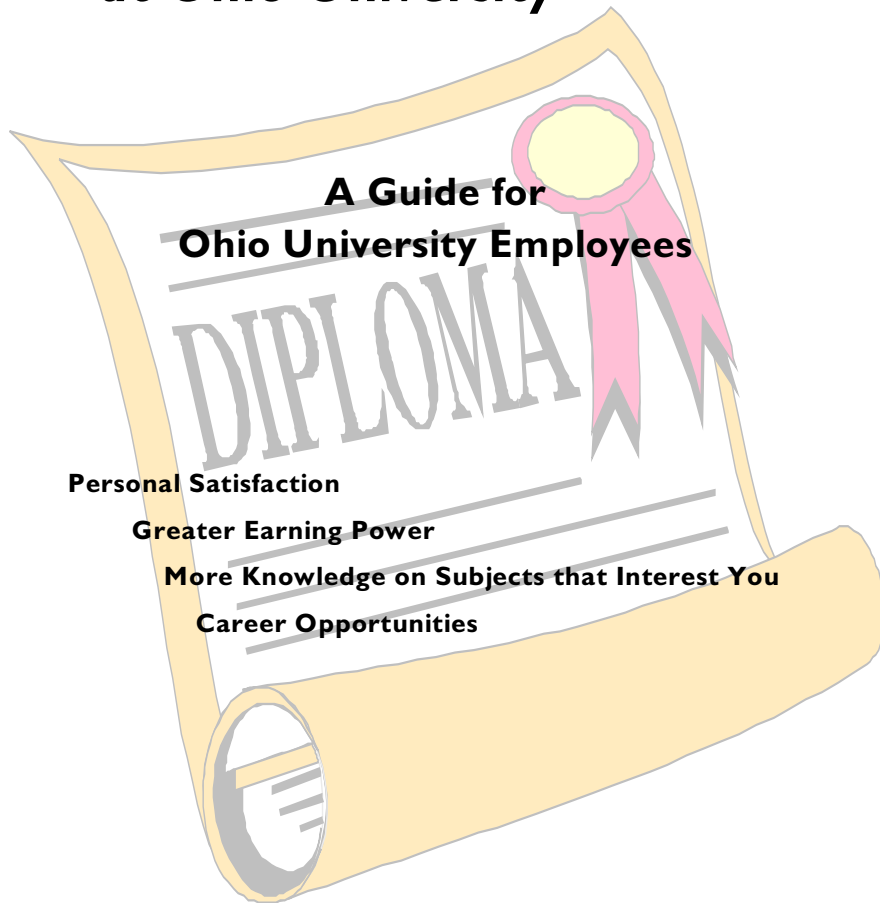


Furthering Your Education at Ohio University



A Guide for Ohio University Employees

DIPLOMA

Personal Satisfaction

Greater Earning Power

More Knowledge on Subjects that Interest You

Career Opportunities

"Knowledge and skills gained from continuous learning are the key to prosperity for every worker, business, and community." Ohio Board of Regents, 2001

Getting Started – Your Education

Higher education can be the key to enhancing your personal and career success. As an Ohio University employee, you can choose from a range of educational opportunities for personal and professional development.

Tuition assistance is included as part of the comprehensive benefits package for Ohio University employees. Benefits vary according to employment status. Under the educational benefits program, eligible employees may take university courses at a greatly reduced cost. The benefit includes a waiver of 100% of the instructional fee for full-time employees and 50% for eligible part-time employees. General fees may be waived only with departmental approval. The educational benefits program may be used to take courses for credit at Ohio University including courses offered through the Independent and Distance Learning Programs. Employees can also receive a reduction in tuition at Hocking College. See page 6 for additional information.

Eligible employees may, with supervisory approval, take one course per quarter during regular working hours and one additional course during nonworking hours up to a maximum of ten credit hours. Courses taken during the summer or other breaks are also limited by academic regulations and department responsibilities.

Give yourself every advantage in today's ever-changing society—continue your education or earn your college degree.

Options for Earning Credit

Ohio University offers many opportunities for earning college credit. Below is a brief description of each.

Most of the options for earning credit are covered under the employee educational benefits package. See the section titled "secure your tuition waiver" on page 6 for additional information.

1. On-Campus Courses

One of the most common ways to earn credit is to enroll in courses on the Athens campus. Although a wide variety of courses is offered, you will find that the number and variety of courses offered in the evening hours are limited.

2. Regional Campus Courses

The regional campuses offer technical courses and degree programs that are not available at the Athens campus. Additionally, the regional campuses offer more evening courses to serve their non-residential student population. For these reasons, many find it an attractive option to take courses at one of Ohio University's regional campuses.

3. The College-Level Examination Program (CLEP)

Ohio University participates in the College Level Examination Program sponsored by the College Entrance Examination Board. Ohio University will award credit for satisfactory scores on the subject area exams in CLEP, provided that you take the exams **before** you formally enroll in any Ohio University course work. For a list of the exams accepted and the scores required, contact Independent and Distance Learning Programs at 593-2910 or by email independent.study@ohio.edu.

4. The Certified Professional Secretary (CPS) Rating

You may earn up to 48 credit hours through the American Council on Education if you earn the Certified Professional Secretary rating. The CPS designation is earned by: a) completing and verifying educational and secretarial employment experience requirements; and b) passing a three-part, one-day examination. Each part of the examination covers one of the following areas: finance and business law, management, and office systems and administration. For more information, visit the International Association of Administrative Professionals (IAAP) website at <http://www.iaap-hq.org/CPS/cps.htm> or contact Cindy White, chairperson of the CPS Service Committee of the Athens Chapter of IAAP at white@ohio.edu or 593-1977.

5. Independent and Distance Learning Programs

The Course Services office of Independent and Distance Learning Programs offers courses in a variety of delivery formats and course technologies so you can choose the one that best fits your needs and schedule. To obtain a current catalog of offerings, stop by Hanning Hall or call 593-2910.

Educational benefits can be applied to fees for these courses, however, the amount can vary depending on the program. Contact University Human Resources at 593-9360 or stop by the Human Resources and Training Center on West Union Street

Correspondence Courses

Taking a course through correspondence is like taking an on-campus course without ever going to class or having any classmates. The content of the course is divided into lessons which guide your learning. The submitted assignments at the end of each lesson allow you and the instructor to participate in a dialogue that may be conducted by postal mail, fax, or email. These courses generally require two or three supervised examinations, although in some courses you may be asked to complete a course project or paper instead of examinations. You may begin a course at any time. While you may proceed through your course at a rate that is mutually satisfactory to you and your instructor, you should not expect to complete a correspondence course in less than six months and you must complete it within one year from the original date of enrollment.

Web Courses

Web courses are similar to correspondence courses except that they use the dynamic medium of the World Wide Web instead of the printed page to present lesson content. All course content is by email, including lesson submission and instructor's response. You must have access to a computer with an Internet link, be able to use a graphical browser, and be able to communicate via email. The same time limits as correspondence courses apply.

Course Credit by Examination

If you are familiar with a particular subject or are able to master content without assistance, you may be able to earn credit through a single comprehensive examination. After you receive the syllabus and obtain the textbook, you prepare for the examination without assistance from an instructor. As in web or correspondence courses, you may enroll at any time, but you must take the examination within six months. Your grade on the examination becomes your grade for the course.

Independent Learning Projects

An Independent Learning Project is an option when the course you wish to take is not regularly offered as a web or correspondence course or course credit by examination. The following important restrictions apply: 1) must be a course listed in the current *Ohio University Undergraduate Catalog*; 2) cannot have a laboratory component; 3) must be approved by the academic department in which the course is offered; and 4) an Ohio University faculty member must be willing to direct your work in the course.

Credit for Experiential Learning

An attractive option for many employees is the Experiential Learning Program (often called "portfolio"), through which you can receive academic credit for learning acquired outside the classroom in on-the-job training or volunteer activities. To apply for this credit, you must enroll in EDCE 203 Credit for Work Experience: Portfolio Development, in which you develop a portfolio of your learning experiences that is then submitted to faculty assessors who judge both the quality and quantity of your learning and determine if course credit is to be awarded. EDCE 203 is offered as an on-campus course at least once per year (usually during winter quarter) and is available at any point through correspondence. For additional information on EDCE 203, contact Sue Boyd at boyds@ohio.edu. You may earn up to 24 credit hours towards your associate's degree (up to 48 hours if you plan to pursue a bachelor's degree).

6. Taking Courses at Another College or University

All college-level credit earned with a grade of C- or higher at a regionally accredited institution is accepted as transfer credit at Ohio University. Although all transfer credit will count toward the hours required for a degree, some courses taken at another college or university may count only as electives toward your degree program.

If you plan to take courses at another college or university, consult one of the University College advisors listed on page 5 to see how those credits will apply to your degree requirements.

If you have previously completed courses at another regionally accredited institution, send a transcript directly from that institution to the Office of Undergraduate Admissions when you apply for admission.

Degree Opportunities

I. Associate's Degrees

Earning an associate's degree is an excellent way to begin your education. Ohio University offers several associate's degree programs—programs that can easily be tailored to apply to a bachelor's degree or can serve as a stand-alone credential.

Many employees find great satisfaction in earning their associate's degrees. Regardless of their initial goals, the satisfaction of completing a program in the short-term often provides the motivation and inspiration to continue studies toward completion of the bachelor's degree.

To earn an associate's degree, you must earn a minimum of 96 quarter hours with a 2.0 accumulative grade-point average and must complete the university's general education requirements in freshman English and quantitative skills.

Associate in Arts/Associate in Science

The Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs provide a general liberal arts background. You must complete a 30-hour concentration in one of the following areas and a minimum of 15 hours in each of the other two areas:

- Social Sciences
- Humanities and Fine Arts
- Natural Science, Applied Science, and Quantitative Skills

Associate in Individualized Studies

The Associate in Individualized Studies (A.I.S.) is a self-designed degree program in which you must submit a proposed course of study and indicate an area of concentration. Your area of concentration must consist of a minimum of 30 hours.

The A.I.S. degree is a popular choice for employees. The flexibility of choosing your own courses and the ability to tailor the program to meet your individual goals and needs makes the program an especially attractive option.

Associate in Applied Science

On the Athens campus, there are two programs leading to an Associate in Applied Science: aviation technology and child development. Both programs consist of a combination of technical requirements and general education requirements.

Associate in Applied Science degree programs in deaf studies and interpreting, electronic media, environmental engineering technology, equine studies, hazardous materials technology, human services technology, industrial maintenance technology, law enforcement technology, materials management technology, medical assisting technology, nursing, and travel and tourism are available through the regional campuses. Athens campus students who wish to pursue one of these programs may do so by taking the general education requirements on the Athens campus and taking the technical requirements at the Chillicothe, Lancaster, Southern, or Zanesville campus. Please note that not all programs are available at a particular campus.

Associate in Applied Business

While the Athens campus does not offer any programs leading to the Associate in Applied Business degree, it is possible to earn the degree through a combination of methods, such as taking courses on the Athens campus, taking courses at the Chillicothe, Lancaster, and/or Southern campuses, and taking courses through Independent and Distance Learning. The Associate in Applied Business is available in accounting technology, business management technology, computer science technology, and office technology.

2. Bachelor's Degrees

To earn a bachelor's degree, you must earn a minimum of 192 quarter hours with a 2.0 cumulative grade-point average and must complete the university's general education requirements as well as the requirements for the intended major. Ohio University offers nearly 300 areas of study leading to a bachelor's degree. The Bachelor of Specialized Studies, which is an attractive option for many employees, is highlighted below. For a complete listing of all the majors offered and the courses required for each major, pick up a current Ohio University Undergraduate Catalog in the Office of Undergraduate Admissions, 120 Chubb Hall. For additional information on the major you are considering, schedule an appointment

with an advisor in the college that offers the majors you are considering. See the list below for contact information.

College of Arts and Sciences: 100 Wilson Hall, 593-2845.

College of Business: 214 Copeland Hall, 593-2000.

College of Communication: 497 RTVC Building, 593-4880.

College of Education: 124 McCracken Hall, 593-4420.

Russ College of Engineering and Technology: 157 Stocker Center, 593-1474.

College of Fine Arts: Jennings House, 593-1812.

College of Health and Human Services: W370 Grover Center, 593-9334.

University College: 140 Chubb Hall, 593-1935.

Bachelor of Specialized Studies

While Ohio University offers a wide array of majors and degree programs, some students find that their interests, talents, and goals can be served best through a uniquely designed major, combining courses from several departments. Through the Bachelor of Specialized Studies (BSS), undergraduate students create individualized baccalaureate degree programs. Students work with a University College advisor (or regional campus advisor) and two faculty sponsors to structure their BSS programs.

To earn the Bachelor of Specialized Studies degree, you must meet the following requirements:

1. Earn 192 quarter hours of college credit with a minimum 2.0 grade-point average.
2. Earn no fewer than 45 quarter hours after admission to the Specialized Studies program (degree residency).
3. Complete 80 credits in courses numbered 300 or above.
4. Complete the university General Education requirements and university residency requirements.
5. Complete your approved Area of Concentration, consisting of a minimum of 45 credit hours, which has coherence and educational purpose equivalent to an established major.

For additional information on the Specialized Studies program, visit the website at <http://www.ohiou.edu/univcollege/degree/special.htm> or schedule an appointment with a University College advisor by calling 593-1935.

Furthering Your Education: Getting Started

A Checklist for Ohio University Employees

- Pick up a current Ohio University Undergraduate Catalog in the Office of Undergraduate Admissions, 120 Chubb Hall.** Review the information about majors offered in the *Colleges and Curricula* section of the catalog, and explore the listing and descriptions of courses offered in the *Courses of Instruction* section in the back of the catalog.
- Meet with an academic advisor.** If you decide that you would like to pursue a degree, make an appointment with an advisor in the college that offers the major you are considering. See the list of colleges and contact locations on page 6. If you are undecided about your plans or are interested in pursuing an associate's degree, contact University College, Chubb Hall 140, 593-1935, to set up an appointment with Kraig Curry, Lora Munsell, or Tammy Kahrig. The academic advisor will be able to assist you in getting started and will help guide you through the steps to degree completion.

- **Apply to the university.** If you have not yet been admitted to the university, contact the Office of Undergraduate Admissions, Chubb Hall 120, 593-4100, to apply. You may also download the application at <http://www.ohio.edu/admissions/>. If you have previously earned at least 30 quarter hours or 45 semester hours at another college or university, complete an application for **transfer admission**. Otherwise, complete an application for **freshman admission**.

Deadlines for Admission

Quarter You Plan to Begin	Deadline for Freshman	Deadline for Transfer
Fall	February 1	May 15
Winter	December 1	October 15
Spring	March 1	February 15
Summer	February 1	May 1

If you have previously been admitted to the university, but are not currently enrolled, contact Gayle Davis in the Registrar's Office, Chubb Hall 110, 593-4182, to update your records and obtain the necessary information for reenrollment.

- **Complete testing, orientation, and registration.** As an employee, you are not required to attend the structured Precollege orientation program prior to your enrollment. You will, however, need to arrange to take the math placement test and to complete an individual orientation session. To find out about testing arrangements and to schedule your orientation, set up an appointment with one of the University College advisors listed above. During the orientation session, the advisor will give you the materials and information necessary to register for your classes.
- **Secure your tuition waiver.** You may obtain the Employee Educational Benefits form from the University Human Resources website at http://www.uhr.ohiou.edu/UHR_Svc_Dir/Forms/form_index.htm or by stopping by the office at the Human Resources and Training Center on West Union Street. The form must be signed by your supervisor and returned to Krista Antle in UHR before the tuition waiver can be posted to your student billing account.
- **Go to class and purchase your textbooks.** Once you have registered for your classes, you are ready to go! In most cases, you will not receive a copy of your official class schedule until after the quarter has begun. Therefore, you will need to print out your schedule from the web registration website or write down the information from the *Schedule of Classes*. To purchase textbooks, you must know exactly which classes you are taking, including which section of each course you are enrolled. Different sections of the same course may have different instructors who use different textbooks. For this reason, many students find that it is easier to wait until the first day of class to find out exactly which textbooks and materials are needed for the course.

Although Ohio University does not operate its own bookstore, the university provides a link to an online bookstore through the Registrar's website at <http://www.ohiou.edu/registrar/>. The College Book Store, Follett's University Bookstore, and Specialty Books, all located on Court Street, handle textbook orders for most university courses. The Little Professor Book Center also handles book orders for some classes.

University College

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