



# **INTERNATIONAL STUDENT HANDBOOK**

**2011-2012**

**INTERNATIONAL STUDENT AND FACULTY SERVICES**

**Walter International and Education Center**

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## How to Use This Handbook

- In this handbook, Ohio University is referred to as “Ohio University,” “the University” and “OHIO.”
- Information in this handbook, if not specified, is for all international students.
  - **Undergrad**: Information specifically for undergraduate students
  - **Grad**: Information specifically for graduate students
- Symbols and their meanings
  - Checklist item
  - Source (phone number, website)

## Acknowledgement

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## Suggestions

If you have any suggestions for this handbook, contact the Office of International Student and Faculty Services at 740.593.4330 or [isfs@ohio.edu](mailto:isfs@ohio.edu).



## 1. Things To Do Before You Arrive

### Arrival Date

If you have already planned for housing, you should arrive in Athens at least two days before the date given on your I-20 or DS-2019. If you have no housing, you should arrive up to two weeks early. This will give you time to organize your belongings and adjust to your new environment and time zone. However, you cannot enter the U.S. more than 30 days prior to the start date on your I-20 or DS-2019.

### Housing

#### On-Campus Housing

■ [www.facilities.ohiou.edu/housing](http://www.facilities.ohiou.edu/housing), 740.593.4090

- **Undergrad:** OHIO requires that all first- and second-year students reside on campus and participate in a meal plan. Sign your housing contract online (see the website above) or in person at the Office of Residential Housing at Chubb Hall, 1<sup>st</sup> floor. Also, research which meal plan you want. If you want to live off campus, you must meet the criteria to be exempted from living on campus, and apply for exemption at the Office of Residential Housing.
- **Grad:** Most graduate students at OHIO live off campus in private housing. While most residence halls on campus house undergraduate students, some also provide a pleasant environment for graduate students, such as the Wolfe Street Apartments. If you wish to live in an on-campus apartment, visit the website below to find out rates, rental policies and floor plans. Since on-campus apartments are limited, you should first read the rental policy to see if you are eligible. If you are eligible for on-campus housing, contact the Office of Residential Housing to find out if any on-campus apartments are available for graduate students.

→ Graduate and Family Housing on Campus

■ [www.facilities.ohiou.edu/housing/ua](http://www.facilities.ohiou.edu/housing/ua)

#### Off-Campus Housing

If you are an undergraduate student who is exempted from living on campus, or if you are a graduate student, you can choose to live off campus. Housing in Athens can be limited and expensive. There are several ways to look for off-campus housing:

- **Friends:** They are often your best sources for housing information. Contact the students of the department you will join. Many students are very willing to provide you with housing information.
- **OHIO International student organizations:** Many organizations have their own mailing list where their members communicate via emails. Often you can find people sending off-campus housing information on the mailing list. Look up **International Student Organizations**, p. 20 and join the mailing list.
- **Online Resources:** There are many ways to find housing information online. Craigslist (<http://athensohio.craigslist.org>) is a popular website where many people post all kind of information, including rental

information. As with any online service, be very cautious about giving out personal information.

- **Local newspapers:** These are good resources for housing information. These newspapers also have their own websites, which you can for housing information. Such information is usually under a category called "classifieds." See **Newspapers**, p. 11 for a list of local newspapers.
- **Apartment complexes:** There are many companies that own and manage apartment complexes in Athens, and they are popular among students. You can contact these companies directly about their apartments. See a list of **Off-Campus Apartments**, p. 11.

Need Help?

If you need assistance with looking for a place to live off campus, ask for an appointment with our Housing Advisor at 740.593.4330 or [isfs@ohio.edu](mailto:isfs@ohio.edu).

#### Interim/Temporary Housing

■ [www.facilities.ohion.edu/housing/interim](http://www.facilities.ohion.edu/housing/interim)

Need a place to stay the week before school starts? Are you one of the following?

- **Undergrad** who has signed a housing contract for the following quarter
- **Grad**

At OHIO, some residence halls are open one week before each quarter (or two weeks before fall quarter in the fall), and this period of time is called "interim" or "temporary housing." You can reserve temporary housing online (see the website above) for \$25 per night if you need a place to stay during those periods. Since space is limited, you must reserve early.

After you reserve temporary housing, you should expect an email confirmation within 10 business days. If you have not received confirmation, or if you have not reserved temporary housing yet but still need a place to stay, contact the Bromley Hall manager at 740.596.9001 (8 a.m.-5 p.m.) or 740.590.6171 (after 5 p.m.). Temporary housing may or may not be available.

#### Hotels

In Athens, you can find the following hotels:

Baymont Inn & Suites

■ [www.baymontinn.com](http://www.baymontinn.com), 740.594.3000, 877.229.6668  
20 Home Street  
30-minute or longer walk from OHIO

Budget Host Coach Inn

■ [www.budgethostathens.com](http://www.budgethostathens.com), 740.594.2294  
100 Albany Road  
59-minute or longer walk

Days Inn

■ [www.daysinn.com](http://www.daysinn.com), 740.593.6655

330 Columbus Road  
30-minute or longer walk

#### Hampton Inn

■ [www.hamptoninn.com](http://www.hamptoninn.com), 740.593.5600, 800.426.7866  
986 East State Street  
57-minute or longer walk

#### Highlander Motel

■ 740.593.6449  
420 West Union Street  
27-minute or longer walk

#### Holiday Inn Express

■ [www.hiexpress.com](http://www.hiexpress.com), 740.592.4640  
555 East State Street  
35-minute or longer walk

#### Knights Inn (formerly Budget Inn Express)

■ 740.593.5565, 800.843.5644  
997 East State Street  
60-minute or longer walk

#### Ohio University Inn & Conference Center

■ [www.ouinn.com](http://www.ouinn.com), 866.593.6661  
331 Richland Ave  
15-minute or longer walk

The week before classes begin the Ohio University Inn provides a discounted rate to incoming international students. Tell the hotel receptionist you are a new international student and give the receptionist the discount code "OU Interim Housing" to receive the discount rate.

#### Sunset Motel

■ 740.593.3302  
135 Columbus Road  
52-minute or longer walk

#### Super 8

■ [www.super8.com](http://www.super8.com), 740.594.4900, 800.800.8000  
2091 East State Street

70-minute or longer walk

### Transportation from the Airport

The closest airport to Athens is Port Columbus Airport (airport code CMH) in Columbus, Ohio. It is about a 1.5-hour drive to the University.

#### Ohio University Airport Shuttle

■ [www.facilities.ohio.edu/trans/airportshuttle\\_arrival.htm](http://www.facilities.ohio.edu/trans/airportshuttle_arrival.htm)

OHIO provides airport shuttle services between Port Columbus and Athens for certain days before each quarter. You can visit the website above and reserve your seat for \$25 per person. The fee is non-refundable. Since seats are limited, you must reserve early. You will be dropped off

ONLY at the designated residence hall or the Transportation Services office where you can arrange for transportation to your specific destination in Athens.

#### Express Air Coach

■ [www.expressaircoach.com/ohio](http://www.expressaircoach.com/ohio)

Express Air Coach is a private company that is not affiliated with the University. Express Air Coach provides shuttle services between Port Columbus and the University's Baker University Center with four rides per day. The ride costs \$38 each way per person. To reserve your seat, visit the website above.

#### GoBus (Route33)

■ [www.ridegobus.com/index.html](http://www.ridegobus.com/index.html)

The GoBus Intercity Bus Service is a collaborated effort between Ohio Department of Transportation, The City of Athens, and Hocking Athens Perry Community Action. GoBus provides shuttle services between Port Columbus and the University's Baker University Center with two rides per day. The ride costs \$10 each way per person. To reserve your seat or to see the schedule, visit the website above. **PLEASE NOTE:** if you use non-university transportation, please check on the fee ahead of time and make sure that you will be taken directly to your destination in Athens.

## 2. Things To Do Before Classes Begin

### Immigration Check-In

■ [www.ohio.edu/isfs](http://www.ohio.edu/isfs)

Once you have arrived on campus and have arranged your housing, the first place you should visit is the Office of International Student and Faculty Services (ISFS) at Walter International Education Center. You will be able to sign up for an immigration check-in, and ask the staff members any immediate questions that you may have. Visit ISFS between 8 a.m. to 12 p.m. and 1 to 5 p.m., Monday through Friday. You must bring your passport, I-94 and I-20 or DS-2019. If you have brought your family with you, you must bring each family member's passport, I-94 and I-20 or DS-2019 with you. Please note: You must have a local U.S. address when you check in.

### PID & OHIO ID

#### PID

On your OHIO admission letter you should see your unique Ohio University personal identification (PID) number, starting with the letter "P." You will be asked your PID number when you request services on campus. For example, when you make a reservation for the airport shuttle or temporary housing or pay your school bill in person, the staff member will ask for your PID number.

#### OHIO ID

■ <http://myid.admsrv.ohio.edu/myid/index.cfm>

While your PID number gives you access to OHIO's on-campus services, your OHIO ID (this used to be called OAK ID) allows you access to OHIO's 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
- Visit the website above and activate your OHIO ID before you use it for the first time.

### Ohio University Student ID Card

■ [www.ohio.edu/technology/depot/IDCards.cfm](http://www.ohio.edu/technology/depot/IDCards.cfm)

As an OHIO student, you must obtain a university ID card. Your university ID card has your photo, your PID and your name on it. This card is like a key which gives you access to many services at OHIO. You can check out books from the Library, enter Ping Center, and so on. You can even deposit cash in your university ID card account, and swipe it at many retailers on campus. Obtain your university ID card at Baker University Center, 1<sup>st</sup> floor, Technology Depot. You will need to know your PID number in order to apply.

### Ohio University TOEFL and OPIE Placement Test

■ [www.ohio.edu/opie](http://www.ohio.edu/opie)

You may be required to take the TOEFL even if you have TOEFL or IELTS scores. The test is conducted by the Ohio Ohio University 6

Program of Intensive English (OPIE). It resembles ETS's paper-based TOEFL. You must bring your passport AND I-20 or DS-2019 with you to the test. To find out if you are required to take the test:

- **Undergrad:** read your admission letter
- **Grad:** contact your department

### Test Preparation Session

You are encouraged to attend the TOEFL preparation session that is held during the international orientation program. It can answer your questions about the Ohio University TOEFL.

### Test Results

You are required to get your TOEFL result in person.

### OPIE Placement Test

If your TOEFL score is lower than the grade required by the university, you can still be admitted to OHIO, but will be required to attend classes in OPIE until the required level of English proficiency is attained. You will be asked to take the OPIE placement test which takes place on the same day you obtain your test result.

### Teaching Assistant SPEAK Test

■ [www.ohio.edu/linguistics/elip](http://www.ohio.edu/linguistics/elip), 740.593.0201

If you will be employed as a teaching assistant (TA), you must take the teaching assistant SPEAK Test. The test is conducted by the English Language Improvement Program (ELIP). It resembles ETS's Test of Spoken English (TSE).

### International Student Orientation

Before you can register for classes, you are required to attend the international student orientation. This program provides information on academic policies and student services resources. It also gives you the opportunity to meet and socialize with other students. The orientation staff includes current graduate and undergraduate students who can advise you on living in Athens and answer your questions.

A non-refundable orientation fee of \$100 will be charged to all students for orientation. If you miss the orientation, you must schedule a make-up orientation with the Office of International Student and Faculty Services at Walter International Education Center before you can register for classes.

### Bobcat Student Orientation, Graduate Student Welcome & Department Orientation

- **Undergrad:** If you do not have to take the university's TOEFL, you must attend the Bobcat Student Orientation. If you have taken the university's TOEFL, you will find out if you must attend the Bobcat Student Orientation when you get your TOEFL result. The Bobcat Student Orientation will help you plan your academic courses for your first

quarter. If you cannot attend the Bobcat Student Orientation, you should contact your academic advisor as soon as possible (see **Class Registration** below).

- **Grad:** Attend the Graduate Student Welcome (fall quarter only). Also, ask your department if there is any department orientation you should attend.

### Peer Activities

■ [www.ohio.edu/isfs](http://www.ohio.edu/isfs)

You are strongly encouraged to attend the peer activities during the orientation week(s). The Office of International Student and Faculty Services' Peer Advisors will organize activities to help you get familiar with OHIO and Athens. You will also meet American and international students. It is a great opportunity for you to ask questions about studying at OHIO and living in the U.S. If you have questions regarding peer activities, contact the Office of International Student and Faculty Services (ISFS) at 740.593.4330 or [isfs@ohio.edu](mailto:isfs@ohio.edu), or visit ISFS at Walter International Education Center.

### Class Registration

If you are a full-time OPIE student, your OPIE teachers will register you for your OPIE classes. If you are not required to take full-time OPIE classes, which means you are permitted to start taking academic classes, schedule a meeting before classes begin with your academic advisor to assist you with class registration. If you don't know who your advisor is, contact your department secretary.

### Who Is My Academic Advisor?

Academic advising is a central part of your educational experience at OHIO. Each college and department has faculty and/or professional advisors available to provide information about majors and related career opportunities, your DARS (record of coursework and requirements for graduation), General Education requirements, and university resources to promote your learning and development. Your advisor will not choose courses for you but will assist you in planning a course of study, in preparing an appropriate schedule of classes each quarter to fulfill that academic plan, and in making other significant academic decisions. While it is important to meet with your advisor at least once every quarter before registering, it is strongly recommended that you maintain more regular contact with your advisor.

### Course Offerings

To find out what courses are offered, see **Course Offerings**, p. 13.

### Web Registration

To register for classes, visit OHIO'S homepage at [www.ohio.edu](http://www.ohio.edu), enter my OHIO portal by clicking on "My OHIO" then find the Academics tab. Detailed information, see **Registration Instructions**, p. 17.

### Register Full-Time

By the 15<sup>th</sup> day of each quarter, you must register as a full-time student to maintain your non-immigrant student status in the U.S. To register full-time:

- **Undergrad** must register at least 12 credits
- **Grad** must register at least 9 credits

If you need to withdraw from classes, you must visit the Office of International Student and Faculty Services at Walter International Education Center before you withdraw. Withdrawing from classes may have a serious impact on your immigration status. For more details about how to maintain your non-immigrant status, see **Immigration Regulations**, p. 21.

### Health Insurance

■ [www.ohio.edu/finance/bursar/studenthealth.cfm](http://www.ohio.edu/finance/bursar/studenthealth.cfm)

Since medical care is quite expensive in the United States, OHIO requires that all international students enroll in the International Student Health Insurance plan. You are automatically enrolled in the insurance plan, and the insurance fee will be charged quarterly to your school account.

If you have brought your family with you, you must visit Hudson Health Center, the campus health clinic, and purchase health insurance for them, too. Important: You must purchase insurance coverage for your dependents before you register for classes each quarter.

The insurance plan may be waived if you are being sponsored by your agency or government,; you need to get permission from the Office of International Student and Faculty Service at Walter International Education Center before you waive the International Student Health Insurance plan.

### Tuberculosis (TB) Test

■ [http://www.oucom.ohiou.edu/CampusCare/Services.htm#Tuberculosis\\_Testing](http://www.oucom.ohiou.edu/CampusCare/Services.htm#Tuberculosis_Testing)

- "Tuberculosis" in different languages: ال سل, 结核病, तपेदिक, 結核, 결핵, Туберкулез

As a new international student, you must take the TB test. The test is free of charge. It takes place at Hudson Health Center every Tuesday, 8-11:30 a.m., and 1-4 p.m. and you are then required to return the following Friday between 8-11:30 and 1-4 pm to have your results read. Please note: You must take the TB test by the end of your first quarter, or you will not be able to register for the next quarter.

### Public Computers, Printing, Wireless Internet & Email

#### Public Computers and Printing

■ [www.ohio.edu/technology/computers/printing.cfm](http://www.ohio.edu/technology/computers/printing.cfm)

OHIO has many public computers with Internet access. You can find public computers in Alden Library, at the Technology Depot on the first floor of Baker University Center as well as at many other on-campus locations. Usually you will be required to use your OHIO ID to log onto

computers. Please make sure that your OHIO ID is activated (see **PID & OHIO ID**, p. 6).

Often the public computers are connected to printers. After you print, the printing fee will be charged to your school account (see **eBill**, p. 8).

### Wireless Internet

■ <http://www.ohio.edu/oit/communications/wireless/>

Wireless Internet is available at many on- and off-campus locations. You need a wireless-capable computer and your OHIO ID to log in. Type in any web address in the web browser, and you will be directed to the login page.

### Campus Email

■ <http://www.ohio.edu/oit/email/>

As an OHIO student, you will receive a campus email ending with "@ohio.edu." Many OHIO instructors and departments use campus email for announcements and assignments. Registration, grades and billing information all go to your campus email account. Do not forward your university e-mail. The only way to guarantee receiving important University messages is to use your campus email. Currently there are two email systems used by the University:

- **Undergrad**: Use the Catmail system
- **Grad**: Use the Exchange system

### Need Help?

If you need help with your PID, student ID card, OHIO ID, Internet access or campus email, visit the Technology Depot on the 1<sup>st</sup> floor of Baker University Center, or contact the Office of Information Technology at 740.593.1222 or [servicedesk@ohio.edu](mailto:servicedesk@ohio.edu).

### Social Security Number & Card

■ [www.ohio.edu/isfs](http://www.ohio.edu/isfs)

If want to work on campus, you need a Social Security number (SSN) to receive your pay check. The Social Security number is a unique number printed on a Social Security card, and you can obtain the Social Security card from the Social Security Administration. To apply for a Social Security number and card, you must be able to check ✓ ALL the following:

- I will work on campus since off-campus employment is not allowed for international students.
- I have registered full-time (see **Class Registration**, p. 7) and obtained a copy of my class schedule.
- I have downloaded the form "F-1 Social Security verification" from the website of the Office of International Student and Faculty Services (ISFS), followed the instructions on the approval letter and had my employer complete it.
- I have brought the **completed F-1 Social Security verification form** and a copy of my **class schedule** to ISFS and had them verified.

After the form "F-1 Social Security verification" is verified and signed by ISFS, visit the Social Security Office on 743A East State Street between 9 a.m. and 4 p.m., Monday through Friday to apply for your Social Security number and card. You can go there by bus (see **Transportation**, p. 9). You must bring all your documents with you: the signed "F-1 Social Security verification", your I-20 or DS-2019, passport, visa, and I-94. You will receive your Social Security card by mail in two to three weeks.

### eBill

■ [www.ohio.edu/finance/bursar/eAccount.cfm](http://www.ohio.edu/finance/bursar/eAccount.cfm)

You will receive your school bill, or eBill, via your campus email soon after you complete class registration. Students should use the My OHIO portal (Accounts tab) to access their student account information on My OHIO Student Center. Students can view real time account activity, view historical eBills, enroll in Direct Deposit, enroll in Payment Plan, view 1098-T information, add an Authorized User and make payments.

To make a payment on your student account, sign in to My OHIO, access the Accounts tab, and sign in to My OHIO Student Center. In your student center choose Make a Payment. This will direct you to our online payment processor. Please be sure to turn off any pop up blockers for your browser.

To view historical eBills and 1098-T information, choose the Make a Payment link on My OHIO Student Center.

At the Office of the Bursar at 010 Chubb Hall you can pay your tuition and fees with cash or check, or you can pay online with a credit card. MasterCard, Discover and American Express are accepted. VISA is not accepted. If you choose to pay with a credit card, a processing fee of 2.9% will be added to the total payment.

- **Undergrad**: Every quarter there is one day that is considered the last day to pay your bill. A late fee \$100 will be charged to you if you pay after this day.
- **Grad**: The late fee does not apply. But you must pay your tuition and fees during the quarter when your eBill is generated. You will not be able to register for classes for the next quarter until your tuition and fees are paid for the current quarter.

Please note: Not paying your tuition and fees on time will prevent you from registering for class. You must register in order to maintain your non-immigrant status (see **Immigration Regulations**, p. 21).

### 3. Life in Athens

#### The City and OHIO

■ [www.athensohio.com](http://www.athensohio.com)

Athens is a small city of about 21,000 people with a rich history of welcoming international students and a vibrant international community. Since 1885, when the first international student enrolled at OHIO, Athens has provided a safe and friendly educational experience amid the area's beautiful natural surroundings and welcoming college-town setting.

The campus is small enough that most students walk or bicycle to class. It is organized so that campus classrooms, the residence halls, and the town are all within a 15-minute walk of each other.

For more information regarding living in Athens, visit the Athens County Convention and Visitors Bureau website above. You will find up-to-date lists of events, restaurants, coffee shops, hotels, and much more.

#### Weather

During the summer months in Athens, it can be around 80°F to 90°F (or 26°C to 32°C) during the day time, and 55°F to 60°F (or 13°C to 16°C) at night. In the winter months, it can be 35°F to 55°F (or 1-12°C) during the day time, and 15°F to 25°F (or -9°C to -3°C) at night.

#### Online Resources

Athens County Convention and Visitors Bureau

■ [www.athensohio.com](http://www.athensohio.com)

The Athens County Convention and Visitors Bureau's website has listed events, restaurants, coffee shops, hotels and so on in Athens.

Athens Community Map

■ <http://athensnews.com/community/athens-county-map>

The Athens Community Map by the Athens Chamber of Commerce has listed restaurants, banks, theaters and so on in Athens as well as their locations on a map.

Google Maps

■ <http://maps.google.com>

#### Grocery

If you need to buy groceries, you can go to Wal-Mart, Kroger, Aldi, Save A Lot and similar stores. You can reach these stores by Athens Transit (see **Transportation** below).

#### Shopping outside Athens for Clothes

Many people go to Columbus, Ohio and Parkersburg, West Virginia to shop for clothes. Columbus is about a 90-minute drive from OHIO and Parkersburg is about a 40-minute drive. Easton Town Center

■ [www.eastontowncenter.com](http://www.eastontowncenter.com)

160 Easton Town Center, Columbus, OH  
92-minute or longer drive from OHIO

Polaris Fashion Place

■ [www.polarisfashionplace.com](http://www.polarisfashionplace.com)

1500 Polaris Parkway, Columbus, OH  
99-minute or longer drive

Grand Central Mall

■ [www.grandcentralmall.com](http://www.grandcentralmall.com)

100 Grand Central Mall, Vienna, WV  
49-minute or longer drive

#### Transportation

##### Local Transportation

##### Campus Area Transit Service (CATS)

■ <http://www.facilities.ohiou.edu/cats/>, 740.593.1611.

##### Athens Transit

■ <http://www.athenstransit.org/>, 740.592.2727

##### Athens Cab

■ 740.594.7433

##### Taxi

##### Tab's Transportation, LLC

■ 740.594.8294

##### Airport Transportation

##### Athens Airport Shuttle

■ <http://www.athensshuttle.com/>, 740.594.7433

##### Ohio University Airport Shuttle

■ <http://www.facilities.ohiou.edu/trans/>, 740.593.1611

##### Pure Elegance Limousine Service, LLC

■ <http://www.alimocompany.com/>, 1.866.546.6753

##### Athens Airport Express

■ <http://www.athensairportexpress.com/>, 740.590.4686

##### Gobus Route 33

■ [www.ridegobus.com](http://www.ridegobus.com), 888.954.6287

##### Bus Schedule and Route Map

The bus schedule is free. You can obtain a copy on the bus. If you need assistance to plan your trip, call Athens Transit between 8 a.m. to 5 p.m., and a representative will help you.

##### Have Pass or Exact Fare Ready

Be sure to have your pass or exact change ready. Drivers do not make change. If you request a reduced fare or plan to use a reduced fare pass, you will be asked to show proof of eligibility by the driver.

##### Go to Bus Stop

Athens Transit is a hail system. This means you can signal the bus and it will stop at the next nearest and safe location. You may also look for the Athens Transit bus stop signs. Plan to arrive a few minutes early to the bus stop. When the bus comes toward you, signal the driver by raising your hand and the bus will stop for you.

### Please Be Seated

After you get on the bus, find a seat quickly. Bus courtesy is to leave the front seats vacant for senior citizens or people with disabilities who may board after you.

### Signal Your Stop

When you get within one to two blocks of your destination, let the driver know you want to get off the bus. Gather your belongings and wait for the bus to stop. Once you exit, quickly move away from the bus.

### Compliments or Complaints

To make a comment about Athens Transit, contact the Athens Mayor's Office at 740.592.3338.

### General Information

- Service animals like guiding dogs are permitted to accompany the customer they are assisting on the bus. Non-service animals are not permitted on the bus.
- A personal care attendant may ride free of charge while providing service for a disabled passenger.
- Customers are permitted to bring onboard and use child car seats but are fully responsible for their use. Children under 10 must be accompanied by an adult.

### Popular Locations by Athens Transit

#### East State Street Bus

- Aldi (grocery)
- Athena Grand (movie theater)
- Athens Public Library
- Big Lots (grocery)
- Community Center
- Farmers Market (grocery)—Wednesday and Saturday only
- Holzer Clinic
- Kroger (grocery)
- New Market (Asian market)
- Social Security Office (social security number)
- Staples (office supplies)
- United State Postal Office (USPS) on Stimson Avenue
- Wal-Mart (grocery)

#### Richland Bus

- Athens Apartment (apartment)
- Baker University Center
- Carriage Hill (apartment)
- East Green
- Mill Street Apartment
- Riverpark Towers (apartment)
- South Green
- The Ridges

- The Summit (apartment)
- University Courtyard (apartment)

#### The Plains Bus

- First Street Apartment
- HDL Center
- Hickory Creek Nursing Home
- O'Bleness Memorial Hospital
- Ohio Bureau of Motor Vehicles (driver's license)
- Plaza Apartment

### Phone

#### Cell Phones

There are a number of cell phone service providers in Athens. You can purchase cell phones and/or cell phone cards, also called "SIM" card. Cell phones are also available at Wal-Mart.

When you purchase a cell phone or cell phone card, you might be required to sign a contract by month or by year. If you do not have any credit history, you will often be asked to pay a large deposit. If you do not want to do so, you can purchase a prepaid phone, or pay per use at Wal-Mart. Then you will have to purchase minutes before you make phone calls.

#### AT&T

■ [www.att.com](http://www.att.com), 740.594.4800

743H East State Street

45-minute or longer walk from OHIO, or by Athens Transit (see **Transportation**, p. 9)

#### Verizon Wireless (through Cellular Central)

■ [www.att.com](http://www.att.com), 740.592.1199

31 N Court St

5-minute walk from OHIO

#### Wal-Mart Supercenter

■ [www.walmart.com](http://www.walmart.com), 740.594.3398

929 East State Street

45-minute or longer walk from OHIO, or by Athens Transit (see **Transportation**, p. 9)

### International Calls

■ [www.skype.com](http://www.skype.com)

International calls by cell phone are often very expensive. Many people use Skype which provides international rates to landlines. To make a call with Skype, you might need a computer.

### Television

#### On Campus

■ [www.facilities.ohiou.edu/catvision](http://www.facilities.ohiou.edu/catvision)

If you live on campus, you can get cable TV service through Ohio University's CATVision, OHIO's residence hall cable TV network. The service is available in student bedrooms, apartments and residence hall lounges as part of the room charge. There is no additional fee.

## Off Campus

If you live off-campus, you probably have to contact a TV service provider (see below). Reception without satellite or cable service is very limited. You have to pay a monthly services fee. An initial installation fee may also apply. Often you can request installation online or via phone.

Time Warner Cable

■ [www.timewarnercable.com](http://www.timewarnercable.com)

Dish Network

■ [www.dishnetwork.com](http://www.dishnetwork.com)

DirectTV

■ [www.directv.com](http://www.directv.com)

## Newspapers

In Athens, there are several local newspapers. They are available in the newspaper stands at many on- and off-campus locations, such as office buildings, apartments, and restaurants. The Athens News and The Post are free. These newspapers keep you informed of local and major national events.

Athens Messenger

■ [www.athensmessenger.com](http://www.athensmessenger.com)

Athens News

■ [www.athensnews.com](http://www.athensnews.com)

The Post by OHIO

■ <http://thepost.baker.ohiou.edu>

## Mail

### United States Postal Services (USPS)

■ [www.usps.com](http://www.usps.com)

You can mail letters or packages through the United States Postal Services, or USPS. First-class letters currently cost 44 cents; stamps can be purchased at the post office.

International letter costs vary by country, but prices start at 74 cents. Mail and packages are delivered to your home once a day, Monday through Saturday. There is no mail delivery on Sundays or federal holidays. Be sure to inform the university and the post office if you move.

USPS

■ 740.592.4510

1 Park Place, located on the 4<sup>th</sup> floor of Ohio University's Baker University Center

Business hours: Mon-Fri 10:30 a.m.-1:30 p.m., 2:15 p.m.-5:00 p.m.; Sat-Sun closed.

USPS

■ 740.593.5578

5 West Stimson Avenue

15-minute or longer walk from OHIO

Business Hours: Mon-Fri 9:00 a.m.-6:00 p.m.; Sat 8:30 a.m.-12:30 p.m.; Sun closed

## FedEx, UPS and DHL

The post office will not take packages that weigh more than 70 pounds. Other package companies like UPS, FedEx and DHL can help you with larger mailings.

You can find their mail boxes at many on- and off-campus locations, such as Baker University Center and HDL Center. Please make sure that your item is packed and addressed before you drop it in the mail box. Packages can be found in the mail box or requested online at the service providers' websites.

If you need personal assistance with your mail or package, visit the FedEx Office (formerly Kinko's), 5 North Court Street. It is within walking distance from campus. They also offer services such as printing and binding.

FedEx

■ [www.fedex.com](http://www.fedex.com)

UPS

■ [www.ups.com](http://www.ups.com)

DHL

■ [www.dhl.com](http://www.dhl.com)

## Off-Campus Apartments

Carriage Hill Apartments

■ [www.carriagehillonline.com](http://www.carriagehillonline.com), 740.594.2236

\$390-650/person/month

15-minute or longer walk from OHIO or by Athens Transit

River's Edge and Riverpark Towers

■ [www.riverparktowers.com](http://www.riverparktowers.com), 740.593.7783

\$450-700/person/month

10-minute or longer walk

Mill Street Village

■ [www.millstreetvillage.com](http://www.millstreetvillage.com), 740.566.6455

\$450-720/person/month

20-minute or longer walk or by Athens Transit

Monticello Village

■ 740.593.6211, 866.217.8976

\$270-600/person/month

40-minute or longer walk

The Summit

■ [www.thesummitatcoatesrun.com](http://www.thesummitatcoatesrun.com), 740.594.2921

\$595-635/person/month

15-minute or longer walk or by the Summit shuttle bus

University Commons

■ [www.oucommons.com](http://www.oucommons.com), 740.593.7571

\$340-500/person/month

20-minute or longer walk or by the University Commons shuttle bus

University Courtyard

■ [www.ucourtyardathens.com](http://www.ucourtyardathens.com), 740.594.5022

\$605-785/person/month

15-minute or longer walk or by the University Courtyard shuttle bus

### Holidays

The university is closed on the following holidays:

Labor Day: 1st Monday in September

Thanksgiving: 4th Thursday & Friday in November

Christmas: December 24-25

New Year's Day: January 1

Martin Luther King, Jr. Day: 3rd Monday in January

Memorial Day: last Monday in May

U.S. Independence Day: July 4 (may be y: 3rd Monday in January)

Memorial Day: last Monday in May

U.S. Independence Day: July 4 (may be observed July 3)

## 4. Study at OHIO

### Academic Calendar

■ [www.ohio.edu/registrar/calendar.cfm](http://www.ohio.edu/registrar/calendar.cfm)

As a college student, it is important to keep up with different due dates, such as the last day to register, to pay your tuition, and to drop classes. All events are posted at OHIO's academic calendar (see the website above).

### Course Offerings

■ <http://classes.admsrv.ohio.edu/classes/search.htm>

To find out what courses you can register for, follow the following instructions:

- Visit the Course Offerings link above and you will see the screen blow. You can also access the website from the university's homep. by clicking on Current Students, My OHIO, Course Offerings.

- Select the **Term** from the pulldown menu (automatically on current Term)
- Select the **Location**
- Select the **Course Prefix** from the alphabetical show list (e.g. Sociology) or type it into the box if you know the department or prefix

To see a particular course, put in the Course Number (e.g. 101). To see all of the courses offered in a department, leave the course number blank.

- Select **Course Level**
- For **Class Status**, select **Open** (that means that there is space) or **All Statuses** (if you want to see all courses offered)
- Click on **Search**

You will see a page that looks like this:

You searched for:  
**Term:** Fall 2009-10  
**Location:** Athens Campus  
**Online Courses:** Included for the selected locations  
**Course Prefix:** Sociology (SOC)  
**Course Number:** 101  
**Class Status:** All Statuses  
**Include Canceled Classes:** No

[▶ Expand All](#) [▼ Collapse All](#) [Refine Search](#) [New Search](#)

Athens (10)

Search results as of Wed, Apr 29, 2009 at 08:47:23 AM. [Summary PDF](#)  
 1 to 10 of 10 [Detail PDF](#)

\*Denotes a class with start and end dates different from quarter start and end dates. Add and drop dates might be different. See expanded class information for specific add and drop dates.  
 \*\* Denotes class enrollment is at least seventy-five percent of maximum.

Course	Title	Call No.	Section	Days	Time	Credit Hours	Instructor	Course Fee	Begin Date	End Date	Num. Enrolled	Max. Size	Status
<a href="#">▶ SOC 101</a>	<a href="#">INTRO TO SOCIOLOGY</a>	06523	A01	M,W	8:10AM - 10:00AM	4	<a href="#">CASTELLA</a>	\$0	9/8/09	11/25/09	0	99	Open
<a href="#">▶ SOC 101</a>	<a href="#">INTRO TO SOCIOLOGY</a>	06524	A02	M,T,R,F	9:10AM - 10:00AM	4	<a href="#">ROBERSON</a>	\$0	9/8/09	11/25/09	0	99	Open
<a href="#">▶ SOC 101</a>	<a href="#">INTRO TO SOCIOLOGY</a>	06525	A03	M,T,R,F	10:10AM - 11:00AM	4	<a href="#">SKLADANY</a>	\$0	9/8/09	11/25/09	0	200	Open
<a href="#">▶ SOC 101</a>	<a href="#">INTRO TO SOCIOLOGY</a>	06526	A04	M,T,R,F	11:10AM - 12:00PM	4	<a href="#">WEHRMAN</a>	\$0	9/8/09	11/25/09	0	100	Open
<a href="#">▶ SOC 101</a>	<a href="#">INTRO TO SOCIOLOGY</a>	06527	A05	M,T,R,F	12:10PM - 1:00PM	4	<a href="#">ROBERSON</a>	\$0	9/8/09	11/25/09	0	100	Open
<a href="#">▶ SOC 101</a>	<a href="#">INTRO TO SOCIOLOGY</a>	06528	A06	M,T,R,F	1:10PM - 2:00PM	4		\$0	9/8/09	11/25/09	0	75	Open
<a href="#">▶ SOC 101</a>	<a href="#">INTRO TO SOCIOLOGY</a>	06529	A07	M,T,R,F	2:10PM - 3:00PM	4		\$0	9/8/09	11/25/09	0	75	Open
<a href="#">▶ SOC 101</a>	<a href="#">INTRO TO SOCIOLOGY</a>	06530	A08	M,W	4:10PM - 6:00PM	4	<a href="#">HOFFMAN</a>	\$0	9/8/09	11/25/09	0	200	Open
<a href="#">▶ SOC 101</a>	<a href="#">INTRO TO SOCIOLOGY</a>	06531	A09	T,R	3:10PM - 5:00PM	4	<a href="#">THORNE</a>	\$0	9/8/09	11/25/09	0	100	Open
<a href="#">▶ SOC 101</a>	<a href="#">INTRO TO SOCIOLOGY</a>	07213	A10	T,R	8:10AM - 10:00AM	4		\$0	9/8/09	11/25/09	0	100	Open

The information you can learn from this page includes:

- The **course number** and **title**
- The 5-digit **call number**. This is a unique number that you need in order to register the corresponding class.
- The **section number**. Each section is in a different room and may have a different instructor or be offered at a different time.
- The **days** of the week and **times** the class section is offered
- The **credit hours**
- The **instructor**. If you click on the name, you can see the instructor's e-mail address, phone number and office address.
- If there is an additional **fee** to take this course.
- **Begin date** and **end date** are usually the full term. However, add and drop dates may be different if a class does not meet for the full term.
- **Num. enrolled** refers to how many students are already registered for the course. This information is only updated once every 15-20 minutes.
- The **max. size** is the maximum number of students permitted to register.
- The **status** will tell you if the class is open, full, for majors only or if permission is required to register.

To return to the preceding screen, click on **refine search** at the top right. Do not use the Back Arrow at the top left.

Clicking on the **title** of a section will bring up the following additional information:

**Course Information - SOC 101** X

**Course Name:** INTRO TO SOCIOLOGY  
**College:** [ARTS AND SCIENCES](#)  
**Department:** [SOCIOLOGY](#)  
**Gen. Ed. Tier:** Tier II Social Sciences(2SS)  
**Gen. Ed. Tier (entry pre-2008-09):** Tier II Social Sciences(2S)  
**Eligible Grades:** A-F,WP,WF,FN,FS,AU,I (01)      **Alternative Delivery:** [Yes](#)  
**Repeating Allowed:** No      **Retaking Allowed:** [Yes](#)  
**Max Hours Repeatable:** 0      **Max Times Retakable:** [Unlimited](#)  
**Prerequisite:** [No](#)  
**Course Notes:** [No](#)

**Course Description:** Nature of human society and factors affecting its development. Fundamental concepts of sociology: culture, personality, socialization, social organization, groups, institutions.

- **Eligible Grades** indicates if the course is for a grade (A-F) or credit (CR)
- **Repeating Allowed** and **Maximum Hours Repeatable** indicate if you may take the course more than once for credit
- **Retaking Allowed** indicates whether you may retake the course if you earn a poor grade
- **Course Notes**, for chemistry and physics, indicates if you must schedule the lab separately from the lecture

Clicking on the carat to the left of the course will bring up the following additional information:

Course	Title	Call No.	Section	Days	Time	Credit Hours	Instructor	Course Fee	Begin Date	End Date	Num. Enrolled	Max. Size	Status																		
▼ SOC 101	INTRO TO SOCIOLOGY	06727	A01	M,T,W,R	9:10AM - 10:00AM	4	ROBERSON	\$0	3/29/10	6/12/10	99	99	Full																		
<p><b>Gen. Ed. Tier:</b> Tier II Social Sciences(2SS)      <b>Location:</b> Athens  <b>Gen. Ed. Tier (entry pre-2008-09):</b> Tier II Social Sciences(2S)      <b>Instructors:</b> <a href="#">ROBERTA ROBERSON</a>  <b>Dual-Listed:</b> No      <b>Permission Required:</b> <a href="#">No</a>  <b>Last Day to Add:</b> Apr 12, 2010 5:00 PM      <b>Last Day to Drop:</b> May 3, 2010 5:00 PM  <b>Prerequisite:</b> <a href="#">No</a>      <b>Room Capacity:</b> 99</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Time</th> <th>Building</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>9:10AM-10:00AM</td> <td><a href="#">BENTLEY HALL</a></td> <td>136</td> </tr> <tr> <td>Tuesday</td> <td>9:10AM-10:00AM</td> <td><a href="#">BENTLEY HALL</a></td> <td>136</td> </tr> <tr> <td>Wednesday</td> <td>9:10AM-10:00AM</td> <td><a href="#">BENTLEY HALL</a></td> <td>136</td> </tr> <tr> <td>Thursday</td> <td>9:10AM-10:00AM</td> <td><a href="#">BENTLEY HALL</a></td> <td>136</td> </tr> </tbody> </table>												Day	Time	Building	Room	Monday	9:10AM-10:00AM	<a href="#">BENTLEY HALL</a>	136	Tuesday	9:10AM-10:00AM	<a href="#">BENTLEY HALL</a>	136	Wednesday	9:10AM-10:00AM	<a href="#">BENTLEY HALL</a>	136	Thursday	9:10AM-10:00AM	<a href="#">BENTLEY HALL</a>	136
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Thursday	9:10AM-10:00AM	<a href="#">BENTLEY HALL</a>	136																												

- **Gen. Ed. Tier** - if the class fulfills a General Education requirement (see pp. 17-24)
  - If there is any **Prerequisite** or condition(s) that must be met to enroll (also available above)
  - If **Permission is Required** to register for the class—you must contact the instructor to get permission.
  - **Room Capacity** - if the room has more seats than the Maximum Class Size (see above), you may be able to contact the instructor to get permission to add the class
  - The **Building** and **Room** where the class meets

Here are ways to use the above pages to help with registration:

- Once you've compiled a list of possible classes, check to see if each one is offered next quarter.
- You can check to see if prerequisites or permission required for a course might prevent you from registering for it.
- If a course is offered in several sections, you can see if they are all the same size or different sizes. You can look for a small course or a large lecture format.
- You can keep checking before you register to see if it is likely that there will still be space when you register. However, the enrolled information is only updated every 15-20 minutes, so you must use Web Registration and click on "Search for Open Classes" to get up-to-date information. That means that a course could appear as if there is space in the "Enrolled" column when there is not space, or a course may have space when the enrolled number shows no space.

## Registration Instructions

■ <http://www.ohio.edu/registrar/info/fall2011-12/webform.htm>

All of the tools that you need to register for classes are on the **Academics tab of my.ohio.edu**. To plan your schedule, register for classes, or view your Enrollment Appointment (the earliest date and time that you can complete your registration), use the **My OHIO Student Center**. Once the Registrar makes it available each quarter, your Enrollment Appointment will appear on the right of your Student Center home page- click **Details** to see it. Registering for classes in the Student Center is a lot like shopping online. You fill up your shopping cart with classes you want to take, confirm its contents, and then finalize the transaction. Before you register, you need to get the Class Numbers for the courses that you want to enroll in from Course Offerings (see **Course Offerings**, p. 13.). Make a note of each course, class number(s) and time(s), e.g. LING 270, 45912, 10:10- 11 MTWRF. You can complete through Step 7 before your Enrollment Appointment (earliest time to complete your registration).

**Step 1** Sign in to My OHIO using your OHIO ID (also known as Oak ID) and password.

---

**Click on the Academics tab to:**

---

**Step 2** View your DARS to identify courses to complete.

---

**Step 3** Search Course Offerings for desired sections.

**Note:** Identify the Class Number for each section for which you plan to register.

---


**Step 4** Meet with your academic advisor.

**Note:** Undergraduate students are required to meet with their academic advisor prior to registering for fall, winter, and spring quarter classes.

---

**Step 5** Sign in to My OHIO Student Center to Enroll in Classes.

Click Enroll in the Academics section of the Student Center.


Select the appropriate term and click .

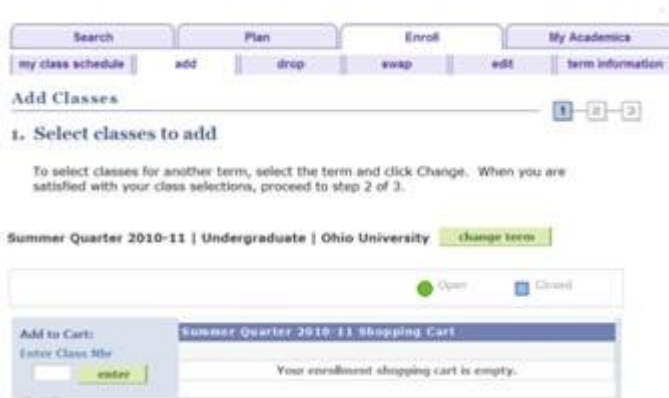
**Note:** This step is not needed if you are only eligible to enroll in one term.

You can click on the add, drop, swap, or edit tabs.

**Note:** Default is set to add.



**Step 6** Enter the Class Number you looked up in Course Offerings and click .




If you are taking a class for audit select Audit in the Grading drop-down box.

**Note:** Classes taken for audit do not count toward requirements for graduation. See [General Information: Auditing a Class](#) before you register.

If the class is a variable credit hour class select the number of credit hours in the Units drop-down box.

Click 

Repeat process to add additional classes by entering the Class Number and click .

Once you have all the classes in your shopping cart click .

**Note:** You are not registered in your classes until you finalize your registration by clicking "Finish Enrolling" and receive the success message for each class to indicate you are enrolled.

**Step 7** Confirm your classes.

Review the classes listed to ensure those are the classes for which you want to register.

**Step 8** Read and agree to Financial Agreements by clicking on the link OHIO University Financial Agreement.



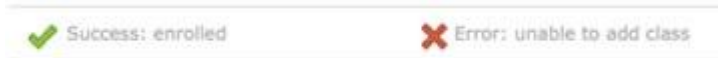
Read the agreement and click  to proceed with registration.


**Step 9** Finish Enrolling



Click  to submit your classes.

**Step 10** View results and make appropriate changes if necessary.

For each class you will see a status that indicates if you successfully added or if there is an error



If you see , review the message to find out why.

Click  to view your schedule or click  to add another class to your schedule.

## College Study: What to Expect

Often excellent or good high school students are disappointed by their performance in college because they do not know how to prepare for college level coursework. First-year students need to recognize the ways in which college study and high school study are different in college:

- You can expect to be challenged intellectually and should be open to alternative views expressed in the classroom by faculty and fellow students.
- Classes may meet fewer times during the week—perhaps twice or even once—and the amount of material assigned per week is double or triple that assigned in high school. If you get behind in your reading and put off studying until midterms or finals, you will not be able to catch up and achieve good grades.
- Fewer quizzes and exams are given to check your knowledge of the material. Sometimes there is only one mid-term exam and a final exam. There are rarely opportunities for extra credit.
- To earn excellent grades, preparation time for class is usually 1½-2 hours outside of class for every hour in class. For each class that meets 4 hours a week, you should spend 6-8 hours a week outside of class studying. If you are taking 15 credits during the quarter, you should be spending about 23-30 hours studying outside class as well as attending every class, for a total of about 40 hours per week. If you are in or wish to transfer to a selective major, then to be successful you may need to study more than 2 hours outside class for each hour you spend in class. College really is a full-time job if you want to excel!
- You must establish a good study routine in your first quarter and develop self-discipline. No one will watch over you or force you to go to class or be responsible for waking you up.
- You will only spend about 16 hours each week in class (as opposed to about 35 hours in high school). Make a weekly study schedule so time doesn't slip away! Schedule regular study time 5 days per week. Use time between classes wisely.
- Find a quiet, distraction-free place to study. The library is a good choice, but your bed or a noisy lounge is not.
- Some classes may be much larger than high school classes. Even if there's no attendance policy, go to class every day and sit in the front. Save your absences in case you become ill or have an emergency. Some courses have a strict attendance policy and you may fail a course, even if you have an "A" grade, based on your failure to attend. You need to know the attendance policy for every course. (See Attendance Tracking Project, page 60).
- Get to know each of your instructors, and it's even more important in large classes not to be anonymous. Visit instructors during their office hours. Bring specific questions about the reading or lecture. Consult with your advisor if you have questions about policies or procedures.
- You are responsible for knowing and following all of the policies and procedures of each course, which may vary greatly from one to the next. Read each syllabus (an outline of the professor's course objectives, policies,

grading system, and assignments) carefully, and ask for clarification, if needed.

- Many instructors will not remind you about assignments or upcoming exams. You need to go through each syllabus and put all due dates or special meetings on a quarter calendar and hang it above your desk. Look ahead, plan in advance and "dig in" during tough times. Don't procrastinate!
- Monitor your grades. Put the drop deadline on your calendar. If you are falling behind or are having difficulty understanding the material, it's YOUR RESPONSIBILITY to:
  - talk to the instructor
  - use the resources (often free) on campus to help you
  - consult with your advisor about dropping the class by the deadline

## Syllabus

You should always put important dates on a calendar. The instructors will not remind you of the different due dates. It is your responsibility to keep up with different events in your life. Your syllabus serves as a crucial tool to help you learn about the class requirements and due dates.

### What Is A Syllabus?

A syllabus is a document that an instructor writes and gives to the students in a course, usually on the first day of class. It is an overview of the course. You should regard it as a contract between the instructor and yourself. By enrolling in a course, you are making a commitment to attend class meetings on a regular basis and arrive on time, be prepared for class, and complete assignments within the allotted time determined by the course instructor.

### Contents of the Syllabus

A syllabus contains several parts:

- The course title and meeting times
- The name of the instructor and contact information
- Course objectives (sometimes called Learning Goals, what you should know after taking the course)
- Policies regarding equity and academic integrity
- Attendance policies, including if the instructor uses the Attendance Tracking Program (ATP)
- Other expectations (cell phones)
- Topics covered and required texts and materials
- Assignments and grading policy, including late assignments and missed tests
- Test dates and other relevant dates (often a daily schedule for the course)

### Ask Yourself When You Read Your Syllabus

- Where and when does this instructor have office hours?
- How would you schedule an appointment with this instructor?
- What is the instructor's attendance policy?
  - Are you permitted any absences without penalty? If yes, how many?
  - Does the instructor use the Attendance Tracking Program (ATP)?

- Does the syllabus discuss academic honesty? If so, what does the instructor say?
- Will assignments be accepted late? If yes, how late will they be accepted?
- What are the major assignments for this course (exams, papers, projects, etc.) and when are they due?
- Is there a final exam, paper or project in each course? If so, when is it?
  - Do you have more than 3 finals in one day?
- Are there any opportunities for extra credit? If so, what are they?
- What do you learn about this instructor's values and priorities from the syllabus?

## Textbooks

Ohio University does not operate its own bookstore as some universities do. The following bookstores handle textbook orders for the university courses, and they are all located on Court Street:

The College Bookstore

■ [www.cbsohiou.com](http://www.cbsohiou.com), 740.594.3505

50 South Court Street

Follett's University Bookstore

■ [www.efollet.com](http://www.efollet.com), 740.593.5547

Specialty Books

■ [www.specialtybookstore.com](http://www.specialtybookstore.com), 740.594.4002

The Little Professor Book Center

■ [www.littleprofessor.com/athens](http://www.littleprofessor.com/athens), 740.592.4418

Some instructors prepare other materials to be used in addition to or instead of textbooks.

To purchase textbooks, you must know exactly which classes you are taking, including the section of each course in which you are enrolled. You need to have the department, catalog number, and call number (for example: History 121, call #02419) of each course when you go to purchase textbooks. This is necessary because different sections of the same course may have different instructors who use different textbooks.

You do not need to wait until classes begin to purchase your textbooks. Most are in stock now at the bookstores listed above. You can purchase textbooks any time after you have registered for classes at the end of your Orientation program. The bookstores also offer the option of reserving textbooks online. To reserve textbooks online, use the web sites listed in paragraph one above.

If no bookstore has the textbook(s) you need for a class, you should first inquire if the order was placed late. The bookstore may not have received the textbooks yet. If no bookstore has an order, then the instructor for that course may be preparing other materials which will be available at one of the local copy/print shops. If your instructor does not

contact you by e-mail regarding required materials, you may wait until the first meeting of your class for more information from your instructor.

If you drop a course after you have already purchased textbooks, Follett's University Bookstore, College Book Store, and Specialty Books will provide a full refund, if you return the textbooks within the first 7-14 days of the quarter (specific dates for refunds vary depending on the bookstore) in the condition you purchased them. You must have your receipt in order to return your textbooks for a full refund. Return or resale policies may vary, so you should inquire about them when you purchase your textbooks.

## When to Buy

If you buy books before classes start:

- Advantages: You'll know you have them. Bookstores sometimes run out of books, and if you buy them in advance, you'll be confident that you are prepared for class. Also, you can look through them before classes begin to make sure you are prepared for the material you are going to cover during that quarter. On the first day of class, you will have your book in hand in case you need it.
- Disadvantages: Sometimes professors change their mind or require a book they aren't really going to use. If you buy your books in advance, be sure to keep your receipt, in case you change your schedule or need to return your book.

If you buy books when classes start:

- Advantages: Some students prefer to wait until classes start to buy their books so they can hear first hand from their professors which books will be used the most in the class. That way they avoid buying a book for a class they don't end up taking or that the professor says won't be used frequently.
- Disadvantages: Lines at the bookstores are much longer at the start of the quarter. Also, sometimes bookstores run out of books, and if you wait until the last minute to buy your books, you may not get one until another order comes in, causing you to fall behind in class.

## Where to Buy

In an Athens bookstore:

- Advantages: Athens bookstores have communicated directly with university departments about the books they are requesting. You are likely to get the correct book, in the correct edition, and you often can go to just one bookstore and get all the books you need.
- Disadvantages: Bookstores try to predict how many books they will need, but sometimes they run out. Also, sometimes students report that books are more expensive in the bookstores.

Online:

- Advantages: Students report that books purchased online are less expensive.

- Disadvantages: You don't really know what you are getting until it arrives in the mail. You have to pay shipping, and if you need to return it, you have to pay to ship it back. Also, you are not likely to find all your textbooks on one of the discount sites. It is more likely that you'll have to visit several different web sites and collect your books from many different mailings. Your order may not arrive in time, causing you to fall behind in class.

### International Student Organizations

Following are some of OHIO's international student organizations and some of its annual events. The International Student Union (ISU) is the umbrella organization for other international student organizations at OHIO.

For more information regarding OHIO's international student organizations, contact the Office of International Student and Faculty Services at 740.593.4330 or [isfs@ohio.edu](mailto:isfs@ohio.edu).

Arabic Language Student Association

- [OHIO.cats.ohiou.edu/~mc302006/alsa/alsaindex.html](http://OHIO.cats.ohiou.edu/~mc302006/alsa/alsaindex.html)

African Student Union

- [www.ohio.edu/orgs/asu](http://www.ohio.edu/orgs/asu)  
African Men's Cookoff, African Hero's Night, African Culture Week

Association for Cultural Exchange (ACE)

- [www.ohio.edu/orgs/cultural](http://www.ohio.edu/orgs/cultural)  
Halloween/Pumpkin Carving, Thanksgiving Dinner, Ice Skating, Valentine's Party, Picnic in the Park

Association of Nigerians

Nigerian Independence Day

Chinese Student Language Association

Chinese Student & Scholar Association

- [www.ohio.edu/orgs/cssa](http://www.ohio.edu/orgs/cssa)  
Mid-Autumn Celebration, Chinese New Year Celebration, Dragon Boat Festival

Indian Students Association

- [www.ouisa.com](http://www.ouisa.com)  
Diwali, Holi

Indonesian Student Association (PERMIAS)

- [permiasathens.blogspot.com](http://permiasathens.blogspot.com)  
Indonesian Night

International Business Society

- [aspnet.cob.ohiou.edu/ibs/home.aspx](http://aspnet.cob.ohiou.edu/ibs/home.aspx)

International Student Union (ISU)

- [www.ohio.edu/orgs/isu](http://www.ohio.edu/orgs/isu)  
International Dinner, International Research Symposium, International Talent Show

Japanese Connection

- [www.ohio.edu/orgs/jcon](http://www.ohio.edu/orgs/jcon)

Japanese Student Association

- [www.ohio.edu/orgs/japan/Welcome.html](http://www.ohio.edu/orgs/japan/Welcome.html)  
Conversation Hour, Sakura Festival

Korean Student Association

- [www.ohio.edu/orgs/korean](http://www.ohio.edu/orgs/korean)  
Korean Night

Muslim Student Association

- [www.ohio.edu/orgs/muslimst](http://www.ohio.edu/orgs/muslimst)

Organization for Latin America

- [www.las.ohio.edu](http://www.las.ohio.edu)

Ohio University Fulbright Scholar Association

Sino Society

- [www.ohio.edu/orgs/sino/Sino%20Society/Home.html](http://www.ohio.edu/orgs/sino/Sino%20Society/Home.html)

South East Asian Student Association (SEASA)

- [www.seas.ohio.edu](http://www.seas.ohio.edu)  
Night Market

Taiwanese Student Association

- [www.ohio.edu/orgs/taiwanese](http://www.ohio.edu/orgs/taiwanese)

## 5. Immigration Regulations

■ Office of International Student and Faculty Services (ISFS): [www.ohio.edu/isfs](http://www.ohio.edu/isfs), 740.593.4330

### Join Us on Facebook

The Office of International Student and Faculty Services (ISFS) is now on Facebook! Search “International Student and Faculty Services” and join us on Facebook. We will update you with immigration information, student activities and important dates for international students.

### Immigration Documents

#### Passport

Be sure to keep your passport in a safe place. It is a very important document.

Most passports are valid for a limited period of time. You can apply for an extension of your stay in the United States or for various permissions as long as your passport is valid. However, if your passport will expire soon, you must send it to the embassy of your country for renewal. You must keep your passport valid for at least 6 months into the future.

It usually takes several weeks for a passport to be renewed, so be sure to allow enough time. ISFS has the addresses and phone numbers of embassies and consulates to which you will send your passport for renewal. This information is also available online.

#### I-94

Form I-94, also called the Arrival-Departure Record of Length of Stay Permit, is the small white card that was attached to your passport at your port of entry into the United States. This form officially shows how long an International Exchange Visitor can remain in the United States. Under current regulations, you should be granted “D/S” (Duration of Status) on your I-94. This means you are eligible to remain as long as you are doing what you came to do. However, if the date on your I-20 or DS-2019 is going to expire, you need to apply for an extension.

#### Visas

F-1 visas are given to academic students. Dependents of F-1 visa holders are assigned F-2 visas. J-1 visas are given to students, researchers, scholars and trainees who are sponsored by government and exchange agencies. Dependents of J-1 visa holders are assigned J-2 visas.

Since the visa stamp in your passport is only important for entry or re-entry into the United States, it can expire while you are here without any problem. If you need to leave the United States temporarily, you may need to obtain a new visa in order to return—if your original visa has expired. Before you leave, speak to the ISFS secretary or one of the Advisors in ISFS about how to obtain another visa.

#### Travel outside the U.S. and Reentry

If you plan to travel outside of the United States, you must bring your I-20 or DS-2019 to ISFS to obtain a signature in the travel endorsement section before you travel. You should visit ISFS at least two weeks before you leave to allow time to process your documents. Students in good standing will receive the signature, which will show to an immigration official that he or she is eligible to return.

Students in valid status can travel to adjacent countries like Canada, Mexico and many of the Caribbean Islands, and return without a valid F-1 or J-1 visa in their passports as long as they stay for fewer than 30 days and do not apply for a new visa there. All that is needed is a valid passport, the signed I-20 or DS-2019 and a valid I-94. You must bring your I-20 or DS-2019 to ISFS to obtain a signature in the travel endorsement section before you travel.

Returning from other countries may require a new visa in order to reenter the United States. Speak to an Advisor at ISFS about your travel plans if you are not sure whether you will need to obtain a new visa.

#### If You Hold the F-1 Student Visa

- Attend the school that you are authorized to attend. This is the school indicated on your visa, unless you have already attended another school in the U.S., and you are transferring to Ohio University.
- Do not let your I-20 expire. Apply for a program extension prior to the expiration of your current I-20.
- Maintain full-time enrollment during the academic year. By the 15<sup>th</sup> day of each quarter, you must register full-time to maintain your non-immigrant student status in the U.S. To register full-time:
  - **Undergrad**: must register at least 12 credits
  - **Grad**: must register at least 9 credits
- You can only work on-campus. Limit on-campus employment to 20 hours per week during the academic year when classes are in session. You may work full time on campus during breaks and during the summer quarter, or the quarter you take as a vacation. Do not accept unauthorized employment.
- Make satisfactory academic progress in your degree program
- Update your U.S. address within 10 days of change at [www.ohio.edu/registrar/myaddress.cfm](http://www.ohio.edu/registrar/myaddress.cfm)
- You should visit ISFS BEFORE you do the following. These actions may have a very serious impact on your non-immigrant status.
  - registering late (after the 15<sup>th</sup> day of each quarter)
  - registering part time
  - dropping a class or classes that would result in part-time enrollment
  - withdrawing from all of your classes for any reason
  - taking a medical leave due to illness

- o beginning a new academic program
- o transferring to another school

## If You Hold the J-1 Exchange Visitor Visa

### Sponsor

There are two kinds of sponsors—the Financial Sponsor and the Visa Sponsor. Sometimes as in the case of Fulbright students, one agency serves both functions. Your Financial Sponsor is responsible for paying tuition and fees and providing you with maintenance funds. In some cases, the tuition is paid by Ohio University, while your maintenance is paid by another person. Your Visa Sponsor is responsible for issuing the DS-2019 for your admission and extensions, and when necessary, for granting permission to work, to transfer schools, and to engage in Academic Training. The Visa Sponsor is also responsible for issuing a DS-2019 to bring your spouse and children to the United States.

If Ohio University issued your DS-2019, then we are your Visa Sponsor and you will need to apply to us whenever a question arises concerning your visa or when a new DS-2019 is needed. We will always review your financial sponsorship, and sometimes consult with your Financial Sponsor before issuing the requested DS-2019 or permission. In many cases, we are acting as the advisor on behalf of your Financial Sponsor.

In every case, if you have questions, make an appointment with an ISFS advisor before taking steps that might affect your visa status.

### DS-2019

The form DS-2019 is the basic document needed to obtain a J-1 visa and/or to obtain and maintain valid Exchange visitor status. It identifies the participant, the Visa and Financial Sponsors, specifies the nature of the program for which the Exchange Visitor is coming to the United States, states the inclusive dates of the program and shows the amount of financing available to the participant. Upon processing by an embassy official or an immigration inspector at the port of entry, an advisory opinion may be marked on the form concerning the two-year home country residence requirement that will affect you if you want to change your status in the future. Note that this is just an “advisory opinion.” A final determination will be made on the matter by the Department of State if you want to apply for a change of visa in the future.

### Exchange Visitor Dependents

The spouse and unmarried minor children (under 21 years old) of a J-1 Exchange Visitor who accompany the participant to the United States or who follow in order to join the participant are given J-2 visas. Other family members, such as parents, brother or sisters are not eligible for J-2 visas. If you want to bring your family here to join you after you have enrolled, you will need to obtain a separate DS-2019 for each dependent for their use to obtain J-2 visas. In order for your Visa Sponsor to issue the DS-2019,

you will need to document how you can financially support your family.

### Employment

Students on J-1 visas are permitted to work as teaching, research or graduate assistants without obtaining further work permission to work from USCIS. However, if a Financial Sponsor will be paying for tuition, fees and expenses, the sponsor must be consulted before a student can accept assistance from the university.

Most J-1 students can work on campus up to 20 hours a week as long as the work does not interfere with regular enrollment or delay completion of the educational objective. Those students who are financially sponsored by agencies outside of Ohio University must first have the permission of their Financial Sponsors before they can work on campus. J-1 students whose Financial Sponsor is Ohio University can obtain a letter of permission to work on campus from an advisor in ISFS. J-1 students are also eligible, under certain circumstances, to work off campus. Permission must be given to the student by their Financial Sponsor.

J-2 dependents can obtain work permission from the USCIS by applying directly to them. Work permission for J-2 dependents can only be for their own use; it cannot be to support the principal J-1 participant. Make an appointment with an ISFS Advisor for assistance with this application.

J-1 students can engage in Academic Training as they near completion of their educational objectives. Academic Training means work, either volunteer or for payment, that enables a student to gain practical experience that is related to the academic program. Permission is granted by an Advisor connected to your Visa Sponsor. If your Financial Sponsor is not Ohio University, their permission will be needed first. Academic Training permission can be granted for up to 18 months. Post-doctoral researchers can obtain up to 36 months permission to engage in Academic Training. Make an appointment with an ISFS Advisor if you are considering engaging in Academic Training.

### Extension

Occasionally, a person may need longer than originally planned in order to complete the program. In that case, a new DS-2019 must be issued by the Visa Sponsor with the new date of completion on it. If a spouse has permission to work, usually the spouse must reapply to extend that permission at the time the extension is done.

If a person is sponsored by an agency outside Ohio University, the agreement of the sponsor is essential for extension. This is especially true if the participant wants to go on for a further degree after completion of the original objective. Sometimes the person will be permitted to continue and will be issued a new DS-2019 for extension, if that person can demonstrate that he or she has the financial support to go on. The original Financial Sponsor will not pay for more than the original agreed-upon objective. Make

an appointment with an ISFS Advisor if you want to extend your program.

Final responsibility for most J-1 visa students and scholars is with the organization that has provided the financial support to the participant. In the case of Fulbright scholars, that may also mean a Fulbright Commission in the home country. This means that a person needs to plan well in advance if there is likely to be any change in the original plans, because permission will be required.

### **Program Transfer**

An Exchange Visitor in any category may transfer from one program sponsor to another if the purpose of his or her transfer is to complete the objective for which he/she was admitted to Exchange Visitor status. The Exchange Visitor needs to inform an Advisor in ISFS of the intention to transfer. The two institutions must communicate about the feasibility and timing of the transfer. When it is agreed upon, the current Visa Sponsor will release the Exchange Visitor to the other institution. Upon receiving the release, the new Visa Sponsor will issue a new DS-2019 which will enable the Exchange Visitor to come to and enroll at the new institution. For advice on how to apply for permission to transfer, make an appointment with an Advisor in ISFS.

### **Two-Year Home Country Residence Requirement**

Under the J-1 visa regulations, persons may be subject to a requirement that they return to their home country or their previous country of residence for two years before they can change visa statuses inside the United States. This will affect you if, after you finish your program, you decide that you want to remain in the U.S. rather than go home. Persons who are subject to this requirement are:

- Those who are financed by their own government, the United States government or by an international organization which uses funds furnished by one of these governments for international educational exchange purposes;
- Those whose skills are determined the United States Department of Labor to be needed in their own countries.

In some circumstances, this requirement can be waived. A determination of whether someone is subject to the requirement and if so, whether the requirement can be waived is made by the Waiver Review Office of the Department of State at the time a person applies for a waiver. If you think you may want to change your visa in the future, make an appointment with an Advisor in ISFS to talk about your options.

## 6. Contacts

### Emergency Contacts

Ambulance / Athens Police / Fire Department

■ 911

Ohio University Police

■ 740.593.1911

Campus Care

■ 740.593.1660

O'Bleness Hospital

■ 740.593.5551

### Campus Contacts

Bursar

■ [www.ohio.edu/finance/bursar](http://www.ohio.edu/finance/bursar), 740.593.4130

Counseling and Psychological Services

■ [www.ohio.edu/counseling](http://www.ohio.edu/counseling), 740.593.1616

Dining Services

■ [www.ohio.edu/food](http://www.ohio.edu/food), 740.593.2970

Disability Services

■ [www.ohio.edu/disabilities](http://www.ohio.edu/disabilities), 740.593.2620

Financial Aid and Scholarships

■ [www.ohio.edu/financialaid](http://www.ohio.edu/financialaid), 740.593.4141

International Student & Faculty Services

■ [www.ohiou.edu/isfs](http://www.ohiou.edu/isfs), 740.593.4330

Multicultural Programs

■ [www.ohio.edu/culturalcenter](http://www.ohio.edu/culturalcenter), 740.593.4027

Office of Diversity, Access and Equity

■ [www.ohiou.edu/diversity](http://www.ohiou.edu/diversity), 740.593.2431

University Registrar

■ [www.ohio.edu/registrar](http://www.ohio.edu/registrar), 740.593.4191

Residential Housing

■ [www.facilities.ohiou.edu/housing](http://www.facilities.ohiou.edu/housing), 740.593.4090

Safe-T Patrol Service

■ [www.ohio.edu/police/escort.cfm](http://www.ohio.edu/police/escort.cfm), 740.593.4040

Student Affairs

■ [www.ohiou.edu/studentaffairs](http://www.ohiou.edu/studentaffairs), 740.593.2580

### Academic College Student Services Offices

Arts and Sciences

■ [www.cas.ohiou.edu](http://www.cas.ohiou.edu), 740.593.2845

1st floor, Wilson Hall

Business

■ [www.cob.ohiou.edu](http://www.cob.ohiou.edu), 740.593.2000

214 Copeland Hall

Communication

■ [www.scrippscollege.ohio.edu](http://www.scrippscollege.ohio.edu), 740.593.4883

497 RTVC Building

Education

■ [www.coe.ohiou.edu](http://www.coe.ohiou.edu), 740.593.4400

124 McCracken Hall

Engineering and Technology

■ [www.ent.ohiou.edu](http://www.ent.ohiou.edu), 740.593.1474

178 Stocker

English Language Improvement Program

■ [www.ohio.edu/linguistics/clip](http://www.ohio.edu/linguistics/clip), 740.593.0201

383 Gordy Hall

Fine Arts

■ [www.finearts.ohio.edu](http://www.finearts.ohio.edu), 740.593.1808

Jennings House

Health and Human Services

■ [www.bhs.ohiou.edu/cbhs](http://www.bhs.ohiou.edu/cbhs), 740.593.9336

W370 Grover Center

Honors Tutorial

■ [www.honors.ohio.edu](http://www.honors.ohio.edu), 740.593.2723

35 Park Place

Ohio Program of Intensive English (OPIE)

■ [www.ohio.edu/opie](http://www.ohio.edu/opie), 740.593.4575

155 Gordy Hall

University College

■ [www.ohio.edu/univcollege](http://www.ohio.edu/univcollege), 740.593.1935

140 Chubb Hall