

# OHIO

## Graduate Student Handbook



Created by:



[www.ohio.edu/gss](http://www.ohio.edu/gss)

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## ***TABLE OF CONTENTS***

<b>About the Graduate Student Handbook</b>	... 3
<b>About Graduate Student Senate</b>	... 4
<b>Academic Information &amp; Funding</b>	... 8
<b>Academic Services</b>	... 10
<b>Administrative Information</b>	... 11
<b>Judicial Process</b>	... 12
<b>Campus Life</b>	... 13
<b>Other Information Sources</b>	... 21

## ***About the Graduate Student Handbook***

This handbook has been compiled for graduate students by the OU Graduate Student Senate. It is intended to be a supplement to the general student handbook at OU, which can be accessed at [www.ohio.edu/students/handbook](http://www.ohio.edu/students/handbook).

We hope that this graduate student handbook will provide guidance, prevent some hassles and encourage greater contact and cooperation among graduate students and departments. If you have any suggestions that you think should be passed on to the next year's incoming graduate students, contact Graduate Student Senate. We welcome your input and your involvement.

– *Graduate Student Senate*

[www.ohio.edu/gss](http://www.ohio.edu/gss)

[gss@ohio.edu](mailto:gss@ohio.edu)

## ***About Graduate Student Senate***



### **Role and purpose of GSS**

The Graduate Student Senate (GSS) is recognized by the Ohio University Board of Trustees as the administrative body representing graduate students at Ohio University. The purpose of the senate is to act as an advocate for graduate students in the University and community, to promote academic, administrative, and social programs for graduate students, and to provide a forum in which graduate students can present, discuss, and act on their concerns.

### **GSS Activities**

In addition to working with the administration, addressing graduate student concerns, and providing information, GSS: holds regular meetings through the year, administers the Original Work and Travel Grant program, awards the Outstanding Graduate Student and Faculty Award, coordinates workshops and seminars, and plans social events for graduate students.

### **GSS Office**

The GSS Office is located in Lindley Hall, Room 218 until January 2007, after which it will be moved to the new Student Center. To contact any of the officers of GSS, call (740) 593-1899 or visit [www.ohio.edu/gss](http://www.ohio.edu/gss).

## Membership

Graduate Student Senate is composed of members elected and appointed from each college, school, and department. In order to be eligible to serve as a Senator, a student need only be a full-time graduate on the Athens-campus. GSS meets on a regular basis year-round, and all meetings are announced and open to the public. Minutes and resolutions of the meetings are posted on the GSS website at [www.ohio.edu/gss](http://www.ohio.edu/gss).

### University Standing Committees: *Get Involved*

As the link between graduate students and the administration, GSS coordinates the appointment of graduate students to OU Standing Committees. Standing Committees encompass a wide variety of administrative, academic, local and national issues.

Committee reports are given during regular GSS meetings so that representatives can disseminate the information. Graduate students from all departments and administrative units are encouraged to serve as members, along with the faculty and administrators that comprise most of standing committee membership.

Standing committee service provides graduate students with the opportunity to both enhance their professional development and to actively participate in the university community. It is only through steady efforts on university, college, and department level committees that the academic and professional interests of graduate students can be furthered.

Applications for committee service and complete descriptions of individual committee duties are available at the GSS office. The following is a briefly annotated list of the University Standing Committees.

***Admission and Recruitment Committee:*** The Admissions and Recruitment Committee recommends and evaluates admissions and recruiting policies in light of overall university goals and programs. One graduate student is appointed

***Cultural Activities Committee:*** The Cultural Activities Committee attempts to provide a diversified cultural program of events for the campus and community. The Committee determines the kinds of programs which should be offered. One graduate student is appointed.

***University Curriculum Council:*** The function of the university Curriculum Council is to make recommendations concerning the addition and deletion of programs, the quality and priority of existing academic programs, the addition and deletion of courses, and the nature of academic requirements. Two graduate students and two student alternates are appointed.

**Ecology and Energy Conservation Committee:** This committee fulfills two roles: preserving and enhancing the physical environment at Ohio University and promoting energy conservation. One graduate student is appointed

**Graduate Council:** The Graduate Council is an advocated for graduate education at Ohio University. It coordinates all graduate programs and initiates general policy for graduate programs and recommends the introduction, implementation and if necessary, the elimination of graduate programs. Three graduate students serve as regular members and one graduate student serve as an alternate.

**Honorary Degree Committee:** The Committee solicits nominations and biographical information from all departments for honorary degree candidates. The Committee then recommends candidates to the President for consideration. One graduate student is appointed.

**Human Relations Committee:** The Human Relations Committee exists to educate and advise the University regarding activities, policies and practices that are unfair and/or inconsiderate. The Committee promotes and emphasizes University policies and procedures designed to establish and maintain just and nondiscriminatory human relationships on campus. One graduate student is appointed.

**Instructional Media Committee:** The instructional Media Committee is charged with the coordination, development and promotion of instructional media activities on the main and regional campuses. One graduate student is appointed.

**Intercollegiate Athletics Committee:** The committee is concerned with all facets of intercollegiate athletics at Ohio University. One graduate student is appointed.

**International Student Affairs Committee:** The International Student Affairs Committee recommends policy concerning recruitment, admission and the services provided to international students at the University. One graduate student is appointed.

**Kennedy Lecture Committee:** The main purpose of the Kennedy Lecture Committee is to make lecturers and speakers available to the University and the Athens Community. One graduate student is appointed.

**Library Committee:** The University Library Committee advises the Director of the Libraries and the University Administration on board policies relating to the libraries and library service including circulation policies, collection development, acquisitions funds, user services, and space need and utilization. One graduate student is appointed.

**Ohio University Press Editorial Board:** The function of the Board is to make publishing recommendations to the Press. Members of the Board carry the responsibility for the editorial direction of the Press. One doctoral candidate is appointed.

**Parking and Vehicle Violation Committee:** The committee is responsible for all parking and related matters on University property. One graduate student is appointed.

**Post Publishing Board:** The role of the Post Publishing Board is to assist the Post in its efforts to help meet the University community's communication needs and to provide maximum opportunity for educational journalistic experience. One graduate student is appointed.

**Radiation Safety Committee:** The purpose of the Radiation Safety Committee is to establish and to administer regulations concerning standards and procedures designed to minimize the hazards associated with the use of materials and equipment which emit radiation. One graduate student is appointed.

**Research Committee:** This committee provides support for faculty and contract staff research, scholarship and creative works in any field of study. Two graduate students are appointed.

**Student Code of Conduct Review and Standards Committee:** This committee advises the Dean of Students on the University Judicial System and the Student Code of Conduct. The Committee periodically reviews the goals of educational discipline and the effectiveness of disciplinary sanctions, advises on appointments of hearing and grievance boards, and recommends changes in the Code of Conduct and the University Judicial Policies and Procedures. One graduate student is appointed.

**University Planning and Advisory Council:** The Council is the planning body of the University. The University Planning and Advisory Council is responsible for the budgetary planning and the allocation of funds in accordance with University mission and policy. One graduate student is appointed.

**[For the latest information on standing committees, please visit:  
[www.ohio.edu/facultysenate](http://www.ohio.edu/facultysenate)]**

## ***Academic Information and Funding***

*Funding for Graduate Studies and Research: Start Looking Now*

### **Graduate Student Senate Original Work & Travel Grant Program**

Graduate Student Senate sponsors special financial awards presented to graduate students to help defray the costs incurred in special research projects, the preparation of results, and/or research presentation or performance. Projects in all fields of graduate study are eligible for review and funding. Original Work and Travel Grants are awarded during the Fall, Winter and Spring quarters. The total amount awarded annually is \$24,000. Travel Grants are chosen by lottery and Original Work Grants are chosen qualitatively by a committee of students.

Any graduate student registered at the time of application may apply. Applications must be submitted to Graduate Student Senate by the deadlines listed on [www.ohio.edu/gss](http://www.ohio.edu/gss). Guidelines for preparation of proposals and applications for the grant are also available on the GSS website.

### **Fulbright Program**

The Fulbright Program is authorized by the Mutual Educational and Cultural Exchange Act of 1961. The purpose of the program is to enable the government of the United States and nationals of other countries through a variety of educational activities, primarily university teaching, advanced research, graduate study, and teaching in elementary and secondary schools. For more information about, visit: [www.cies.org/](http://www.cies.org/).

### **Other Grant Sources**

Graduate Student Senate is actively involved in providing grant writing workshops and information on funding sources. Visit the GSS website at [www.ohio.edu/gss](http://www.ohio.edu/gss) for dates and topics of workshops. For more information about grants and funding, visit the Office of Research website at [www.ohio.edu/research](http://www.ohio.edu/research). We also encourage you to visit the Graduate Studies' financial aid website: [www.ohio.edu/graduate/finaid.cfm](http://www.ohio.edu/graduate/finaid.cfm).

### **Tuition Scholarships**

Tuition Scholarships are paid for the academic year (3 quarters). Summer tuition scholarships may be available, and can be split according to the term of the quarter. Partial tuition scholarships may be offered by the departments. Appointments at all levels require full-time status. There is an 18-quarter rule in which tuition support is cut off to graduate students. However, stipends and external funding are still be available.

## **Graduate Student Appointments**

A graduate contract appointee is defined as a full-time graduate student who holds an appointment and is responsible for performing specific duties such as classroom instruction, student advising, residence hall supervision, faculty assistance, research, and other scholarly or administrative duties (typically 20 hours/week). For information on policies governing graduate appointments, refer to the Teaching Assistant Handbook and the Graduate Council by visiting [www.ohio.edu/graduate](http://www.ohio.edu/graduate). Departmental policies determine specific job descriptions; however, a few general guidelines are as follows.

### **General Guidelines**

Graduate contract appointees are primarily graduate students pursuing an advanced degree. Therefore, services for which they receive remuneration are to be limited in scope, secondary to their studies, and a meaningful part of professional preparation. When an appointee's duties involve teaching, the department should see that the course or subject taught is commensurate with appointee's training, background and professional development. Assignments for the graduate teaching associates should normally be made no later than two weeks before the end of the prior quarter to allow for adequate preparation time. Last minute changes in a teaching assignment should be made only under special circumstances.

### **Work Load**

GSS recommends that students ask their departments for a written list of clearly defined responsibilities. The workload includes time spent in preparation in classroom and/or laboratory, in counseling students and in grading students' work and should not exceed a maximum of twenty hours per week. Contracts normally start the first day of each quarter and end on the official closing date of the quarter. If an appointee is assigned to more than one faculty member in a given quarter, care must be taken to avoid exceeding the maximum work load. Individual departments may make special arrangements if service is required during academic holidays. Each department is required to provide appointees with the appropriate facilities to carry out their assigned duties.

### **Early termination of Appointments**

A graduate student may be terminated for any of the following reasons:

- A change in a student's enrollment status
- Failure to make satisfactory progress toward a degree
- Malfeasance or nonfeasance
- Mutual agreement between the department and graduate appointee
- If, after a grievance hearing it is determined that early termination is justified.

# **Academic Services**

## **Alden Library**

A description of Vernon R. Alden Library has been included in the later part of this handbook. We recommend every graduate student to use the services like ALICE, Ohio Link, and other programs and websites to the fullest in their academic work.

## **Academic Advancement Center**

Located on the first floor of Alden Library, this office provides help with the basic academic skills such as reading, and study habits. These services are free. The center also refers students to private tutors and editing services (fee attached). Graduate students who teach University courses should become aware of the center's services so they can properly advise students who need extra help. The Center also provides state of the art computers and technological services.

## **Instructional Media Services**

Located on the 2<sup>nd</sup> floor of Alden Library, the Learning Resources Center provides audio-visual materials for the classroom and/or personal use. Some of the services provided include the media collections, video and DVD rental, and the production of specific instructional materials. You can prepare your own overhead transparencies here for as well.

## **Student Writing Center**

Based at the second floor of Alden, the staff at the writing center guides students through brainstorming, editing, grammar-checking, and other aspects of writing successful papers.

## **Computer Services Center**

A description of the CSC has been included in the later section of this handbook. The students can use the lab by showing their OU ids.

Besides the listed services, students can also obtain other services at OU. For further information, refer the later section of this handbook (*Administrative Buildings Concerning Graduate Students*).

# ***Administrative Information***

## **Graduate Student Services**

Graduate Student Services, in short, handles most of the “little details” of a graduate career at Ohio University. If the office cannot solve or address a particular problem, the staff will be able to direct the student to the proper office for service.

The Office of Graduate Student Services is the center of a network of services affecting graduate students. Located in McKee House along the Office of Graduate Studies, this office handles all aspects of admissions and graduate student life. In addition, Graduate Student Services is the official depository for the graduate student records. Schedules, grades, special grade reports, oral defense forms, committee forms and other forms are kept on file. Furthermore, if changes in records from previous quarters are necessary, the office manages the paperwork. Visit the Graduate Studies website at: [www.ohio.edu/graduate](http://www.ohio.edu/graduate).

## **International Student and Faculty Services**

This office cares for the special needs of the international students on the Ohio University campuses. The University recognizes that the circumstances of international students differ from those of American students. Consequently, the staff is trained to handle the varied problems connected with personal, academic, financial and immigration matters. The international Student and Faculty Services provides a number of routine services such as: letters of certification to foreign banks, embassies, and universities; forms for United States Government offices or the governments of other nations; and reports for foreign and domestic sponsoring institutions and private sponsors. In addition, the office responds to a great variety of special requests from outside the University through telephone calls and correspondence.

The staff presents a New Student Orientation Program at the beginning of each quarter which includes introductory information about immigration regulations, the American academic system, and an introduction to Athens and the campus. It offers an opportunity for new international students to meet continuing students from their own countries and to exchange ideas with students from all over the world. The office also assists student organizations with programs and activities. The highlight of the year is the International Week and the Athens International Street Fair. For further information, visit ISFS website at: [www.ohio.edu/isfs](http://www.ohio.edu/isfs).

# ***Judicial Process***

## **University Judiciaries**

The purpose of the Ohio University Judiciary System is to provide orderly administration of the student Code of Conduct consistent with the principles of due process of law applicable to state universities. The judicial system is the responsibility of the Dean of Students.

## **Procedures**

If a student disagrees with a grade, please visit the University Ombuds website for more information at [www.ohiou.edu/ombuds](http://www.ohiou.edu/ombuds).

If an instructor accuses a student of academic misconduct and refers the case to University Judiciaries. This may result in expulsion or suspension, probation or another sanction, or the case being dropped due to insufficient evidence. If the student or instructor disagrees with the sanction or procedures, a written appeal must be filed with the University Appeal Board. If the case is still not resolved, under extremely unusual circumstances, final review by the President of the University may be requested.

If at any time a student needs advice on the judicial process, he or she can consult Students Defending Students, the Ombudsman, or the University Judiciaries.

## **Plagiarism**

Graduate students at Ohio University – regardless of their geographic origins – are required to read and understand the Student Code of Conduct policies on plagiarism. We strongly recommend that you visit [www.ohio.edu/students/handbook/](http://www.ohio.edu/students/handbook/) and also view the document available at: [www.ohio.edu/judiciaries/](http://www.ohio.edu/judiciaries/).

## [Campus Life](#)

### **Campus Safety**

For information on campus safety, visit [www.ohio.edu/students/tran\\_safe.cfm](http://www.ohio.edu/students/tran_safe.cfm). For campus police assistance, contact the Ohio University Police Department at (740) 593-6606 or at [www.ohiou.edu/police](http://www.ohiou.edu/police). For off-campus police assistance, contact the Athens Police Department at (740) 592-3315 or [www.ci.athens.oh.us/apd.html](http://www.ci.athens.oh.us/apd.html).

Campus escort services are available to all students. Find more information at [www.ohiou.edu/police/escort.htm](http://www.ohiou.edu/police/escort.htm) or by calling at (740) 593-4040.

### **Entertainment**

Check the Events Calendar at [www.ohio.edu/calendar/](http://www.ohio.edu/calendar/) for a listing of performing arts, lectures, visual arts, and other entertainment possibilities. Some things you won't want to miss include the Performing Arts Series, Kennedy Lecture Series, the Athens Film Festival, the Spring Literary Festival and the Athens International Street Fair.

There are many ways to meet other graduate students. Sometimes international conversations hours are schedule at local restaurants and coffee houses. Visit the Graduate Student Senate website for more information at [www.ohio.edu/gss](http://www.ohio.edu/gss).

Some departments have happy hours scheduled. Besides, the Baker Center has free fun activities on Friday and Saturday evenings for all students. Some other places to meet graduate students include: the Donkey, Perks, Casa Nueva, O'Hooley's, Tony's and The Union.

### **Parks to Visit**

There are five city parks in Athens, representing approximately 95 acres of grounds maintained and administered by the Athens Parks and Recreation Department.

#### ***East State Street Park, 733 East State St.***

- A community park with facilities for tennis, outdoor racquetball, biking, jogging, swimming, basketball, volleyball and picnicking.

#### ***Highland Park, Highland Ave.***

- A neighborhood park and playground site with picnicking area and a small play area with a basketball court.

***Sells Park, End of Avon Place***

- The city's own wilderness, now a National Recreation Trail. Fishing is permitted with a license. This is the only area where mountain bike riding is permitted.

***Southside Park, Richland Ave.***

- A neighborhood park and playground site with large activity area and complete picnicking facility.

***West State St. Park, end of West State St.***

- A community park with eight softball/baseball fields, including one adult baseball field, with picnicking and playground facilities.

Alcohol, camping and golfing are prohibited in city parks. For more information on the City - Recreation Complex, contact the Athens Parks and Recreation Department. The following are local state parks of interest.

***Burr Oak State Park***

- About 35 minutes from Athens on Rt. 13 and 78. Lodge, swimming, boating, hiking, camping, and picnicking.

***Hocking Hills State Park***

- About 45 minutes from Athens on Rt. 56 or 33 North. Includes Old Man's Cave, Conkle's Hollow, Ash Cave, Cedar Falls, Rock House. Hiking, camping, lodge with swimming pool.

***Lake Hope***

- About half an hour from Athens on Rt. 56 or 50, and Rt. 378. Swimming, hiking, camping and boating.

***Lake Snowden***

- About 10 miles from Athens on Rt. 50 West. Camping, swimming and boating.

***Stroud's Run***

- About four miles from Athens. Hiking, camping, boating and swimming.

**University Athletic & Recreational Facilities**

- For information on OU's recreational facilities, please visit:  
[www.ohiou.edu/about/athletics/index.html](http://www.ohiou.edu/about/athletics/index.html).

## Health Services

### Counseling and Psychological Services

Professional counselors are available at Hudson Health Center for individual or group counseling sessions. Sessions are confidential and may be related to educational, career, or personal problems. Workshops on special topics are also provided periodically.

### Emergency Care

Students requiring services when Hudson Health Center is closed may go to the emergency room or urgent care room at O'Bleness Memorial Hospital. Emergency transportation to either Hudson Health Center or the O'Bleness Memorial Hospital may be provided in the following ways:

***On-Campus Emergencies:*** Call the OUPD for assistance at (740) 593-6606.

***Off-Campus in Athens:*** Call O'Bleness Hospital at (740) 593-5551.

***Outside Athens:*** Call Southeast Ohio Emergency Medical Service at (740) 446-9840

### Hudson Health Center

All students are eligible for medical services at the Hudson Health Center, regardless of the number of credit hours for which they are enrolled and regardless of whether or not they carry the University health insurance policy. Students are required to present properly validated identification cards for the current quarter at the time services are requested.

The Health Center gives free physician/nursing consultations as well as some free diagnostic laboratory tests and physical treatments. There are reduced fees for pharmacy purchases, x-rays, medical supplies, and some diagnostic tests. Laboratory tests include pregnancy, venereal disease, hepatitis and other specific conditions. Gynecological services are available on the second floor of the Health Center.

Students are seen on a "first come – first served" basis, unless a more serious condition exists. If you prefer a specific physician, you may request that physician when you register at the front desk. Those who wish to schedule gynecological services or obtain a prescription re-fill must first sign in at the registration desk. Visit Student Health Services at:  
[http://www.ohiou.edu/hudson/shs\\_page.html](http://www.ohiou.edu/hudson/shs_page.html).

## **Medical Services Clinic**

The Medical Services Clinic is run in conjunction with the College of Osteopathic Medicine and is open to the general public. Patients are seen on an appointment basis. Students who wish to use these services must *first* go to Hudson Health Center and obtain a referral to these services. Payment is expected when services are rendered; however alternative payment arrangements are available.

## **Health Education and Wellness**

Located in room 218 in Hudson Health Center, the Department of Health and Wellness provides a variety of programs and services. Some of the services include: sexual health seminars; gynecological clinic services; nutrition, exercise, and weight programs; sexual assault education/prevention workshops; and seminars on stress management, eating disorders, alcohol and substance abuse and other topics.

## **Health Insurance**

The University offers a comprehensive health and accident group major medical insurance policy to supplement the medical services of the University. This insurance is optional for domestic students, although it is highly recommended that students have some form of insurance. Dependents cannot receive service at Hudson, but a student may purchase University health insurance for a spouse or dependents.

## **Housing**

We suggest that you begin a search for housing winter quarter or, at least, during the spring quarter of the academic year (starting in Fall) before you want to move in. Many graduate students prefer to live off-campus. For assistance in this area, contact the Office of Off-Campus Living, [www.ohio.edu/offcampus](http://www.ohio.edu/offcampus). Pay careful attention to the cautions below for off-campus housing.

## **On-Campus Housing**

Information on residence halls (dorms and apartments can be obtained by contacting the Housing Office at 060 Chubb Hall or by calling (740) 593-4090. University apartments (Wolfe Street) give priorities to families, and there is usually a waiting list. For more information on graduate housing at Ohio University go to the OU Housing Website or University Apartment Website ([www.ohio.edu/graduate/housing.cfm](http://www.ohio.edu/graduate/housing.cfm)). Graduate students who want to experience dorm living can refer to, which lists all of the buildings and their features.

## Off-Campus Housing

There are several sources of information on permanent off-campus housing possibilities. You should check the bulletin boards on the ground floor of Baker Center, as well as on other boards around campus, including the online one on the OU email (accessible through Mulberry as well as Webmail). Listings for housing are found in the *Athens Messenger*, the *Athens News* (published Mondays and Thursdays), and *The Post* (the student newspaper published daily when classes are in session). You can find the newspapers in many University buildings and local businesses. Additional information regarding off-campus housing may be obtained by visiting [www.ohio.edu/graduate/housing.cfm](http://www.ohio.edu/graduate/housing.cfm) or calling the Off-Campus Living office at [www.ohio.edu/offcampus/](http://www.ohio.edu/offcampus/).

Real estate offices occasionally have information on house rentals. You should be aware that some of these houses may not be located near campus. The agencies marked with an asterisk (\*) deal specifically with housing rentals, so you should contact them first. In general, the other agencies do not have apartment rentals, but occasionally have information on available houses. Be aware that *some* landlords have “less than favorable” reputations, and you may do well to check with friends before signing a lease. Some offices to check include:

Athens Realty	(740) 592-1146
Bob Dellinger Realty	(740) 594-4848 *
Century 21-Classic Gold	(740) 594-4211
Conrath Realty	(740) 592-3015 *
Finsterwald Realty	(740) 593-5994
Hayes Real Estate	(740) 593-8867
HER Hocking Valley Realtors	(740) 592-5252
John White Realty	(740) 593-3333
Slagle D.L. Real Estate	(740) 593-8033
Sole & Bloom Realtors	(740) 592-5263

Here is some apartment complex information:

Carriage Hill Apartments  
[www.carriagehillonline.com](http://www.carriagehillonline.com)  
115 Carriage Hill Drive  
(740) 594-2236

Athens Riverpark Apartments  
[www.riverparktowers.com](http://www.riverparktowers.com)  
36 North McKinley Avenue  
(740) 593-7783

River's Edge  
[www.riverparktowers.com](http://www.riverparktowers.com)  
36 North McKinley Avenue (740) 593-7783

Athens Station Apartments  
22 Station Street  
(740) 593-3153

Mill Street Village  
[www.millstvillage.com](http://www.millstvillage.com)  
186 Mill Street  
740-566-6455

University Courtyard  
[www.ucourtyardathens.com](http://www.ucourtyardathens.com)  
366 Richland Avenue  
740-594-5022

University Commons  
[www.oucommons.com](http://www.oucommons.com)  
15 South Shafer Street  
740-593-7571

## **Utilities**

The following is a list of companies that provide utilities in Athens, especially useful when living off-campus.

### ***Water***

City of Athens Water Department  
East Washington Street  
(740) 592-3347

### ***Gas***

Columbia Gas of Ohio  
1-800-344-4077

### ***Electricity***

American Electric Power  
1-800-277-2177

### ***Cable Television***

Time Warner Cable  
1-800-617-4311

### ***Internet***

Time Warner Roadrunner  
1-800-617-4311  
Frognet  
1-888-593-3764

### ***Telephone***

AT&T  
1-800-222-0300  
Verizon  
1-800-483-3000  
Sprint  
1-800-877-7746

### ***Some Helpful Hints...***

When signing a lease, read it carefully and make sure you understand your responsibilities and obligations, as well as those of the landlord. Ask a friend to accompany you and check the terms of your lease. It is also helpful to review the lease with a member of the Off-Campus Living office (740) 593-4073.

If you have resources, it is wise to take pictures of your apartment, date them, and place them in a sealed envelope. Off-Campus Living also offers access to video cameras so that you may document the conditions of the residence. If there are any problems concerning damages and possible charges against your security deposit you will have adequate legal proof of the condition of the apartment when you entered.

Be sure to clean your apartment well before you leave. Your idea of “clean” may be very different from your landlord’s. Know what is expected. Cleaning costs can easily be taken out of your deposit.

Landlords are required by law to return your security deposit (minus deductions if they apply) *within thirty days* of the end of your lease.

For questions about landlord responsibilities, tenant rights and responsibilities, contact the Center for Student Legal Services at [www.studentlegalrights.org](http://www.studentlegalrights.org) or at (740) 593-8093. As stated before, Off-Campus Living is also an excellent resource for this information, [www.ohio.edu/offcampus](http://www.ohio.edu/offcampus).

### **Legal Aid**

The *Center for Student Legal Services* ([www.studentlegalrights.org](http://www.studentlegalrights.org)) is a prepaid legal insurance program for Ohio University students. The minimal fee for it is included as an option on your quarterly tuition bill. It has two full time attorneys to serve students. It is a law firm for students! CSLS has been protecting, asserting, and defending student rights since 1997. The main issues impacting students involve landlords and the police (city, county, university, state-liquor control). Other student-based issues concern consumer, employment problems, and just getting along with others.

### **Vehicle Registration and Parking**

Make sure you register your vehicle when you arrive on campus. Know the areas where you can park and when you are authorized to park there. Parking near Peden Stadium is usually difficult during Fall Quarter. *When you purchase parking you are not guaranteed that a parking space will be available.*

If you do not park in a designated parking space (i.e. in the areas that are paved, having yellow lines on *both* sides of your car) you risk a parking ticket. Parking tickets may be appealed, but it is unlikely that you will have the fine removed if you park in an undesignated space, *even* if no spaces were available. Here is the Parking Services website: [www.facilities.ohiou.edu/parking](http://www.facilities.ohiou.edu/parking).

## **Voting**

In order to vote in Athens elections, register to vote with the Athens County Elections Board on Court Street next to the Court House. Polling locations are determined by residential wards. Additional information on ward locations, and absentee ballots, can be obtained at the Elections Board. More information may be obtained by calling (740) 592-3201.

## Other Information Sources

The following is a list of resources and publications which graduate students should turn to if they would like more information on any of the information in this handbook:

- *The Graduate Catalog*
- *The Graduate Link*
- *OU Student Handbook*
- *Ohio University Policy and Procedure Manual*
- *Graduate Council*
- *The Post*
- Brochures, flyers and informational packets produced and distributed by individual University departments, administrative units and services.
- *Athensi*
- Information is also distributed through the City of Athens- Local telephone directories and newspapers.

[For Campus Map & Administrative Buildings, click here.](#)

Here are some important buildings to check out:

- McKee House
- HDL Center
- Chubb Hall
- Baker Center
- Lindley Hall
- Hudson Health Center
- Templeton-Blackburn Alumni Memorial Auditorium
- New Baker University Student Center
- Vernon R. Alden Library
- Convocation Center

### Campus Directory

#### Useful Telephone Numbers

##### Arts and Culture

Athens County Historical Society & Museum...592-2280

Diary Barn Cultural Arts Center...592-4981

Fine Arts Ticket Office...593-4800

Lindley Arts and Cultural Center...597-2110

Music Library...593-4255

Multicultural Programs...594-4027

Templeton-Blackburn Memorial Auditorium...593-1762

Trisolini Gallery...593-0796

**City Government**

Athens City Council...592-3342  
[www.ci.athens.oh.us/council](http://www.ci.athens.oh.us/council)  
Athens City Office...593-7823  
Athens County Board of Elections...593-3201  
Athens Post Office...593-5578

**Banks**

Chase...593-6681  
Hocking Valley Bank...592-4441  
OU Credit Union...597-2800  
Mutual Federal Savings & Loan...593-7756  
People's Bank...593-7761

**Bars and Coffee Houses**

Casa Cantina...594-8691  
Casa Nueva...  
Casa Nueva & Cantina...594-8691  
Donkey Coffee & Espresso...594-7353  
Night Court...593-6622  
O'Hooley's...592-9686  
The Blue Gator...594-7271  
The C.I...593-5709  
Tony's...592-9853  
The Union Bar & Grill...592-9987

**Emergency & Safety**

For an Emergency, call 911  
Ambulance...593-7029  
Fire Department...592-3304  
Poison Center...593-6633  
Police (Athens)...592-3315  
Police (Ohio University)...593-1911  
O'Bleness Memorial Hospital...593-5551  
  
Safe-T Patrol Service (Ohio University)...593-4040  
Fire Safety...593-1665

**Graduate Student Services**

593-2800  
[www.ohio.edu/graduate](http://www.ohio.edu/graduate)  
Graduate Student Senate...593-1899

**Health and Wellness**

Health Education and Wellness...593-4724

Hudson Health Center...593-1660  
Wellworks (Grover Center)...593-2093  
Counseling and Psychological Services...593-1616

**Media – Print & Electronic**

The Post...593-4010  
WOUB Radio...593-4554  
WOUB Television...593-4555

**Other University Offices**

Academic Advancement Center...593-2644  
Adult Learning Service...593-2150  
Alden Library...593-2699  
Institutional Media and Technology Services...593-2670  
Alumni Relations Office...593-4310  
Bursar's Office...593-4130  
Campus Safety Division...593-1911  
Career Services...593-2909  
CATCAB ...597-1909  
Center for Community Services...593-4007  
Center for Writing Excellence...597-1857  
Computer Service...597-8000  
Computing and Technology Services...593-1608  
Child and Family Service...593-2883  
Dean of Students...593-1800  
Disability Services...593-9140  
Event and Activity Information...593-4000  
Education Abroad...593-4583  
Financial Aid...593-4141  
Housing Office...593-4090  
Identification Cards...593-4209  
International Student Services.....593-4330  
Judiciaries...593-2629  
Off-campus Living...593-4073  
Office of Institutional Equity...593-0790  
Office of Legal Affairs...593-2626  
Ombudsman...593-2627  
Parking and Vehicle Registration...593-1917  
Payroll...593-1860

Provost Office...593-2600  
Registrar...593-4191  
Registration Information...593-4200  
Residence Life...593-4095  
Speech and Hearing Clinic...593-1404  
Students Defending Students...593-4045

Student Employment...593-4141  
Campus Telephone Service...593-1222  
University Advancement...593-0217  
Wolfe Street Apartments...594-6845

**Recreation and Sports**

Athletics Ticket Office...593-1174  
Aquatic Center...593-4670  
Bird Ice Arena...593-4676  
Baker Center...593-0047  
Student Information...593-4000  
Front Room...593-4034  
Golf Course...593-4669  
Intramural Sports...593-9907  
Pings Recreation Center...593-9901  
Recreational Sports...593-4660

**Transportation**

Athens Cab...594-7433  
Athens Transit...592-2727  
Lakefrontlines...1-800-638-6338

**Utilities**

See page previous section on utilities.



*Above: The new Baker University Student Center, where the Graduate Student Senate office will be housed beginning in January of 2007. Until then, visit us at Lindley Hall 218.*



**Ohio University  
Graduate Student Senate**  
[www.ohio.edu/gss](http://www.ohio.edu/gss)  
(740) 593-1899



**Ohio University  
Office of Graduate Studies /  
Graduate Student Services**  
[www.ohio.edu/graduate](http://www.ohio.edu/graduate)  
(740) 593-2800