



# Graduate Student Handbook

Created by:  
Graduate Student Senate  
[www.ohio.edu/gss](http://www.ohio.edu/gss)

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*Copies available at the McKee House and the Graduate Student Senate office.*

*Online copies available at [www.ohio.edu/gss](http://www.ohio.edu/gss)*

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

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

We hope that this graduate student guide will provide assistance, alleviate some confusion and encourage greater cooperation between graduate students and departments. If you have any suggestions for ways that we can improve this handbook for future graduate students, please contact Graduate Student Senate. We welcome your input and your involvement. Thank you and best wishes for a successful year!

– *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. We seek to promote academic, administrative and social programs for graduate students while providing a forum in which graduate students of all backgrounds can present, discuss and act on their ideas and concerns.

### **GSS Activities**

Graduate Student Senate engages in a variety of activities in our attempt to improve the quality of the graduate student experience at Ohio University. In addition to addressing graduate student concerns, planning social activities and coordinating workshops and seminars, Graduate Student Senate holds regular, public meetings throughout the academic year. Members of GSS also administer the Original Work and Travel Grant program and award the Outstanding Graduate Student and Faculty Awards.

### **The GSS Office**

The GSS Office has been located in 302 Baker University Center since January of 2007. To contact any of the officers of GSS, call (740) 593-1899 or email us at [gss@ohio.edu](mailto:gss@ohio.edu).

## **Membership**

The membership of Graduate Student Senate includes 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 student on the Athens-campus. GSS meets on a regular basis throughout the academic year and all meetings are announced and open to the public.

## **University Standing Committees: *Get Involved***

As the link between graduate students and the administration, GSS coordinates the appointment of graduate students to Ohio University Standing Committees. Standing Committees deliberate upon a wide variety of important administrative, academic and community issues. Membership is typically composed of graduate and undergraduate students, faculty and administrators from throughout the institution.

Committee reports are given during regular GSS meetings so that Standing Committee representatives can share important information with the general body. Graduate students from all departments and administrative units are encouraged to serve as members and previous committee experience is not a requirement.

Standing committee service provides graduate students with the opportunity to enhance their professional development and to collaborate with individuals from throughout in the university community. It is only through such commitment 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 in the GSS office. The following is a briefly annotated list of some of Ohio University's Standing Committees.

***Ecology and Energy Conservation Committee:***

This committee fulfills two important functions: preserving and enhancing the physical environment at Ohio University and promoting energy conservation. The Committee strives to bring to the attention of the University community those activities that will enhance the environment and achieve energy savings and energy-efficient living. The Ecology and Energy Conservation Committee makes its recommendations for policy and actions to the Vice President for Administration. One graduate student is appointed.

***Graduate Council:*** The Graduate Council reviews, coordinates and serves as an advocate for graduate education at Ohio University. In keeping with this charge, the Council initiates, reviews and recommends University-wide policies for graduate education. Furthermore, the Graduate Council recommends to the University Curriculum Council the initiation, implementation and, if necessary, elimination of graduate programs and degrees at Ohio University. Other recommendations by the Council go through the Provost to the President for final approval. Three graduate students and one graduate student alternate are appointed.

***Honorary Degree Committee:***

Honorary degrees are awarded annually to individuals who have achieved distinction in scholarship, creative activities, professional pursuits, business, governmental, civic affairs, or in service to Ohio University. 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.

***Intercollegiate Athletics Committee:*** The Intercollegiate Athletics Committee assists the President, Provost, Director of Athletics and the NCAA Faculty Athletics Representatives in the interpretation and implementation of athletic policies. The ICA is an advisory group reporting to the President and works closely with the Director of Athletics and the Athletic Department. One graduate student is appointed.

***Kennedy / Frontiers in Science Lecture Committee:*** The purpose of the Kennedy / Frontiers in Science Lecture Committee is to bring nationally recognized visitors to OU to lecture and to participate in activities that enrich the University and local community. Visitors shall appeal to a broad cross-section of the university community, bringing new and stimulating thought on major public issues of the day, cultural affairs, important scientific issues, or scholarly fields of general interest. One graduate student is appointed.

**Ohio University Research Council:** The Ohio University Research Council provides support and discretionary awards for faculty and contract staff research, scholarship and creative works in any field of study. The Committee reports its actions to the Vice President for Research. Two graduate students are appointed.

***Parking and Vehicle Violation Committee:*** The Parking and Vehicle Violation Committee recommends policies regarding rules, regulations, fine schedules and other matters related to motor vehicle traffic and parking. The Committee also reviews the Department of Campus Safety's handling of special requests and considers and rules on all vehicle violation appeals. One graduate student is appointed.

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

***Student Code of Conduct Review and Standards Committee:*** This committee advises the Vice President of Student Affairs on the Ohio 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. Additionally, it recommends changes in the Code of Conduct and the University Judicial Policies and Procedures. One graduate student is appointed.

**University International Council:** The UIC proposes and monitors guidelines and priorities for the University's international activities regarding the following issues: International Linkages, International Student and Faculty Issues, International Faculty Professional Travel, Study Abroad, and Internationalizing the Curriculum. The University International Council recommends policy and courses of action to the Director of the Center of International Studies, the Provost and the President. 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. The University Curriculum Council is the final recommending voice in curricular matters. Its recommendations go through the Provost to the President for final approval. Two graduate students and two student alternates are 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 Study and Research***

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

Graduate Student Senate sponsors special financial awards presented to graduate students to assist in defraying the costs incurred in special research projects, the preparation of results and research presentation. 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 \$49,000. Travel Grants are chosen by lottery and Original Work Grants are chosen qualitatively by a committee of graduate students.

Any graduate student who is 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 application materials are also available on the Graduate Student Senate 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 mutually enable the government of the United States and nationals of other countries through a variety of educational activities, especially teaching, advanced research, graduate study. 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 the 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 issued for the academic year (3 quarters). In some cases, partial tuition scholarships may be offered by the departments. Summer tuition scholarships may be available and can be split according to the term of the quarter. Appointments at all levels require full-time status. There is an 18-quarter rule after which tuition support is typically cut off to graduate students. However, stipends and external funding may still be available.

### **Graduate Student Appointments**

A graduate contract appointee is defined as a full-time graduate student who holds an appointment through the University 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 per 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, the services for which they receive remuneration are to be limited in scope, secondary to their studies and a meaningful part of their 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. Discrimination against any appointee for reasons of creed, race, ethnic origin, sex or political ideology is prohibited.

### **Work Load**

Graduate Student Senate recommends that students ask their departments for a written list of clearly defined responsibilities. The workload includes time spent in preparation for classroom and / or laboratory activities, counseling students and grading students' work. This time spent 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**

Alden Library offers numerous resources and services that can prove vital to a graduate student's success. Graduate students at Ohio University receive extended borrowing privileges that include a loan period of one quarter for most books and one week for most non-print media. Electronic resources include ALICE, the online catalog for Ohio University Libraries (including Regional Campuses, videos and web-based materials), OhioLINK, a statewide materials and information network, and networked databases in a variety of subject areas. Online access electronic reference materials such as the Oxford English Dictionary, World-Book Advanced and other reference materials is available free of charge to Ohio University students. More information about these and other services can be found at <http://www.library.ohiou.edu/serv/index.html>.

#### **Academic Advancement Center**

Located on the first floor of Alden Library, this office provides help with the basic academic skills such as reading comprehension and study habits. These

services are free. The center also refers students for tutoring and editing services (fee attached). Graduate students who teach University courses should be aware of the center's services in order to properly advise students who need extra help. The Center also provides state of the art computers and technological services for student use.

### **Media Library**

The Media Library, located on the 2nd floor of Alden Library, contains over 20,000 audio and visual media titles. Most titles are intended primarily for instructional use and may be reserved in advance by faculty, instructors, or graduate assistants for instructional purposes. Materials are also available for general use to any Ohio University student or staff member. Projection equipment, digital cameras, camcorders and audio / visual players can be reserved for academic purposes at no charge.

### **Allen Student Help Center**

Located on the 4th floor of Baker University Center, the Allen Student Help Center offers a variety of academic success workshops, walk-in study skills assistance and DARS report assistance. Serving as a resource for students who "aren't sure where to go or whom to ask" awareness of this office can be important for those who teach and advise undergraduate students.

## ***Administrative Information***

### ***Graduate Student Services***

The Office of Graduate Student Services is the center of a network of services designed to promote graduate student success.

Located in McKee House along with the Office of Graduate Studies, Graduate Student Services 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 applications are kept on file. Furthermore, if changes in records from previous quarters are necessary, the office manages the paperwork. For more information visit the Graduate Studies website at: [www.ohio.edu/graduate/](http://www.ohio.edu/graduate/)

### *International Student and Faculty Services*

The University recognizes that the circumstances and needs of international students frequently differ from those of American students. Consequently, the staff of International Student and Faculty Services, located on the 3rd floor of Baker University Center, is trained to handle the various complexities associated with personal, academic, financial and immigration matters. 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. Additionally, 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 with an international focus. 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**

Ohio University Judiciaries is one of fourteen departments in the Department of Student Affairs. Its primary function is to provide orderly administration of the Student Code of Conduct consistent with the principles of due process applicable to state universities. The Student Code of Conduct is applicable to all students at Ohio University and is available online at [http://www.ohio.edu/judiciaries/conduct\\_policy.cfm](http://www.ohio.edu/judiciaries/conduct_policy.cfm)

### **Procedures**

For information on student grade disputes please visit the website of the University Ombudsman at [www.ohiou.edu/ombuds](http://www.ohiou.edu/ombuds).

Additionally, instances of student or academic misconduct may result in expulsion or suspension, probation or another sanction. 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 University Judiciaries.

## **Plagiarism**

All graduate students at Ohio University 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/)

For more information about judicial procedures at Ohio University, visit [http://www.ohio.edu/judiciaries/conduct\\_procedure.cfm](http://www.ohio.edu/judiciaries/conduct_procedure.cfm)

## ***Living in Athens***

### ***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) 593-1911. For off-campus police assistance, contact the Athens Police Department at (740) 592-3313 or [www.ci.athens.oh.us/apd.html](http://www.ci.athens.oh.us/apd.html).

Students walking on campus at night are encouraged to utilize the campus escort program. You can learn about this service at [www.ohiou.edu/police/escort.htm](http://www.ohiou.edu/police/escort.htm) or by calling (740) 593-4040.

### ***Entertainment and Recreation***

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 events 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.

In addition, Baker University Center regularly schedules fun activities on Friday and Saturday evenings for all students. A listing of some of these events can be found here  
<http://www.ohio.edu/center/events/index.cfm>

Ohio University also maintains athletic and recreational facilities for the use of students, faculty and staff. For more information about these facilities, visit  
<http://www.ohio.edu/recreation/>

### **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 at <http://www.ci.athens.oh.us/aprd.cfm>.

Those interested in hiking, boating and camping opportunities maybe interested in exploring some of Ohio's beautiful state parks. Below are a few popular destinations.

***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.

***Stroud's Run***

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

***Health Services*****Counseling and Psychological Services**

Professional counselors are available at Hudson Heath 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.

The Counseling and Psychological Services website offers additional information and anonymous mental health screenings, here [https://www.ohio.edu/counseling/Self\\_Assessment.cfm](https://www.ohio.edu/counseling/Self_Assessment.cfm) Additionally, a free, 24-hour crisis intervention hotline is also available to all Ohio University Students by calling 593-1616.

### **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) 593-1911.

***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 affordable medical services at the Hudson Health Center, regardless of the number of credit hours for which they are enrolled or whether they carry the University health insurance policy. Students are required to present a current student I.D. card at the time services are requested.

The Health Center currently bills students' insurance for everything except for medications. Pharmacy costs are charged to the student's account and payment can be made at the cashiers office on the first floor of Chubb Hall. Services available include physicals, allergy shots, pregnancy screenings, gynecologi-

cal services, x-rays and laboratory work.

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 for more information at: [http://www.ohiou.edu/hudson/shs\\_page.html](http://www.ohiou.edu/hudson/shs_page.html).

### **University Medical Associates**

Located in Parks Hall on West Green, and leased through the College of Osteopathic Medicine, this facility offers a variety of services including Express Care, Family Medicine, Geriatric Medicine, Pediatric Care and Women’s Health. For more information on services and billing procedures, please call 593-2487.

### **OU-Com Free / Low Cost Clinic**

The Ohio University College of Osteopathic Medicine offers some services at reduced cost or free of charge to eligible, uninsured adults. These services include, but are not limited to, breast and cervical cancer screening, immunizations, vision and hearing screenings, pregnancy education and referrals for services and mental health services. For more information, call 593-2432.

### **Department of Health Promotion**

Located on the 3rd floor of Baker University Center, the Department of Health Promotion provides a variety of programs and services. Some of the services include sexual health outreach, nutrition, exercise, and weight programs, sexual assault education / prevention workshops, seminars on stress management, eating disorders, alcohol and substance abuse and numerous other topics.

## **WellBeing Plan**

The WellBeing Plan is a student healthcare option that is intended to work in conjunction with the students current health insurance plan. For a waivable quarterly fee of \$40, students receive 13 free individual and unlimited group counseling sessions and eliminated co-pays up to \$15 for office visits, lab work and x-rays and Hudson Health Center. Revenue generated from this fee helps to support recent enhancements to Hudson's services, including expanded hours of operation and a 24-hour crisis line.

## *Housing*

We suggest that you begin your search for housing during the winter quarter of the previous academic year. Many graduate students prefer to live off-campus and suitable housing can be scarce. For assistance in this area, contact the Office of Off-Campus Living, [www.ohio.edu/offcampus](http://www.ohio.edu/offcampus). Additionally, we have included some helpful information to assist you in your search.

## **On-Campus Housing**

Information about on-campus housing options (dorms and apartments) can be obtained by contacting the Residential Housing Office at 060 Chubb Hall or by calling (740) 593-4090. University Apartments (Mill Street and Wolfe Street) give priority to graduate students and students with children 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 the Residential Green and Dorm profiles on the Residential Housing website <http://www.ohio.edu/reslife/about/hos.cfm>

## Off-Campus Housing

There are several sources of information for off-campus housing options. Bulletin boards located around campus, such as those on the ground and fourth floors of Baker Center, frequently display housing information, including roommate requests. Listings for housing are also 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 these newspapers in many University buildings and local businesses, as well as online. 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 they may be a good starting point. 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 should investigate fully 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  |
| Sole & Bloom Realtors       | (740) 592-5263  |

Some apartment complexes located in Athens are as follows:

|                           |                |
|---------------------------|----------------|
| Athens Station Apartments | (740) 593-3153 |
| Beckford Place Apartments | (740) 797-2530 |
| Carriage Hill Apartments  | (740) 594-2236 |
| Mill St. Village          | (740) 566-6455 |
| Riverpark Apartments      | (740) 593-7783 |
| University Courtyard      | (740) 594-5022 |
| University Commons        | (740) 593-7571 |

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

When signing a lease, read it carefully and make sure that you understand your responsibilities, 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 time-stamped photos of your apartment and store them in a safe location. 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 thoroughly before you leave. Your idea of “clean” may be very different from your landlord’s. Know what is expected. Cleaning costs can sometimes be taken out of your deposit, if the premises is not sufficiently clean upon your departure.

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 or obligations, contact the Center for Student Legal Services at <http://www.studentlegalrights.org/> or at (740) 593-8093. As stated before, Off-Campus Living is another excellent resource for this information, <http://www.ohio.edu/offcampus>.

### ***Legal Aid***

The Center for Student Legal Services is a pre-paid legal insurance program for Ohio University students. The minimal, quarterly fee of \$8 is included as an option on your quarterly tuition bill. The Center for Student Legal Services has three licensed attorneys to address student needs and has been protecting, asserting, and defending student rights since 1997. The main issues impacting students involve landlord / tenant issues and misdemeanor offenses. Other important issues with which CSLS frequently assists students are consumer fraud, identity theft and traffic violations. For more information about CSLS and its services, please visit [www.studentlegalrights.org](http://www.studentlegalrights.org).

### ***Vehicle Registration and Parking***

It is important that you register your vehicle with Ohio University's Department of Parking Services when you arrive on campus. It will also be your responsibility to know the areas in which you are allowed to park and when you are authorized to park there. *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. The Department of Parking Services offers a downloadable campus parking map that can assist you in determining where you will be authorized to park on campus. The map and more information can be found here <http://www.facilities.ohiou.edu/parking/>.

### ***Utilities***

The following is a list of companies that provide utilities in Athens.

#### ***Gas***

Columbia Gas of Ohio  
1-800-344-4077

#### ***Electricity***

American Electricity Power  
1-800-277-2177

#### ***Internet***

Time Warner Cable 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

#### ***Water***

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

## *Voting*

In order to vote in Athens elections, you should register to vote with the Athens County Board of Elections, located at 15 S. Court St, next to the Athens Courthouse. 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 to which graduate students should turn if they would like more information on any of the contents of this handbook:

- *The Graduate Catalog*

[www.ohio.edu/graduate/graduate-catalog.cfm](http://www.ohio.edu/graduate/graduate-catalog.cfm)

- *Graduate Council*

<http://www.ohio.edu/graduate/gradcoun.cfm>

- *Graduate Student Senate*

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

- *OU Student Handbook*

[www.ohio.edu/students/handbook](http://www.ohio.edu/students/handbook)

- *Ohio University Policy and Procedure Manual*

[www.ohiou.edu/policy/index.html](http://www.ohiou.edu/policy/index.html)

- *The Post*

[thepost.baker.ohiou.edu/](http://thepost.baker.ohiou.edu/)

- *Athensi*

[www.athensi.com/view/main](http://www.athensi.com/view/main)

## Campus Map & Administrative Buildings

### McKee House



The McKee House is located in the College Green, at coordinates H-4 (# 59) on the campus map. McKee House was named in honor of Grosvenor S. McKee, a 1916 graduate of Ohio University. The Graduate College, including Graduate Appointments and Thesis / Dissertation Services, and the offices of Graduate Student Services are located in the McKee House.

### HDL Center



The HDL Center is located on West Union Street, between coordinates D-1 and F-1 (#142) on the campus map. The HDL Center houses the offices of Communication Network Services, Ohio University

Switchboard, Accounts Payable and the Ohio University Payroll Department. The HDL Center also houses a number of government and commercial enterprises, including the Ohio Bureau of Employment Services, The Ohio Department of Motor Vehicles (Title Department and Drivers License Division), The Ohio Company, Peoples Bank, and the Laughlin Vending Company.

### **Chubb Hall**



Chubb Hall is located in the College Green, between coordinates G-3 and H-3 on the campus map. It is marked as # 9 on the map. Chubb Hall houses administrative offices, including Admissions, Bursar, Housing, Registrar, Residence and Campus Auxiliary Services, Residence Life, Student Financial Aid and Scholarships, and University College.

### **Lindley Hall**



Lindley Hall is located in the College Green, at coordinates G-4 (# 17) on the campus map. Lindley Hall houses the academic departments of Aerospace Studies, African-American Studies, Interdisciplinary Arts, the School of Film, the McClure School of Information and Telecommunication Systems, Women's and Gender Studies and Military Science. The Lindley Cultural Center and the Office of Multicultural Student Access and Retention are also located in this building.

### **New Baker University Center**



John C. Calhoun Baker University Center, commonly referred to as "New" Baker Center, was opened in January of 2007. New Baker Center is located at the junction of Mulberry Street, Court Street and Park Place, between coordinates G-4 and H-5

(# 87) on the campus map. This facility houses numerous administrative and student organization offices, including the offices of The Dean of Students, Health Promotion, The Women's Center, The LGBT (Lesbian, Gay, Bisexual and Transgendered ) Center, The Multicultural Center, The Office of the Ombudsman, Career Services and Graduate Student Senate. Baker Center also contains a post office, dining and retail establishments and computer kiosks for public use. More information about New Baker University Center and its amenities can be found here <http://www.bakercenter.org/offices/>.

### **Vernon R. Alden Library**



Alden Library is located in the College Green, between coordinates G-4 and H-4 (# 5) on the campus map. It serves the Athens campus as the central library facility; the building can seat 3,000 readers. The second floor is often open 24 hours on school days and long hours on weekends.

The Ohio University libraries' collections contain over two million printed volumes, 2.3 million units of microfilm material, and 13,500 current periodical subscriptions. Alden Library is open to the public, as well as to students, faculty, and staff, seven days a week during the academic year.

### Convocation Center



The Convocation Center is located in the Athletic Mall, between coordinates D-5 and E-5 (# 95) on the campus map. Convocation Center, located on West Green, houses Ohio University basketball, volleyball, and wrestling matches, and offices for [Intercollegiate Athletics](#), including the basketball, softball, field hockey, swimming, track, cross country, volleyball, and wrestling programs, and part of the [School of Electrical Engineering and Computer Science](#). The building seats 14,000 people, and is also used for commencement exercises, concerts and many other activities.

### Hudson Health Center

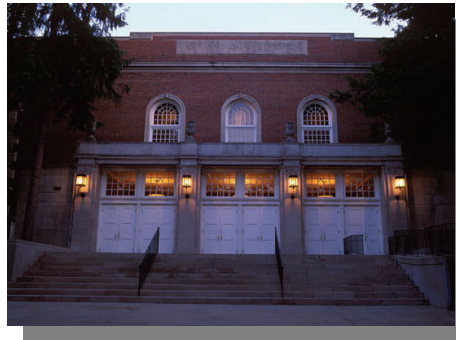


Hudson Health Center is located in the North Green, between coordinates H-3 and I-3 (# 35) on the campus map. Hudson Health Center houses the offices

of Counseling and Psychological Services, Environmental Health and Safety, Occupational Health, Physical Therapy, Student Health Services, and Substance Abuse Education. Hudson also offers a wide range of medical services to students, including pharmaceutical services, immunizations, physicals, x-rays and gynecological services.

Be sure to visit the Graduate Student Senate website for more information on health insurance, as well as the Student Health Services website at [www.ohiou.edu/hudson/shs\\_page.html](http://www.ohiou.edu/hudson/shs_page.html)

### **Templeton-Blackburn Alumni Memorial Auditorium**



Templeton-Blackburn Alumni Memorial Auditorium is located in the College Green, at coordinates H-4 (# 8) on the campus map. Templeton-Blackburn Alumni Memorial Auditorium, often referred to as "Mem Aud," hosts a variety of events and lectures. It is currently used for Performing Art Series, major lectures such as the Kennedy / Frontiers in Science lecture Series and cultural events for the campus and community.

## **Directory**

### **Useful Telephone Numbers**

#### Arts and Culture

|  |          |
|--|----------|
| Athens County Historical Society & Museum..... | 592-2280 |
| Diary Barn Cultural Arts Center.....           | 592-4981 |
| Department of Fine Arts Ticket Office.....     | 593-4800 |
| Kennedy Museum of Art.....                     | 593-1304 |
| Lindley Arts and Cultural Center.....          | 597-2110 |
| Music / Dance Library.....                     | 593-4255 |
| Multicultural Center.....                      | 597-2110 |
| Templeton-Blackburn Memorial Auditorium.....   | 593-1762 |

#### City Government

|                                       |          |
|---------------------------------------|----------|
| Athens City Council.....              | 592-3342 |
| Athens City Office.....               | 593-7823 |
| Athens County Municipal Court.....    | 592-3328 |
| Athens County Board of Elections..... | 593-3201 |
| Athens Post Office.....               | 593-5578 |

#### Banks

|                          |          |
|--------------------------|----------|
| Chase.....               | 592-0383 |
| Hocking Valley Bank..... | 592-4441 |
| OU Credit Union.....     | 597-2800 |
| People's Bank.....       | 597-2003 |

#### Emergency & Safety

|  |          |
|--|----------|
| For a life threatening emergency.....              | 911      |
| Ambulance.....                                     | 539-7029 |
| Fire Department.....                               | 592-3301 |
| My Sister's Place (domestic violence shelter)..... | 594-8337 |
| Poison Center.....                                 | 593-6633 |
| Police (Athens).....                               | 592-3313 |
| Police (Ohio University).....                      | 593-1911 |
| O'Bleness Memorial Hospital.....                   | 593-5551 |
| Safe-T Patrol Service (Ohio University).....       | 593-4040 |

#### Graduate Student Services

|                                     |          |
|-------------------------------------|----------|
| Graduate Admissions.....            | 593-2862 |
| Graduate Appointments.....          | 593-9616 |
| Graduate Council.....               | 597-2599 |
| Graduate Student Senate.....        | 593-1899 |
| Thesis / Dissertation Services..... | 597-2599 |

**Health and Wellness**

|  |          |
|--|----------|
| Counseling and Psychological Services..... | 593-1616 |
| Health Promotion and Wellness.....         | 593-4724 |
| Hudson Health Center.....                  | 593-1660 |
| Substance Abuse Education.....             | 593-4742 |
| Wellworks (Grover Center).....             | 593-2093 |

**Media – Print & Electronic**

|                       |          |
|-----------------------|----------|
| ACRN Radio.....       | 593-2276 |
| Athens News.....      | 594-8219 |
| Athens Messenger..... | 592-6612 |
| The Post.....         | 593-4010 |
| WOUB Radio.....       | 593-4554 |
| WOUB Television.....  | 593-4555 |

**Miscellaneous University Offices**

|   |          |
|---|----------|
| Academic Advancement Center.....                    | 593-2644 |
| Alden Library Circulation Desk.....                 | 593-2695 |
| Alden Library Institutional Media and Technology... | 593-2670 |
| Alden Library South East Asia Collections.....      | 593-2658 |
| Alumni Association.....                             | 593-4300 |
| Baker University Center.....                        | 593-4020 |
| Bursar's Office.....                                | 593-0767 |
| Campus Safety Division.....                         | 593-1911 |
| Career Services.....                                | 593-2909 |
| Center for Community Services.....                  | 593-4007 |
| Center for Writing Excellence.....                  | 597-1857 |
| Computer Service.....                               | 597-8000 |
| Computing and Technology Services.....              | 593-1608 |
| Child Development Center.....                       | 539-1819 |
| Dean of Students.....                               | 593-1800 |
| Disability Services and Institutional Equity.....   | 593-9140 |
| Event and Activity Information.....                 | 593-4000 |
| Education Abroad.....                               | 593-4583 |
| Financial Aid.....                                  | 593-4141 |
| Graduate and Family Housing.....                    | 593-4090 |
| Identification Cards.....                           | 593-4209 |
| International Faculty and Student Services.....     | 593-4330 |
| International Student Services.....                 | 593-4052 |
| Judiciaries.....                                    | 593-2629 |
| Off-campus Living.....                              | 593-4073 |
| 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 |
| Residence Life.....                 | 593-4090 |
| Scalia Labs (weather).....          | 593-1717 |
| Speech and Hearing Clinic.....      | 593-1404 |
| Student Affairs.....                | 593-2580 |
| Students Defending Students.....    | 593-4045 |
| Transcripts.....                    | 593-4216 |
| TRIPS (Telephone registration)..... | 597-3006 |

#### **Recreation and Sports**

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

#### **Transportation**

|                             |                |
|-----------------------------|----------------|
| Athens Airport Shuttle..... | 592-0490       |
| Athens Cab.....             | 594-7433       |
| Athens Transit.....         | 592-2727       |
| CATCAB.....                 | 593-1907       |
| Lakefrontlines.....         | 1-800-638-6338 |



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





