment.

Academic integrity is the foundation of all activities that promote learning, including critical and imaginative thinking, discovery of knowledge, and expressions of creativity. Academic integrity also entails refraining from plagiarism, cheating, and other unethical acts that undermine the values of the campus community.

Plagiarism is defined as the presentation of the ideas or the writing of someone else as one's own.

Cheating is defined as any attempt by a student to answer questions on a test, quiz, or assignment by means other than his or her own knowledge.

Nondiscrimination Policy

It is the policy of Ohio University that there shall be no discrimination against any individual in educational or employment opportunities because of race, color, religion, national origin, sex, veteran status, sexual orientation or handicap. Also, there shall be no discrimination because of age except in compliance with requirements of retirement plans or state and federal laws and guidelines.

- Excerpt from Ohio's Equal Employment and Educational Opportunity Policy

Privacy - Notification of Student Rights

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Students may ask the University to amend a record that they believe is inaccurate or identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Get to know Ohio University

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to University officials with legitimate educational interests. A University official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of higher education; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll.

4. The right of nondisclosure of designated directory/public information. Ohio University has designated the following items as directory/public information that may be released to the public without the student's consent: name, mailing address (local and/or permanent), telephone (local and/or permanent), University e-mail address, date and place of birth, current major program(s) of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment at Ohio University, degrees and awards received from Ohio University (including dates and major programs), previous educational institution most recently attended, and other similar information, to include: student's a.k.a. name(s); student standing and degree level (1st year undergraduate, 2nd year graduate, etc.); enrollment status (full time, etc., including total hours enrolled by term); primary advisor; expected graduation date; current college and campus; residency status (Ohio resident, out-of-state student); admission status (new, continuous, etc.); record hold(s); deceased status; and directory/public information release status. Students who do not want their directory/public information (including a listing in the annual Campus Directory) released to third parties must complete the Ohio University Confidentiality Status Request form and return it to the Registrar's Office Services Windows in Chubb Hall within the first 15 calendar days of Fall Quarter. Students who do not want to be listed in the Ohio University online e-Directory must complete the same form, but may submit it at any time.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ohio University to comply with the requirements of FERPA. The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Student Code of Conduct

To understand your rights and responsibilities as a student at Ohio University, please read the Student Code of Conduct (www.ohio.edu/judiciaries/conduct_policy.cfm) . As a student, you will be held to these standards.

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MORE INFORMATION ABOUT ONLINE COURSES

You will be taking online courses in the bachelor's degree completion program. This section includes things you need to know, like technical requirements and how to "work" in your online course.

IN THIS SECTION:

Assignments, Submission and Grading
Getting Started with Blackboard
Purchasing Books
Proctored Exams

Assignments, Submission and Grading

Assignments for each course are described briefly in the abbreviated syllabus posted for each course in the online list of course offerings. A more complete syllabus will be found within each Blackboard course. Many courses will require weekly assignments.

Each instructor has a separate e-mail address. This address will be provided in each course site and also on the course syllabus. This will be the e-mail address to use to contact the instructor for course-related matters. Some courses require that assignments be submitted via e-mail while others are submitted directly through the Blackboard course site.

You may access the course from more than one location, but all your communication with your instructor must come from your Ohio University OAK e-mail address. When communicating with your instructor, always put the course name in the SUBJECT line of your message (for example, MGT 202).

When submitting assignments:

- Keep a copy of your submission until you receive the instructor's evaluation. If your assignment is lost in transition (a rare event), you won't end up re-doing a lesson.
- Please understand that e-mail transmission is not instantaneous. Your lesson might take several hours to reach your instructor. Generally, instructors will grade and return your lessons within 48 hours. The grading criteria for each course are described on the course syllabus.

Getting Started with Blackboard 7.3

Your computer and Internet service are essential elements of your education in an online program like Ohio University's online bachelors completion program.

What type of computer system do you need? What pieces of software are required?

The short answer is that you need a computer system capable of running a current-generation operating system and Web browser as well as the latest version of Microsoft Office. You'll also need an Internet connection with download and upload speeds of 384 kbps or higher.

The long answer is that you need to ensure that the computer system(s) you will be using has the "right stuff" to access Blackboard 7.3, Ohio University's web-based course management system. The purpose of this document is to help you do so.

System Requirements

If your computer does not have the proper hardware, Blackboard 7.3 may run slowly or may not run at all. Prior to using Blackboard 7.3 on your computer, compare your current system configuration with the system requirements below.

Get to know Ohio University

Windows		Macintosh	
Minimum System Requirements		Minimum System Requirements	
Operating System:	Windows XP SP 2 (Home or Professional)	Operating System:	OS X (10.2)
Processor:	1 GHz	Processor:	G3 800 MHz
RAM:	256 MB	RAM:	256 MB
Recommended System Requirements		Recommended System Requirements	
Operating System:	Windows XP SP 2 (Home or Pro) or Windows Vista	Operating System:	OS X (10.4) or OS X (10.5)
Processor:	2 GHz or higher	Processor:	G4 1.25 GHz or higher
RAM:	768 MB or more	RAM:	768 MB or more

Connection Speed

Once you have ensured that your computer has the proper operating system and hardware to run Blackboard 7.3, you should verify that your Internet connection is fast enough to support Blackboard 7.3. Online courses may require you to download/upload large files and often include streaming audio and video, both of which require faster connections.

1. Check your Internet connection download and upload speeds using the connection speed test at <http://www.pcpitstop.com/internet/bw.asp>.

If your download speed results are 384 kbps or faster and your upload speed results are the same or higher than those listed below for your type of service, you should proceed to Web Browser Compatibility. If your download speed results are slower than 384 kbps and your upload speed results are less than those listed below for your type of service, please proceed to Step 2.

Here are some guidelines for upload speeds:

- Dial-up users can expect 40 kbps or lower depending on the quality of phone lines and modems.
 - Cable modem providers often cap their customer's upload bandwidth at 128 kbps or 256 kbps, but if they don't it can be as fast as 1000 kbps.
 - Digital Subscriber Line (DSL) users can expect 64 kbps to 1,500 kbps depending on the level of service purchased.
2. If your Internet connection is slower than the recommended speeds listed in Step 1, you may still use Blackboard 7.3. However, you will encounter difficulties when loading pages, especially during peak usage times. You will also find that both audio and video playback can be very choppy. Additionally, downloading or uploading assignments may take a long time.

Browser Compatibility

Blackboard 7.3 requires that your Web browser conforms to certain standards. If you have an out-of-date or unsupported browser, you will need to download either a certified version of your current browser or a different certified browser before attempting to log into Blackboard 7.3.

Blackboard has certified the following browsers for computers running Windows Operating Systems:

- Windows XP: Internet Explorer 6, Internet Explorer 7, Netscape 8.0, and Firefox 2.0
- Windows Vista: Internet Explorer 7, Netscape 7.1, and Firefox 2.0

Get to know Ohio University

We highly recommend that Windows users use Internet Explorer 7 or Firefox 2.0 to access Blackboard 7.3. We have consistently found that Firefox 2.0 users encounter fewer issues with Blackboard 7.3 than those who use other browsers.

Blackboard has certified the following browsers for computers running Macintosh Operating Systems:

- Mac OS 10.2 (Jaguar): (Safari 1 is compatible)
- Mac OS 10.3 (Panther): Safari 1.2 (Firefox 1.5 is compatible)
- Mac OS 10.4 (Tiger): Safari 2 and Firefox 1.5
- Mac OS 10.5 (Leopard): (Firefox 2.0 is compatible)

A certified browser is one that has been fully tested and is fully supported by Blackboard 7.3. A compatible browser is one that has undergone limited testing.

If the computer you are using has a different browser than those indicated above, you still may be able to use parts of Blackboard 7.3. However, you may also experience problems, especially when completing quizzes and tests or using chat and the Virtual Classroom.

Note to America Online (AOL) users: The AOL browser is not compatible with Blackboard 7.3. However, you can use your AOL Internet connection with one of the web browsers listed above for your operating system to access Blackboard 7.3.

Browser Configuration

Your browser must be configured properly as follows:

- JavaScript must be enabled.
- Cookies must be enabled.
- Pop-up windows must be enabled.
- Set Internet Explorer to Trust <http://bb7pilot.ohio.edu/>.

Browser Plug-ins

At a minimum, you will need three browser plug-ins to use Blackboard 7.3: Adobe Reader, Adobe Flash Player, and the Java Runtime Environment plug-in. (You may need additional plug-ins if the course you are taking includes multimedia elements.)

To download and install the current versions of Adobe Reader and Adobe Flash Player:

1. Go to <http://www.adobe.com/>.
2. Click the "Get Adobe Reader" button.
3. Return to <http://www.adobe.com/>.
4. Click the "Get Adobe Flash Player" button.

You will also need the correct version of the Java plug-in (note this is not the same thing as JavaScript). Blackboard 7.3 will not run properly if you are using an incompatible version of Java or if you have multiple versions of Java installed.

Boston University Online has an excellent tutorial that will walk you through the process of checking your version of Java and then updating and enabling it if needed. (The following links will open in a new window)

Windows users should go to:

<http://www.bu.edu/webcentral/learning/vista/start/winxp-java.html>

Macintosh users should go to:

<http://www.bu.edu/webcentral/learning/vista/start/mac-java.html>

Get to know Ohio University

Virus Protection

Ohio University provides free virus protection software for student computers – McAfee for Windows and Virex for Macintosh.

To download McAfee VirusScan for Windows, go to:
<http://www.ohio.edu/software/mcafee.cfm>

To download Virex for Macintosh, go to:
<http://www.ohio.edu/software/virex.cfm>

Firewall Set Up

Many computers use a firewall to block harmful programs and data from their computers. However, firewalls are also capable of blocking certain aspects of Blackboard 7.3, so your firewall may need to be configured manually to allow Blackboard 7.3 to operate properly.

If you access Blackboard 7.3 from work (or a public library, community college or university), you may need to ask the technical support personnel for that organization to configure the firewall(s) that are between your computer and the Blackboard 7.3 server.

If you access Blackboard 7.3 from home and have a firewall installed, you may need to make changes to the firewall settings to allow access to Blackboard 7.3 at <http://bb7pilot.ohio.edu/>. (The default settings of the Windows and Macintosh built-in firewalls will not interfere with Blackboard 7.3.)

Microsoft Office

Ohio University subscribes to the Microsoft Campus Software program, which provides both the Windows and Macintosh versions of Microsoft Office to students at a very reasonable price (\$70). Consequently, we recommend that you use the current version of Microsoft Office – Microsoft Office 2007 for Windows or Microsoft Office 2008 for Macintosh OS X.

For information about purchasing Microsoft Office 2007 for Windows, go to:
<http://www.ohio.edu/software/office2007.cfm>

For information about purchasing Microsoft Office 2008 for Macintosh, go to:
<http://www.ohio.edu/software/office2008.cfm>

Login to Blackboard 7.3

Once you have completed setting up your computer and browser to use Blackboard 7.3, you should log in to Blackboard 7.3 at Ohio University.

To login to Blackboard 7.3 at Ohio University:

- Open your web browser.
- Go to <http://bb7pilot.ohio.edu/>
- When the Blackboard 7.3 gateway page appears, click the “User Login” button
- When the “AUTHENTICATION REQUIRED” page appears
- Enter your Oak ID and Oak Password
- Click the Login button

You’ve reached the right place if you see the words “Blackboard 7.3” in the upper left corner of the page (next to the Ohio University logo).

Do NOT use the link to Blackboard from the Ohio University main student Web page -- this will take you to a different, older Blackboard system (Blackboard 6.3). You can use the link from the online bachelor’s degree completion Web site: www.outreach.ohio.edu/onlinecomplete/students

Get to know Ohio University

Ohio University would like to recognize and thank Boston University Online for providing much of the content in this document.

Purchasing Books Online

Most online courses require textbooks and possibly other materials. Texts and material requirements for each course are listed on each course syllabus. Course materials for Ohio University online courses are in stock at ED MAP. You can contact ED MAP at 1-800-274-9104 within the U.S. or 1-740-753-3439 outside the

U.S. Business Hours are:

Monday - Friday: 8:00 a.m. - 9:00 p.m.

Saturday - 10:00 a.m. - 2:00 p.m.

Sunday - Closed

Check www.outreach.ohio.edu/onliecomplete/students for information on how to order online from ED MAP.

When purchasing materials from ED MAP (or another vendor) please provide the following information:

ISBN #
author
title
edition, if applicable

You may purchase required textbooks elsewhere, but be sure you purchase the proper edition noted in the syllabus.

Proctored Exams

Many midterm and final exams must be administered by a proctor. Proctors verify that our exams are administered under the proper conditions. He/She is usually someone who is employed full-time in education. A proctor must do the following when an exam is administered:

- Verify the identity of the student.
- Verify that the student took the exam without use of unauthorized books, notes, or reference aides of any kind.
- Remain in the room with the student while he or she takes the exam.
- Verify that the student did not leave the room during the exam.
- Collect all the papers and questions at the conclusion of the exam.
- Sign an examination cover sheet verifying that the exam was supervised under the proper conditions.
- Seal and return the exam to the faculty member in the envelope provided.

The following is a list of approved proctors for exams:

- Faculty and administrative staff at public or private college and universities
- Full-time school or public librarian
- Guidance counselor/counseling staff
- Full-time teacher or staff member
- Corporate training officer
- Embassy education officer
- Military base/station education officer
- Base commander
- Local college testing center

Get to know Ohio University

Exams must be sent to an educational facility. Relatives, employers, or church leaders are not approved proctors. It is the student's responsibility to contact the proctor to set up an appointment to take the exam. Proctors may charge a fee to administer the exam. If you have any questions regarding suitable proctors, please contact Dorinda Hoyd, hodd@ohio.edu.

Students may select the proctor site which is most convenient for them, but it is the responsibility of each student to call the proctor site, make a reservation for testing, and then inform Lifelong and Distance Learning of the arrangements. We will send the exams to the proper location.

Please note that every effort is made to provide proctor sites which are free to the student or that charge a minimal fee, however some sites charge a significant fee for this service. Students are responsible for paying any proctor fee charged.

If you would like to schedule an exam with a proctor not affiliated with Ohio University a request form should be submitted ten days prior to the testing date. Please visit www.outreach.ohio.edu/onlinecomplete/students for more information about proctoring sites available in the state of Ohio.

Get to know Ohio University



GRADES

Everything you need to know about how grades are issued and your grade point average is calculated is included in this section.

IN THIS SECTION:

Grades
Grade Point Average (GPA)
Grade Report
Transfer Credit Grades

Grades

At the close of a session or upon completion of a class, the instructor reports a final grade indicating the quality of a student's work in the class. The University Registrar's deadlines for submitting grades each quarter or session must be met. Failure to do so creates problems for students such as loss of employment, scholarships, financial aid, and opportunities for further study. Once grades are submitted to the University Registrar, they are final and cannot be changed unless evidence of an error can be presented or a formal grade appeal process is completed in accordance with Ohio University's official grade appeal policy. Grades cannot be changed by arranging to complete additional work. Grade point values are assigned for each quarter-hour of credit completed according to the grading system below.

At the end of the quarter, your instructors will assign one of the following grades:

A=4.00
A-=3.67
B+=3.33
B=3.00
B-=2.67
C+=2.33
C=2.00
C-=1.67
D+=1.33
D=1.00
D-=0.67
F=0.00

CR-Credit is added to credit earned but does not figure into the GPA.

I (Incomplete) – The student has not finished the work required for a regular grade because of extenuating circumstances. A grade of "I" must be arranged with the instructor of the class. The student must complete the work and the instructor submits a grade change within the first six weeks of the next quarter of enrollment or the "I" converts to an "F."

FS/FN (Failure Never Attended or Failure Stopped Attending) – These grades are earned when a student does not officially drop a class for which he/she is registered within the first 5 weeks of the quarter but either did not attend or attended at least once. Both the FN and FS count as an F in the GPA.

WP/WF (Withdrawn Passing, Withdrawn Failing) – WP and WF are used when a student drops a class after the 15th calendar day of the quarter (and within the first 5 weeks). These grades do not count in the GPA.

NR (No Report) – The instructor reports no grade or turns in grades too late to be processed. If this occurs, contact your instructor immediately.

Get to know Ohio University

A course for which a grade has been assigned by a faculty member will not be removed from the student's academic record without approval of the University Review Panel and the instructor.

A course for which graduation credit is not allowed or a course that has been retaken, will be identified on the student's academic record (transcript). Grades for these courses do not affect the grade point average, and credit hours do not count toward graduation.

Grade Point Average (GPA)

The basis for determining a student's scholastic standing is the grade point average (GPA). This average is determined by dividing the total number of grade points earned by the total number of quarter hours of credit attempted. For example, if a student earned a C (2.0) and a B (3.0) in each of two five-hour courses, first multiply the number of hours in each course by the grade point value for that grade ($5 \times 2 = 10$ and $5 \times 3 = 15$) and add the grade points for each course together to find the total number of grade points (25). Then add the number of hours attempted ($5 + 5 = 10$) and divide the total number of grade points by the total hours attempted ($25/10 = 2.5$). The student's GPA after completing the two classes would be 2.5. A student's GPA is figured only on credit hours attempted—courses for which the student receives letter grades (A-F), FN (failure, never attended), or FS (failure, stopped attending). FN and FS have the same value as an F. Grades of P (pass) and CR (credit) represent hours earned but are not used to calculate the GPA.

Grade Report

Final grade reports are sent to students' OAK e-mail accounts after grades are processed. Students can also retrieve their grades by accessing the Office of the University Registrar Web site, and selecting MyGrades under Online Services. By following instructions to request a grade report and successfully submitting a request, grade information is sent to students' OAK e-mail accounts or viewed online. Student grade information is maintained online allowing students to obtain any updated grade, GPA, and academic status information almost as soon as it changes.

Grade changes made before the end of the second and sixth weeks of the following quarter will result in corrected grade reports being automatically sent to students' OAK e-mail accounts.

Transfer Credit Grades

Grades for all acceptable transfer courses in which grades of C- or better are earned are converted to "T" on the student's academic record and the Degree Audit (DARS) Report. Effective fall quarter 2005–06, Ohio University will accept and apply transfer courses from Ohio public institutions in which grades of D+, D, or D- are earned. These courses will reflect a "TD" grade on the student's academic record and DARS report (per Ohio Board of Regents policy to ensure the equitable treatment of transfer students across Ohio's public institutions of higher education). The number of quarter hours of credit earned at each institution is recorded on the academic record, but no grades are recorded. Transfer students, therefore, enter Ohio University with no grade point average on their Ohio University academic records.

Prior to fall quarter 2005–06, D+, D, or D- grades were not transferable. However, if a student earned a D+, D, or D- in a course that was a specific prerequisite (as stated in the academic catalog of the prior school) to a course in which the student earned a grade of C or better, then the course in which the D+, D, or D- was received was accepted for credit earned, and the T was recorded on the DARS report.

Get to know Ohio University



TOOLS, TIPS & LINKS FOR SUCCESS

You want to succeed and we want to help you help yourself! There are several tools and resources that you can use.

Click on any one in the list at right or scroll down the page to see them all.

IN THIS SECTION:

Academic Advancement Center
Academic Advising
Career Services
Catalog
Communicating with Advisor & Instructor
Dates to Know
DARS (Degree Audit Reporting System)
Disability Services
E-mail, OAK ID and Netiquette
Institutional Equity
Judiciaries
Library
Quick Links to Campus Services
Software
Stress and Exams
Student Writing Center
Veteran's Benefits

Academic Advancement Center

Academic Advancement Center (AAC) offers support services that help Ohio University undergraduates to reach their academic goals. Tutoring services, academic skill development, and academic guidance are provided through credit courses as well as individual and group study sessions. For study tips, visit the Interactive Study Tips Web site

Academic Advising

Ohio University recognizes academic advising to be a central element of the educational experience of its undergraduate students. Advising is a collaborative relationship for which advisors and students share responsibility and through which students create sound educational plans consistent with their academic, career and personal goals. Students are responsible for being prepared for advising sessions, and for understanding University and major requirements.

Advisors are responsible for being accessible and responsive to students, and for providing accurate, timely information. Advisors also assist you with selecting courses for graduation, understanding degree requirements, and interpreting University policies and procedures. Your advisor is your primary contact at Ohio University and if they cannot answer your question, they can refer you to the appropriate person or office. Get to know your advisor well. They are your #1 resource!

It is important to remember to:

- PLAN EARLY. Contact your advisor BEFORE registration begins, or shortly thereafter.
- PLAN AHEAD. Plan not only for current quarter classes but for several quarters beyond.

Your advisor is Kelly Czack. You can reach her at Czack@ohio.edu. Kelly's office hours are typically 9 a.m. - 5 p.m. Monday - Friday.

Career Services

The Office of Career Services provides assistance with making career decisions, exploring major and career options, attending career fairs, and conducting effective job searches. Our staff is committed to providing comprehensive career development to all Ohio University students and alumni as well as offering programs and services to assist employers with their human resources and college relations needs. We encourage you to explore our Web site: www.ohio.edu/careers/ and view the many resources available to assist you in your job search.

Get to know Ohio University

Catalog, Undergraduate

The Ohio University Undergraduate Catalog is your official source of University policies and procedures. The complete online catalog is available at www.catalogs.ohio.edu. Use the online catalog search feature to help find information quickly.

The catalog in effect for the quarter in which you first complete coursework at Ohio University becomes your University and Major Program Catalog of Entry. This catalog defines the University-wide and college-level academic requirements you must complete and academic policies you must follow for the next five years.

The Undergraduate Catalog includes the following:

- University-wide policies, procedures, and services
- Colleges level policies, procedures and information
- Your major with required courses
- Course Descriptions

YOU ARE RESPONSIBLE FOR KNOWING AND FOLLOWING CURRENT UNIVERSITY WIDE, COLLEGE, AND DEPARTMENTAL REQUIREMENTS AND PROCEDURES.

Communicating with your Advisor and Instructors

Communicating professionally (clearly and politely) and developing relationships with your academic advisor and each professor/instructor are important to your academic success and excellent preparation for developing work relationships after college.

Understanding another person's perspective is essential for successful communication and relationship-building. Your advisor/professors have many advisees/students and wide-ranging responsibilities beyond advising and teaching – researching, writing grants, serving on committees, contributing to professional conferences, as well as living personal lives. Your time and your advisor/professor's time are valuable – mutual respect is the key.

General Guidelines:

- Contact your academic advisor and every instructor regularly.
- Read each course syllabus carefully; know your instructor's policies and procedures.
- Read e-mails and Blackboard postings from your advisor/instructors carefully and follow all instructions.
- Utilize office hours if the instructor gives you specific time to contact him/her and work within those times.
- Make appointments in advance and then make sure you contact the advisor/instructor if you need to reschedule. Do not leave them wondering why you did not call.
- Follow up on advisor/instructor recommendations and advice.
- Write a thank-you note or e-mail after helpful interactions.

Instructor Contact for the BTAS and BCJ programs

You must contact your instructor(s) within 3 days of the start of class to be sure he/she knows you have begun work on the class. If the instructor does not hear from you within 3 days, you may not be allowed to continue in the class.

Get to know Ohio University

Dates to Know

University Offices Closed, classes not in session

Fall 2008

Sept. 1, Mon. • Labor Day holiday
Nov. 11, Tues. • Veterans Day holiday
Nov. 27, Thurs. • Thanksgiving Day holiday
Nov. 28, Fri. • Columbus Day holiday observed
Dec. 25, Thurs. • Christmas Day holiday
Dec. 26, Fri. • Presidents' Day holiday observed
Jan. 1, Thurs. • New Year's Day holiday

Winter 2009

Jan. 1, Thurs. • New Year's Day holiday
Jan. 19, Mon. • Martin Luther King Day

Spring 2009

May 25, Mon. • Memorial Day holiday

Summer 2009

July 3, Fri. • Independence Day holiday observed

Calendar, Academic 2008-09

Fall 2008-09

Fall Registration Begins	Friday, May 30, 2008
Fee Payment Deadline for Pre-registered Students	Monday, August 25, 2008
Classes Begin	Monday, September 8, 2008
Classes End	Saturday, Nov. 15, 2008
Final Exam Period	Mon, Nov 17– Fri, Nov 21, 2008
Last Day to Add a Fall Qtr Class in the online bachelor's degree completion program	Wednesday, Sept. 10, 2008
Last Day to Cancel Registration (remove all courses and fees)	Sunday, September 7, 2008
Last Day to Drop Classes(Course remains on student's record with WP/WF and no fee adjustment)	Monday, October 13, 2008
Last Day to Withdraw from the University (Course remains on student's record with WP/WF and no fee adjustment)	Friday, November 14, 2008
Last Day for 80% Refund for complete Withdrawal from the University	Monday, September 22, 2008
Last Day to Apply for Graduation	Tuesday, September 30, 2008

Winter Quarter 2008-09

Winter Registration Begins	TBD
Fee Payment Deadline for Pre-registered Students	Monday, December 22, 2008
Classes Begin	Monday, January 5, 2009
Classes End	Saturday, March 14, 2009
Final Exam Period	Mon, Mar 16 – Fri, Mar 20, 2009
Last Day to Add a Winter Quarter Class without Instructor's Signature	Monday, January 12, 2009
Last Day to Add a Class Instructor's Signature Required	Tuesday, January 20, 2009
Last Day to Cancel Registration (remove all courses and fees)	Sunday, January 4, 2009
Last Day to Drop Classes (Course remains on student's record with WP/WF and no fee adjustment)	Monday, February 9, 2009
Last Day to Withdraw from the University (Course remains on student's	Friday, March 13, 2009

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record with WP/WF and no fee adjustment)

Last Day for 80% Refund for complete Withdrawal from the University Tuesday, January 20, 2009
Last Day to Apply for Graduation Monday, January 26, 2009

Spring Quarter 2008-09
Spring Registration Begins TBD
Fee Payment Deadline for Pre-registered Students Monday, March 16, 2009
Classes Begin Monday, March 30, 2009
Classes End Saturday, June 6, 2009
Final Exam Period Mon, June 8–Fri, June 12, 2009
Last Day to Add a Spring Quarter Class without Instructor's Signature Monday, April 6, 2009
Last Day to Add a Class Instructor's Signature Required Monday, April 13, 2009
Last Day to Cancel Registration (remove all courses and fees) Sunday, March 29, 2009
Last Day to Drop Classes (Course remains on student's record with WP/WF and no fee adjustment) Monday, May 4, 2009
Last Day to Withdraw from the University (Course remains on student's record with WP/WF and no fee adjustment) Friday, June 5, 2009

record with WP/WF and no fee adjustment)

Last Day for 80% Refund for complete Withdrawal from the University Monday, April 13, 2009
Last Day to Apply for Graduation Tuesday, April 21, 2009

Summer Session 2008-09
Summer Registration Begins Tuesday, April 7, 2009
Fee Payment Deadline for Pre-registered Students Monday, June 8, 2009
Classes Begin Monday, June 22, 2009
Classes End Friday, August 28, 2009
Final Exam Period Final Exams are scheduled for the last meeting time of each individual class.
Last Day to Add a Summer Session Class without Instructor's Signature Monday, June 29, 2009
Last Day to Add a Class Instructor's Signature Required Monday, July 6, 2009
Last Day to Cancel Registration (remove all courses and fees) Sunday, June 21, 2009
Last Day to Drop Classes (Course remains on student's record with WP/WF and no fee adjustment) Monday, July 27, 2009
Last Day to Withdraw from the University (Course remains on student's record with WP/WF and no fee adjustment) Thursday, August 27, 2009
Last Day for 80% Refund for complete Withdrawal from the University Monday, July 6, 2009
Last Day to Apply for Graduation Monday, July 30, 2009

For a complete printable Academic Calendar, visit the University Registrar's Web site.

Degree Audit Reporting System (DARS)

A DARS report is issued to currently enrolled students each quarter for priority registration by your advisor. This report includes your Registration Access Code (RAC) and your registration access time. This report helps in determining requirements for graduation by showing progress toward completing those requirements. You may view your DARS report online by accessing the Office of the University Registrar Web site, www.ohio.edu/registrar, and selecting MyDARS under Online Services.

Special Note Concerning Hours and Grades on the DARS Report: Your official Ohio University transcript lists all courses you have taken or are taking at Ohio University, the grades you have earned, and your official grade point average (GPA). These totals are used to determine graduation rank, graduation with honors, financial aid and scholarship eligibility, fees, and total hours earned at Ohio University that may be applied toward graduation from any of the colleges.

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Your DARS report shows how these courses and grades apply to the graduation requirements for a particular program. Most of the time the total hours attempted (HA), hours earned (HE), and grade point average (GPA) displayed in the General Graduation Requirements section of your DARS report will match those on your transcript. However, legitimate differences may exist. For example, some colleges have limits on such things as the total number of physical education activity hours that can apply toward degree requirements, and some do not. Some have limits on other categories, such as the number of technical elective credits and number of hours with grades of "CR" that can count toward graduation. Also, there are limits on the total number of hours in developmental courses and the total number of hours with P (pass) grades. All of these count in the total number of hours earned at Ohio University on your transcript, but they may or may not count toward graduation depending upon the program you are completing and other limitations. DARS reflects these idiosyncrasies for each individual program counting only the hours and grades that are appropriate for that program, thereby giving you an accurate statement of your progress toward completing graduation requirements for that particular program.

Sometimes discrepancies can exist because students take courses they should not take (for example, Math 163A after passing Math 263A and B). In this case, DARS deducts the credit and grade for Math 163A but Math 163A will still show on the transcript.

Disability Services

The Office of Disability Services facilitates services and reasonable accommodations for persons with disabilities in order to make Ohio University programmatically and architecturally accessible. The office offers confidential consultation about disability questions and concerns for all members of the campus community. For questions about services available, visit www.ohiou.edu/equity/disabilityservices.

Institutional Equity

You may have a documented disability or suspect that you have a disability that interferes with your academic performance. Getting the support that you need can be crucial to your academic success. The Office for Institutional Equity provides services and accommodations for students with:

- ADD/ADHD
- Chronic Illnesses
- Hard of Hearing/Deafness
- Learning Disabilities
- Mobility Impairments
- Psychological Disabilities
- Visual Impairments/Blindness

Students must register with the Office for Institutional Equity and present documentation to qualify. You should contact the office early and before the quarter begins, if possible. Call 740-593-2620 (TTD: 740-593-0193) or equity@ohio.edu the office for more information or visit their Web site at Disabilities Services.

E-mail (Your OAK Account) and E-mail Etiquette

When you first are admitted to Ohio University, you will receive an OAK ID. Please follow the instructions in your acceptance letter to activate your OAK ID. If you lose your activation letter or have other questions about your OAK ID, please call the Service Desk, (740) 593-1222. For more information, visit: the Office of Information Technology.

It is imperative that you know your OAK ID and password, as many Ohio University services use these to authenticate access.

Your Ohio University OAK e-mail account should be activated upon admission to the University. You will receive detailed instructions on how to access your e-mail in your acceptance materials.

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Student OAK accounts include:

- 100MB of e-mail storage
- Spam and Virus Filtering
- 200 MB of drag-and-drop, password protected network storage for personal files and folders
- The option to create a personal Web site

You OAK ID and password are the key to numerous online services, including:

- Class registration and schedules
- Online billing statements and payment options
- Grade Reports
- Free Software Downloads
- Online class notes, assignments, and discussion groups

To keep in touch with professors and classmates, you need to use your Ohio University e-mail account. Please check your OAK e-mail regularly for official University correspondence. Many Ohio University departments and professors depend on OAK e-mail for both announcements and assignments. We do not recommend forwarding your OAK account.

If you have problems accessing your e-mail or have questions, call the Service Desk, (740) 593-1222.

Netiquette (E-Mail Etiquette)

When you write an e-mail to your advisor/instructor:

- Always include a clear Subject Heading at the top (this helps the person to know the e-mail is not spam).
- Include your full name and PID number at the end.
- Reread your e-mail before you send it – is it well-written (grammar, spelling, punctuation)? Is your purpose clear? Is your tone polite and respectful?
- Do not use IM-speak or emoticons.
- Never write in all caps (in e-mail terms, it represents shouting).

Judiciaries

University Judiciaries primary purpose is to safeguard the learning environment of Ohio University by upholding its standards for student conduct. University Judiciaries administers the "Ohio University Student Code of Conduct" with three goals in mind: To apply community standards for conduct consistently and equitably.

- To administer hearing procedures that afford due process, that are just, and that balance the rights of accused and complaining parties.
- To provide opportunities for growth and development for offending students.

Throughout Ohio University's judicial process, due process protections are provided. Ohio University not only meets but exceeds due process protections required by law. Ohio University provides:

- An established code of conduct that details Ohio University's expectations for student conduct.
- Written notice of charges when students are accused of violating Ohio University's policies.
- A procedural interview during which charges, evidence, rights and options are discussed with students or student organizations accused of misconduct.
- A hearing for a further exploration of the facts and circumstances of the case in the event that the accused denies the charge.
- An established standard of proof: preponderance of evidence.
- Two levels of appeal.

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Library

Alden Library offers a variety of services online and by phone. Helpful reference staff can answer your questions, help you find a book, and show you how to use online databases for journal articles. Many other online services are available for distance learners. Please visit Off-Campus Library Services for more information.

Quick Links to Campus Services and Contact information

(visit www.outreach.ohio.edu/onlinecomplete/orientation/tools.htm for links to these areas)

Academic Advancement Center: www.ohio.edu/aac

Advising – E-mail: czack@ohio.edu

Bursar: www.ohio.edu/bursar

Campus Events Calendar: www.ohio.edu/calendar

Career Services: www.ohio.edu/careers

DARS: www.ohio.edu/registrar/darsonline.cfm

Financial Aid and Scholarships: e-mail Lisa Butler, butlerl@ohio.edu

Institutional Equity/Disability Services: www.ohio.edu/equity

Lifelong and Distance Learning: www.ohio.edu/lifelong

Relationship Managers:

Carissa Anderson, andersc3@ohio.edu – Washington State Community College and Hocking College

Jody Van Winkle, vanwinkl@ohio.edu – Columbus State Community College and Sinclair Community College

Kelly Czack, czack@ohio.edu – Lorain County Community College

Registrar: www.ohio.edu/registrar

Student Writing Center: www.ohio.edu/writing/swc.cfm

Undergraduate Catalog: www.ohio.edu/catalogs

University College: www.ohio.edu/univcollege

University Library: www.library/ohiou.edu/find

University Switchboard: 740.593.1000

Web Registration: www.outreach.ohio.edu/onlinecomplete/students/register.htm

Software

The University offers free downloads of selected applications and steep educational discounts on many more. For a complete list of available software, visit the Office of Information Technology Web site and select “Software & Downloads”.

Stress and Exams

College can be a stressful experience for students. Many students are trying to work, raise a family, go to school, earn good grades, participate in extracurricular activities, and have a little fun too. There is increasing pressure to do well academically, which some students cope with by turning to drugs, alcohol, over-eating, over-sleeping, or a combination of these and other negative activities. Overindulging in anything can be very harmful to students' well-being and education.

Fortunately, there are positive ways to deal with stress:

- Take care of yourself physically – eat healthy, get enough sleep, exercise.
- Develop relaxation techniques
- Improve your time management – make quarter and weekly schedules and daily to-do lists.
- Prioritize your activities.
- Have a support system
- Manage your emotional response – distinguish between big things and little things. Realize that getting angry or upset over little things is not healthy for you and that you can control your response.

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- Understand that stress is part of normal everyday life. Some stress is unavoidable but you can control your response.

Usually the most stressful times during the quarter are around the 4th or 5th week of the quarter and during final exam week. Many students suffer from test anxiety, which can negatively impact the student's health and grades. Here are some positive ways to deal with test anxiety:

- Stay caught up with your reading and check in online everyday.
- Study in advance, beginning a week or more in advance to review. Don't wait until the last minute to study for a test.
- Cramming the night before an exam usually only leads to more stress.
- Get a good night's sleep before exam day.
- Get to know your instructors. E-mail the instructor specific questions about things you don't understand from the reading and/or assignment.
- Utilize academic resources like the Academic Advancement Center to help you develop good study, test preparation and time management skills. Recognize what knowing and understanding the material means. Just because you've highlighted or looked at your notes several times doesn't mean you really know and understand the material.
- Discover the learning techniques that work best for you. The Academic Advancement Center can help you with this.
- Understand that different types of exams – multiple choice, essay, problem-based – are better suited to different study techniques as well as different test-taking approaches.

If you haven't already completed the READI, E-Learning Readiness Indicator, give it a try. The results will help you determine your learning style and provide you with tips on how to improve your study skills to succeed.

Student Writing Center

The Student Writing Center provides free online appointments. Visit their Web site for hours and additional information about scheduling appointments. Assistance is available at any stage of the writing process, from understanding the assignment to looking at a revised draft. You can get help with developing the thesis or main idea, organizing or developing ideas, the bibliography, grammatical issues or any other writing concerns.

Veterans Benefits

Students who wish to receive Veterans Education Assistance should contact the Registrar Staff Offices, for the purpose of certifying eligibility. For more information regarding Veterans Education Assistance, call (740) 593-4186 or veteransaffairs@ohio.edu.

Undergraduate students must register for at least 12 quarter hours for full benefits.