

A Handbook For Undergraduate Adult Students at Ohio University

Returning to School



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OHIO UNIVERSITY

ALMA MATER

Alma Mater, Ohio University
Alma Mater, brave and fair!
Alma Mater, we hail thee,
For we own thy kindly care.

Alma Mater, Ohio,
When we read thy story o'er,
We revere thee and cheer thee
As we sing thy praise once more.

Introduction: Fitting In

It is hard to define the term “adult” student. Generally, adult students are older than the typical college student enrolled on residential campuses like Ohio University, whose ages range between 18 and 24. Sometimes students are also considered to be “adult students” if they are married, have children, or work full time.

As you probably know, adult students often have a different motivation towards getting an education because of their life experiences. We often find that adult students recognize the value of a college education in a way that younger students often don't. Although taking the first step to go back to school can be a difficult decision to make, once you begin classes, you will see that you may be far more successful than you had imagined at balancing academics with your personal and sometimes professional life.

We at Ohio University believe that learning is a lifelong pursuit, and believe that it is important to help students pursue their professional and educational dreams, regardless of their age and circumstances.



Handling the Demands of College

Going back to school after having been away can be a source of worry and anxiety. It is common, and normal, for people to wonder if they will be able to handle the intellectual demands of college work after so many years away from an academic environment. This challenge, along with family and/or professional responsibilities, can first appear overwhelming. It may not seem that way now, but once you become aware of your study habits and needs, you will be well on the way to juggling all of these challenges with greater ease.

Approximately 2% of OU's students are classified as adult students. You will most likely find yourself in classes with younger students. You may find the difference in age stimulating and refreshing. We have found that younger students look upon adult students as more wise and knowledgeable, who often can set the bar a bit higher with respect to exams, research papers/presentations, and group projects. Socially, you may find, as do the younger students, that you may make friends and acquaintances with people from a wide variety of backgrounds and age groups.

University Resources to Help You Succeed

Ohio University has a number of services that can help you in your college career. Here we list a few of these services. If you choose to register with Commuter and Adult Student Services, your peer mentor will be able to help you evaluate your needs and provide you with some possible solutions that you may investigate.

1. **University College** has developed a **mentor program** for both commuter and adult students. Should you decide to request the free services of the mentor program once you enroll at OU, your mentor will be able to discuss your questions and concerns, as well as keep you informed of various activities on campus and in the Athens area. For more information, please contact Lora Munsell at University College at 740-593-1935 or at munsell@ohio.edu.
2. **Academic Advancement Center**, located on the first floor of Alden Library, has many programs designed for students who wish to improve their academic skills or who need assistance with understanding course material. Although we include most of their services in the list below, be sure to stop by the AAC on the 1st floor of Alden Library or visit their quarterly newsletter web page for more information:
http://www.ohiou.edu/aac/aac_quarterly.HTM#Tutoring%20Service.
 - a. **Learning Strategies Classes:** UC 110, Learning Strategies (3 credits), helps first-year students with budgeting time, outlining and note-taking, preparing and taking tests, and using technology.
 - b. **Reading Strategies Classes:** UC 112, College Reading Skills (2 credits), helps students who wish to improve their reading

strategies. Instruction focuses on increasing comprehension, varying reading rate, and developing vocabulary. UC 112B, a speed-reading and vocabulary course, is available for students who want assistance with specific reading skills.

- c. **Private Tutoring:** The Academic Advancement Center also makes referrals to paid, private tutors. Please note that if you register with CASS you are eligible for four hours of free tutoring per week.
- d. **Supplemental Instruction:** Small group study sessions, called Supplemental Instruction or SI, are provided for some courses in which the early withdrawal, poor performance, or failure rate has traditionally been as high as 35%. An undergraduate student who has successfully completed the target course is hired to attend a specific section of class and hold 2-4 hour study sessions per week. Students work together to improve their understanding of the course content and to enhance their test preparation and study skills. Regular attendance and participation is recommended but not required. Sessions are free and open to all interested students.
- e. **Learning Center Computer Lab:** Within the AAC you will find the Learning Center, a computer lab with Macintosh and Windows computers that are connected to both the Web and e-mail and carry a wide range of software applications. Support staff is available to help you learn how to use the various programs. The AAC also offers a class designed especially for first-year students with limited exposure to computers, UC 106, Academic Computing Skills.
- f. **CAP: The College Adjustment Program (CAP)** is designed to promote academic success and college completion for all of its participating students. To facilitate success in reaching this goal, the CAP program offers a wide variety of services and opportunities including: free private tutoring; learning skills/strategy courses; student peer advisors; assistance locating financial aid; study tables; instructional computer lab; academic advising, scheduling and advocacy; career planning; and study tips. To be eligible to join, students must have earned fewer than 60 credit hours and must demonstrate the need for these academic services through ACT or SAT scores, or through high school rank. In addition, students must be U.S. citizens or permanent residents, and meet at least one of these additional criteria:
 - i. **First-generation** college student (neither parent earned a four-year college degree).
 - ii. **Low-income** status as determined by federal guidelines.
 - iii. **Documented disability.** If you think you are eligible, and want to request an application, you can contact Greg Lester at 740-593-2642, lesterj@ohio.edu or the Academic Advancement Center, 101 Alden Library, Athens, Ohio 45701, (740) 593-2644.

3. **Alden Library,** located on the College Green, is the main library facility at Ohio University. This seven-story building currently has a collection of over two and a half million bound and unbound volumes, and subscribes to approximately 10,000 periodicals. Undergraduate students with valid OU ID cards may check out books for a period of three weeks. The circulating desk can be reached by calling (740) 593-2695. For general information about the library and its resources, call (740) 593-2699 or visit <http://www.library.ohiou.edu>.
4. **Writing Center:** On the newly renovated 2nd floor of Alden Library, students can work with a peer writing tutor to improve their writing skills. With your peer tutor, you can work on selecting paper topics, developing and organizing ideas, conducting research, and improving style. Students can also learn editing or proofreading techniques. Assistance is free of charge.
5. **Learning Commons:** A 24/7 computer, study, and reference center on the 2nd floor of Alden Library. The Learning Commons offers the latest technologies that can help you make your papers and presentations professional. Writing tutors, computer assistants, and reference librarians are available free of charge.
6. **Office of Career Services** offers assistance in making or refining career decisions, exploring career options, and conducting effective job searches. This office provides individual career advising, computerized career guidance programs, and seminars on career-related topics, career decision making, resume preparation, and interview techniques, and a Career Resource Library filled with career information, employer directories, graduate school information, and job listings. Find out more by calling (740) 593-2909, stopping by 185 Lindley Hall, or visiting the Career Services home page at <http://.ohio.edu/careers/>.
7. **Ohio University's Counseling and Psychological Services** are available for helping students with choosing majors and careers, as well as for difficulties with concentration, motivation, stress, test anxiety, depression, unsatisfactory relationships, or self confidence/esteem. This office is found on the third floor of Hudson Health Center, 593-1616.
8. Each fall quarter, **University College offers UC 115** for Adult and Transfer Students, which is designed specifically to address the concerns of transfer and adult students. The course focuses on how to successfully adjust to the demands of college, including researching and choosing majors. For more information, contact Lora Munsell in University College, 140 Chubb Hall, 593-1935, munsell@ohio.edu.

9. **Academic Advising:** The advisors in University College are ready to assist students in the major selection process, and can aid those students who are contemplating returning to school. Academic advisors are normally assigned after students register for classes at Precollege Orientation. Your advisor will be an important resource for you during your studies at OU. He or she can be a critical source of information, and can help you to determine what issues need attention and to whom to go to for assistance. If you would like to discuss your academic plans with an advisor prior to Precollege Orientation, contact your college office to make an appointment (see list on pages 21-22).

10. **McNair Scholars Program:** The goal of this program is help first generation, low income and/or minority students to enhance your academic experience as an undergraduate in order to prepare you for success as a graduate student, professor, and professional researcher. This program at Ohio University is designed to inform, encourage, motivate, and prepare you for doctoral study.

Eligibility: Be a first generation college student (neither parent attended college) and be **income eligible** (as defined by the Department of Education) *OR* be a member of underrepresented minority group (African American, Hispanic, Native American). You must be a US citizen or permanent resident who displays promise for doctoral study. You must be enrolled in Ohio University or be transferring to Ohio University. You should show that you have and will maintain a minimum 2.8 cumulative GPA, and that you have at least a sophomore standing with 60 credit hours.

Benefits:

Opportunity for paid summer research (up to \$2800)
Opportunity for summer tuition waiver
Free GRE Preparation
Graduate School Application fee waiver from participating Institutions
Assistance with Graduate Applications
Opportunities for PAID travel to present your research at conferences
Development of Research skills
Mentor relationship with Faculty
Academic Advising

For more information, you may contact:

Dr. Raymie McKerrow, Director, mckerrow@ohio.edu
Dr. Valerie Mendoza, Assistant Director, mendoza@ohio.edu
Their offices are located at 34 Lindley Hall. Phone: (740) 593-0391,
Fax: (740) 593-0110
Or visit their web site at: <http://www.ohiou.edu/mcnair/>

Outside Resources

ANTSHE is the Association for Non-Traditional Students (Adult Students) in Higher Education. ANTSHE membership is open to students, alumni, and all interested individuals and organizations.

ANTSHE c/o Mesa State College
Attention: Gabe DeGabriele
1100 North Avenue
Grand Junction, Colorado 81501
Tel: (970) 248-1847
www.antshe.org
antshe@mesastate.edu

There are also a number of books available. The following books are excellent sources of information and can be found in the Alden Library:

Back in School: A Guide for Adults Learners (Charles J. Shields)
ISBN 1564141241, OCLC 30510267, Alden Library Call # LB 2343.32.S55
1994

Going Back to School: College Survival Strategies for Adult Students
(Frank J. Bruno) ISBN 0028603206, OCLC 40069524, Alden Library Call
LB 2343.32.B77 1998x

Guerilla Manual for Adult College Students (Mike Doolin)
ISBN 1591133998, OCLC 548550, Alden Library Call #: on order from library

Never Too Late to Learn: The Adult Student's Guide to College
(Vicky Phillips) ISBN 0375754784, OCLC 43955880, Alden Library Call
LC 5215.P45 2000x

Academic Advising

Many adult students are uneasy to admit that they don't know what they want to do "when they grow up." For many who have not ever attended college or have not been in school for a number of years, the variety of majors can be overwhelming. Some who see attending college as a way to begin a new career believe they must choose a major that will lead to a lucrative profession regardless if they are interested in the field.

Assistance is Available

The advisors at University College can help you as you contemplate returning to school as well as helping you to finalize your major. Precollege Orientation takes place prior to new students' first quarter, and can be a good time to ask the many questions you may have concerning registration and academic requirements. Please see pages 17-21 for details. If you would like to meet with an advisor prior to Precollege, and you do not know who you should contact, please either call or e-mail Lora Munsell (740) 593-1935, munsell@ohio.edu, in University College. She will assist you in finding the right resources to put you on the right track. If you do know the college in which you will be enrolled, you should call the college and ask to be assigned an advisor. Once enrolled, you should meet with your advisor regularly to ensure that you're making progress and know your options.

Undecided?

University College has professional advisors who can work with you to identify the academic interests you wish to pursue with any of Ohio University's colleges. The advisors can also tell you about the Bachelor of Specialized Studies, a program that allows students to design their own majors. You can call (740) 593-1935, or stop by 140 Chubb Hall to set up an appointment with Laura Chapman, chapmanl@ohio.edu or Lora Munsell, munsell@ohio.edu

Remember to be sure to sign up for UC 115, as we will not only be going over the implications of choosing a major, but we will also be going over a number of other useful tips and resources for non-traditional and transfer students.

First Year Students or Transfer Students

When applying for admission to Ohio University, students are asked to indicate the major they wish to pursue. However, admission to the university does not guarantee admission to a specific program of study. Currently, limited and/or selective admission policies are in effect for the following majors: **athletic training, nursing, physical therapy**, and for programs in the **College of Business, the College of Communication, the Russ College of Engineering and**

Technology, the College of Fine Arts, and the Honors Tutorial College. All other major programs are open to all students accepted for admission to the university.

Students who apply and are not initially accepted into one of the above-mentioned selective programs, are admitted into University College. They may apply to transfer into the desired program upon meeting the transfer criteria established by the respective college. Please see transfer requirements on pages 17-21.

Students with Prior Ohio University Experience

Upon re-enrollment, students who previously attended Ohio University remain in the college/major they were in at the time they were last enrolled. Students who were academically dismissed from their degree college must contact the dean of that college to petition for reinstatement to the university before being allowed to re-enroll.

Students who were either undecided or who wish to change from their previous major, should consult the college offering the program they wish to enter for current admissions policies.

How to Afford College

Almost all students rely on some type of financial aid, and you don't have to be enrolled full-time in order to qualify. If you attend half-time (at least 6 credit hours per quarter), you may be eligible for financial aid. Financial aid alone will not be able to replace the income you would have earned if you had remained employed full-time. However, there are many students who have been able to receive assistance through government paid programs and through scholarships to enable them to obtain their degree. You may want to read the following book that can provide you with a number of ideas: **501 Ways for Adult Students to Pay for College**, by Gen and Kelly Tanabe, available at www.supercollege.edu.

Financial Aid

Ohio University offers a variety of financial assistance programs to its students, including scholarships, grants, loans, and part-time employment. A good web site to visit that can familiarize you better with the financial aid options available is <http://www.finaid.org>. To apply for any of the five federally-funded need based financial aid programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Perkins Loan, and Federal Direct Student Loan), the Ohio University Grant (OUG), or the Ohio Instructional Grant (OIG-for Ohio residents only), students must complete the Free Application for Federal Student Aid (FAFSA) which can be picked up at our Office of Student Financial Aid and Scholarships on the ground floor of Chubb Hall in Room 020, or online at <http://www.fafsa.ed.gov/index.htm>. The staff at the Office of Student Financial Aid and Scholarships will be able to guide you concerning any questions you may have. If you would like to review the OU Financial Aid web site that can give you an overview before visiting the offices, please go to: <http://www-sfa.chubb.ohio.edu>.

To be considered for all of the federal aid listed above, the results of the FAFSA must be on file at OU by mid-March. You should submit your FAFSA to the federal processor (or online by electronic signature) at least four weeks prior to the March deadline to ensure first-priority consideration.

Scholarships

Ohio University has an extensive scholarship program for freshmen and upper-class students. Most university scholarships are awarded based on academic achievement or special talent (College of Fine Arts). Some endowed scholarships are awarded based upon area of study, geographical residence, financial need, or a combination of these factors. Financial need is not always a prerequisite to qualify for scholarships; however, you are strongly encouraged to file the FAFSA to determine your need level.

Transfer students will automatically be considered for transfer scholarships by the Office of Admissions based on the credentials and transcripts they have received. A separate scholarship application is not required. To be considered for an upper-class transfer scholarship, a new transfer must have applied for admission and been accepted by the university. Currently enrolled students must complete the electronic scholarship application that is available online in early January. **The application deadline for currently enrolled students is February 1.** More information about Ohio University scholarships can be found on the web at http://www-sfa.chubb.ohio.edu/scholar/scholar_about.html.

Other Scholarships

Want to find scholarships from all over the country? Check out <http://www.finaid.org>. This information page provides a free, comprehensive, independent, and objective guide to student financial aid. This site also offers a feature which will do a free scholarship search for you. Another useful web site that does scholarship searches for you according to your major is <http://fastweb.monster.com/index.ptml>. You may also visit a couple of scholarship web sites that may be helpful for you.

- <http://www.lib.msu.edu/harris23/grants/3nontrad.htm>
a web page dedicated to various scholarships available for non-traditional students.
- <http://fdncenter.org/learn/faqs/html/nontraditional.html>
an excellent web site by the Foundation Center providing information, advice, and ideas for college funding for non-traditional students.
- <http://www.walmartfoundation.org/wmstore/goodworks/scripts/index.jsp>
higher reach scholarship for non-traditional students who have been employed by Walmart
- <http://www.back2college.com/library/scholarships.htm>
a web site providing information on funding for obtaining your degree.
- <http://www.bankofamerica.com/studentbanking>
a good site for financial planning tips and a chance to enter a scholarship sweepstakes
- <http://www.ecampustours.com>
gives financial planning advice
- <http://www.wiredscholar.com/index.jsp>
a good web site packed with information on how to best finance your college degree

Grants

Grants are considered gift aid and don't need to be repaid. Eligibility for most grants is established by financial need, as determined from the information you report on the FAFSA.

Loans

Educational loans now have favorable terms and conditions, so a student should not be afraid to borrow as an investment in their future. However, loans do represent debts that must be repaid, and failure to repay will result in severe and long-lasting consequences. Because Ohio University participates in the Federal Direct Student Loan Program, no application from a bank or other lender is required. After you file the FAFSA, you will receive an electronic award letter from the Office of Financial Aid and Scholarships. If you do not decline your loan, you will be mailed a promissory note for each of your direct loans, or you may electronically sign these online at the FAFSA web site. First-time borrowers must go through loan entrance online counseling before receiving the first loan disbursement.

There are two types of direct student loans: Federal Direct Subsidized Loans and Federal Direct Unsubsidized Loans. You may find the maximum loan amounts on http://www-sfa.chubb.ohiou.edu/loans/loans_direct.html.

1. **Federal Direct Subsidized Loans** are based on financial need. The government pays the interest on this loan while the student is in school at least half time, during your six-month grace period after you leave school, and during any deferment periods.
2. **Federal Direct Unsubsidized Loans** are not need based. You will be charged interest on this loan from the time the loan is disbursed until it is paid in full. You may allow interest to accumulate until repayment, at which time it will be capitalized. We encourage you to make quarterly interest payments, if possible.

Short Term or Private Loans

You may consult your local, private banks to evaluate the loan possibilities they have to offer.

OU offers Short Term Loans (STL) during periods of enrollment. Funds are made available by the university to enrolled students who need money for educationally-related expenses for a brief period of time until other sources become available. You must meet all eligibility requirements and have a guaranteed source of repayment in order to receive a STL. Short Term Loans are available to both Athens and regional campus students. For more information, you may visit their offices at 020 Chubb Hall or consult their web site at: http://www-sfa.chubb.ohiou.edu/loans/loans_stl.html.

Employment

A wide variety of student employment opportunities are available on the Athens campus. Students are permitted to work up to 20 hours per week while classes are in session. University departments and off-campus employers who wish to hire students will post their openings on the job board outside the OSFAS.

The **Program to Aid Career Exploration (PACE)** is another option for students who meet the eligibility requirements. There is a separate PACE application that can be submitted over the OSFAS web site at any time. University offices interview and select PACE students in late winter and early spring quarters for employment the following year.

If you have any questions about financial aid, please do not hesitate to contact the OSFAS. You may schedule an appointment to come in and speak with a financial aid administrator or give the office a call at (740) 593-4141.

Students are also encouraged to seek outside assistance. There are several directories of financial aid resources available from Alden Library. A few are:

The College Money Handbook: the complete guide to expenses, scholarships, loans, jobs, and special aid programs at four-year colleges. Peterson's Guides: Princeton, NJ. Published annually.

Corporate Tuition Aid Programs: A directory of college financial aid for employees at American's largest corporations. Joseph P. O'Neill, Conference University Press: Princeton, NJ.

The Scholarship Book: the complete guide to private scholarships, grants, and loans for undergraduates. Daniel Cassidy, Prentice Hall; Englewood Cliffs, NJ.

Free Money for College from the Government. Laurie Blum, Facts on File: New York.

Directory of Financial Aid for Minorities. Reference Service Press: Santa Barbara.

Directory of Financial Aid for Women. Reference Service Press. Santa Barbara.

Career Service Summer Job/Internship: You can find out more information about summer jobs in your area or with internships that correspond to your major. **Career Services** has a variety of career fairs and events throughout the school year that provide students with employment information. A summer job and internship bulletin is available monthly and includes continuous internships, summer jobs, and volunteer opportunities. The Resource Library also has a variety of books and references that can help students gather more information on internships, graduate programs, and employment opportunities. For more information, visit their web site at <http://www/ohio.edu/careers/students/>.

The Balancing Act

Time Management

Managing time effectively is an important quality for any college student. Depending on your situation, it may be best to plan on starting back to school with one or two classes per quarter before stepping up the pace to full-time. This can allow you to reorient yourself with the study habits you may need per class, and how you can fit this in with your other responsibilities. Gaining the support and encouragement of your family and friends will be important for your motivation. It will be important for you to get them involved in your new life as well as maintaining your involvement in their lives and activities.

Work by day and school by night?

Approximately one in ten of all the courses at OU are offered after 5:00 p.m.; however the variety of courses during this time period is limited, making it impossible to earn a degree through evening courses alone.

How much time should I plan on doing schoolwork?

As a rule of thumb, the number of credit hours the course is worth equals the number of hours you will spend in the classroom each week. For example, if you take a class that is worth four credits, the class will probably meet for 4 hours per week for 10 weeks. Normally, these classes meet one hour per day, four days a week. Each hour is actually 50 minutes long; classes begin at 10 minutes after the hour, and run to the next hour.

You should normally plan on spending approximately 2 hours outside of the classroom for each credit hour of classes. For example, if you're enrolled in a 4-credit-hour course, you should expect to spend 8 hours per week in course-related activities outside of the classroom hours.

Alternative Options to Earn College Credit

The **Lifelong Learning Office**, <http://www.ohio.edu/lifelong/> has a number of options available that do not require you to be in the classroom, and allow you to achieve credit you may need to apply towards your degree:

Experiential Learning Program: Credit for life experiences outside of the classroom can be earned for up to 25% of the hours (up to 48 hours) needed for graduation. This learning may come from substantial on-the-job training, seminars, workshops, volunteer work, hobbies, reading, or other experiences. To apply for credit, a student must enroll in EDCE 203, Credit for Work Experience: Portfolio Development, a graded, four credit course. Contact Sue Boyd, boyds@ohio.edu, (740) 593-2910 for more information.

Independent and Distant Learning: Students may receive correspondence or web-based course credit through Ohio University's Independent Study Program without physically attending any campus of the university. Utilized by many students annually, all credit earned through the program is considered resident credit and may be applied toward an Ohio University degree. Enrollment in independent study courses requires the permission of the dean of the student's college. The cost of these courses is not covered by on-campus financial aid, if the student is full-time. More information may be obtained at 222 Haning Hall in Athens, by calling (740) 593-2910, or on the web at <http://www.ohio.edu/independent/>.

Course Credit by Examination: Students who feel they have sufficiently mastered the material for a given course may receive credit by successfully completing an examination. For those students not completely familiar with the course content, this option is the most difficult method of earning credit. The cost of these courses is not covered by on-campus financial aid. Permission from the student's college is required.

Ohio University Online: OU offers a wide range of high quality classes each quarter. You can receive instruction, ask questions, conduct analysis, resolve problems, and complete assignments at your convenience from practically anywhere around the world! Ohio University Online delivers into your home the same dynamic hands-on-instruction that characterizes the best on-campus classes. All lesson content for these courses is on the web, and all communication is by e-mail, including lesson submission and the instructor's responses. Also, we provide the support you need so you won't be left to "go it alone". For more information, visit <http://www.ohiou.edu/ouonline/general.html>.

Special Projects and Exams: For courses not regularly available through the distance program, special arrangements can sometimes be made to offer the course through a special arrangement with an individual faculty member. For more information, contact (740) 593-2910 or see <http://www.ohio.edu/independent/>.

Getting Ready: Understanding Requirements

Quarter Hours, Semester Hours

Ohio University is on the quarter system, consisting of four 10-week terms per academic year. You may know of other schools that are on the semester system, which are two 15-week terms per academic year. In summer quarter, OU offers either a full 10 week option or two 5 week options.

The terms “quarter hour” and “semester hour” refers to the academic credit units that are earned at an institution. Because a semester is longer than a quarter, semester hours are worth more than quarter hours; e.g., if you took a course worth three credit hours at a school on the semester system, and then transferred that credit to OU, you will notice that your transferred semester credits will be worth 4.5 quarter hours at OU. Please note that the terms “quarter hours,” “credit hours,” “hours,” and “credits” are often used interchangeably!

Credit Requirements

You need to earn a minimum of 192 quarter hours of academic credit in order to graduate from OU. You may have transfer credits that can be applied towards this total, depending on your major. You should consult your advisor to evaluate the number of credits you will need to graduate in your major field. The average credit load per quarter is 16. However, only 11 hours are required for full-time student status; or 12 hours if you are receiving any type of financial aid; or 16 if you have or wish to apply for an academic scholarship.

Transfer Credits

Before enrolling in any classes, be sure that you aren't signing up for classes for which you've already earned credit!

If you have previously attended college, be sure to request your transcripts to be sent to the Office of Undergraduate Admissions at 120 Chubb Hall, Athens, Ohio 45701, and a copy to be sent to you. You should then contact the advisors listed on pages 21-22 in the college you selected for your major, so that you can review the transfer equivalency of any courses you took previously.

1. **Acceptance of credit:** Courses completed with a C- or better (or the equivalent) from an accredited college or university are generally accepted.
 - a. Semester credits are converted to quarter credits by multiplying them by 1.5.

- b. Only your credits are transferred, not your grade-point average (GPA). Your OU GPA will be based on your OU grades. **Some selective admission programs may take into account your transfer GPA and your OU GPA when considering you for admission to that program.** However, your final GPA upon graduation from OU is based solely on your OU grades.
- c. If a course is not accepted, contact your college office, since they will receive your transcripts after evaluation by the Undergraduate Admissions Office. Someone in your college should check your transcript to determine why the course wasn't accepted. If a mistake was made, your college office should contact the Admissions Office to confirm this. The transcript can then be sent back to Admissions to add the course to your record.

2. **Evaluation of credit:** the college in which you are enrolled is responsible for determining how your transfer work fulfills graduation requirements.
 - a. Classes are equated either to specific courses at OU (e.g. PSY 101) or to a department and course level (e.g. PSY 1XXL, or 100 level psychology credit) if no specific course in the department matches your transfer course. **If a course is equated to OXXL, those hours are not included in the minimum of 192 hours needed for graduation.** Finally, if no department or course matches your accepted transfer course, it will be equated to “TECE” (Technical Electives) and a course level (e.g. TECE 2XXL).
 - b. If your transfer work has not been equated, it will appear on your DARS (Degree Audit Report) sheet as “Transfer Unequated.” If this happens, ask your college office to equate your work.
 - c. If you change colleges, some evaluations may be changed by your new college office, which could be applied to your new degree.
 - d. Some performance or studio courses may need additional review by departmental faculty. Consult your college office for further information.
 - e. If a course is equated incorrectly, ask someone in your college why the transfer credit in question was equated to a particular OU course. This sometimes happens if a course title is unfamiliar or if no course description is available. If you have a catalog from the original college or university (or something which has the course description), bring that with you. Many academic departments also require a course syllabus in order to make an equation. If a mistake has been made, your college can correct it.

Transfer Requirements for OU Colleges

The following are the transfer requirements for all colleges at Ohio University for the 2004/2005 school year. Please note that transfer requirements are subject to change. Be sure to contact the appropriate college of school office for the most up-to-date information

College of Arts and Sciences

1st floor, Wilson Hall, (740) 593-2845, <http://www.cas.ohiou.edu>

1st year: Upon being admitted to Ohio University as a new first-year student, you may request direct entry into the College of Arts and Sciences by declaring one of the Arts and Sciences majors that may be found on <http://www.cas.ohiou.edu/undergrad/admissions.asp> or by looking in the university catalog. You may also enter as an undecided major.

Transfer from Other Universities: As a transfer student, you must declare a major other than undecided. Aside from your college transcripts, you should also order high school transcripts that include final semester grades to be sent directly to the Office of Student Affairs, College of Arts and Sciences. In addition to fulfilling OU residency requirements, you are required to complete at least 12 quarter hours of 2.0 work in the major with courses at the 300 level or above at OU. The courses should be approved by the department chair.

Transfer from Other Colleges within OU: You must declare a major in the College of Arts and Sciences and be in good standing academically with an accumulative GPA no lower than 2.0. If you have earned 45 or more hours, you are not eligible to declare an undecided major in Arts and Sciences. Application to change colleges can be made no later than the second week of the quarter in which you wish to transfer to Arts and Sciences.

College of Business

Copeland Hall 214, (740) 593-2000, <http://www.cob.ohiou.edu/>

A limited number of students will be permitted to transfer into the College of Business. Students are admitted on a space available basis, up to the college's enrollment ceiling. Typically the college expects to admit approximately 100 students from the freshmen applicant pool and less than 25 from the upperclassmen applicant pool.

Applications for transfer are accepted during the month of May only and are available on the web at <http://www.cob.ohiou.edu/advising/transferapplication/>. The college's

admissions committee reviews applications at the close of spring quarter and notifies students of their status during summer quarter.

Students must have an accumulative GPA of 3.0 or higher and have completed ECON 103 and 104, MATH 163A, and ENG 151 or 152 or 153 (or equivalent courses at another institution). For serious consideration, an OU accumulative GPA of at least 3.3 is recommended.

Students cannot be guaranteed admission into the College of Business even if they meet the above criteria.

College of Communication

RTVC Building 497, (740) 593-4168, <http://www.commcoll.ohiou.edu/>

All students wishing to transfer into the college must meet the minimum standards indicated by the individual school. Completion of those requirements does not guarantee acceptance into one of the programs; students are admitted on a space available basis, up to the school's enrollment ceiling. *Students may apply as early as their freshman year as long as they will have completed a minimum of 48 hours by the end of the spring quarter.* Admission requirements for each school are as follows:

- a. **J. Warren McClure School of Communication Systems Management:** Andrew Snow, Lindley Hall 291, (740) 593-4890. To qualify for regular admission, students must have a 2.5 accumulative GPA or higher. There are two alternatives for priority admission into the program. One alternative is to complete ACCT 101, COMS/INCO 103, ECON 103, and ECON 104 and have an accumulative GPA of 3.0 or higher. The second alternative is to have an overall GPA of 2.75 and 3.0 GPA in the four courses listed above. Students who do not qualify for priority admission will be considered for admission based on overall GPA (2.5 minimum) and the GPA in the four courses, in addition to other factors. Students must meet with the school's director before applying for transfer.
- b. **School of Communication Studies (formerly Interpersonal Communication):** Anita C. James, Lasher Hall 208, (740) 593-4842. Students must have a 3.0 accumulative GPA or higher. First-year students must apply by March 1 for fall admission. Students who have completed more than 48 hours must apply by October 1 for winter admission or March 1 for spring admission. Students must apply online using the form available one month prior to the deadline at <http://www.coms.ohiou.edu/>.
- c. **E. W. Scripps School of Journalism:** Jan Slater, Scripps Hall 105, (740) 593-2613. Approximately 40 students will be accepted annually

and students may apply only once per academic year. Students must have a 3.0 accumulative GPA or higher. In addition to grades, consideration will be given to journalism grades, journalism experience or background in a program offered by the school (professional or college), test scores, letters of recommendation, personal statements of intent, and work samples. First-year students must apply by March 1 for fall admission. Students who have completed more than 48 hours must apply by October 1 for winter admission or March 1 for fall admission. Applications are on the web at <http://scrippsjschool.org/>.

- d. **School of Telecommunications:** Jeff Redefer, 202D RTVC Building, (740) 593-4870. A 3.0 accumulative GPA or above is required for consideration. First-year students must apply by March 1 for fall admission. Students who have completed more than 48 hours must apply by October 1 for winter admission or March 1 for fall admission.
- e. **School of Visual Communication:** Terry Eiler, 301E Seigfred Hall, (740) 593-4895. Transfer applications will be considered once a quarter only if openings are available. The deadline for submission of application materials is noon on the fifth Friday of each quarter. The selection process is very competitive. Students must have a minimum 3.0 accumulative GPA, have completed JOUR 133 and VICO 120 with a C or better, and submit a complete application packet (including portfolio).

College of Education

McCracken Hall 124, (740) 593-4420, <http://www.ohiou.edu/education/index.html>

- 1. Students interested in transferring to majors in the College of Education are required to have a 2.75 accumulative GPA and may apply during the first two weeks of each quarter.
- 2. Students who want to take 200-level education classes must be admitted into Professional Education by meeting the following requirements: 45 quarter hrs.; Praxis I (PPST/CBT) entrance test score or 21 or better on ACT or 990 or better on SAT; "C" or better grade in COMS/INCO 103, Tier I Math and English, and PSY 101; 2.75 overall GPA; and a completed application for Professional Education. Applications are accepted each quarter.

College of Engineering and Technology

159 Stocker, (740) 593-1474, <http://www.ent.ohiou.edu/>

- 1. A student with fewer than 30 quarter hours of college credit must have a minimum composite score of 24 ACT or 1100 SAT or have a good high school academic record that includes four years of high school mathematics, four years of English, and one year each of physics and chemistry.

- 2. If students do not meet the above preparations or if they have earned 30 or more credit hours, the following courses must be completed before applying for entry into the college: (a) ET 280, CHE 101, CE 201, CS 240A, ME 100, or EE 101 as required by the intended major; (b) MATH 263A, 263B; (c) CHEM 121, 151, or PHYS 251 as required by the intended major, (d) tier I English Composition.
- 3. Students must earn a "C" average or higher in each of the above groups of courses and have an accumulative GPA of at least 2.0.

Note: Students transferring into Industrial Technology or Aviation are not subject to above admission criteria.

College of Fine Arts

Jennings House, (740) 593-1808, <http://www.ohiou.edu/finearts/>

Students interested in transferring to majors in the College of Fine Arts must have an accumulative GPA of 2.0 or higher and may apply during the first two weeks of each quarter.

- a. **School of Art:** Rosemarie Basile, Seigfred Hall 528, (740) 593-4281. Due to limitations in space and staffing, the school will only accept 10 students per quarter (or 30 per year). Students must have a 2.75 GPA or higher. Determinations will be based on GPA and grades in prior art courses. It is recommended that students complete ART 112, 113, and 116 with a minimum grade of B before applying.
- b. **School of Dance:** Madeleine Scott, RTEC 207, (740) 593-1826. Acceptance to the School of Dance's major or minor program is determined by audition.
- c. **School of Music:** Sylvester Young, Music Building, (740) 593-4244. Students intending to major in music must audition on their major instrument or voice as part of the admission process. An appointment for an audition and information concerning proficiency requirements may be secured by contacting the associate director.
- d. **School of Theater:** Robert St. Lawrence, Kantner 015, (740) 593-4802. Students must enroll as a general major and complete prerequisite courses before applying for acceptance into the intended major.

College of Health and Human Services

W370 Grover Ctr, (740) 593-9334, <http://www.hhs.ohiou.edu/index.asp>

Students interested in transferring to majors in the College of Health and Human Services must have an accumulative GPA of 2.0 or higher and may apply during the first two weeks of each quarter. These majors have additional selective admission requirements: athletic training, early childhood, family and consumer science education, interior architecture, physical education, and sport industry.

Honors Tutorial College

35 Park Place, (740) 593-2723, <http://www.ouhtc.org>

Transfer opportunities in the Honors Tutorial College are limited. Students with outstanding academic records and a demonstrated aptitude for tutorial work may request consideration by discussing their interest in HTC with the Director of Studies in their preferred program of study.

University College

Chubb Hall 140, (740) 593-1935,
<http://www.ohiou.edu/univcollege/degree/special.htm>

The Bachelor of Specialized Studies allows students the opportunity to design an area of concentration, which stands as the equivalent of an established major. The program permits students to combine curricula to create a unique field of study. To enter the BSS program, students must have an accumulative GPA of 2.0 or higher, complete an application, and meet with a member of the University College advising staff.

Colleges and Key Contacts

Below, you will find a list of each college and their main phone number, which you can call to request further information.

Transcripts sent to:

Office of Undergraduate Admissions
120 Chubb Hall
Athens, Ohio 45701
Tel: (740) 593-4109

College of Arts and Sciences – Attn: Rose Isgrigg

102 Wilson Hall
Tel: (740) 593-2845
<http://www.cas.ohiou.edu/>

College of Business – Attn: Lori McQuade

214 Copeland Hall
Tel: (740) 593-2000
<http://www.cob.ohiou.edu/>

College of Communication – Attn: Steve Orth

497 RTVC Building
Tel: (740) 593-4880
<http://www.commcoll.ohiou.edu/>

College of Education – Attn: Kim Brown

124 McCracken Hall
Tel: (740) 593-4420
<http://www.ohiou.edu/education/index.html>

College of Engineering and Technology – Attn: Ken Sampson

159 Stocker Center
Tel: (740) 593-1483
<http://www.ohio.edu/engineering/>

College of Fine Arts – Attn: Norma Humphreys

Jennings House
Tel: (740) 593-1808 or 1813
<http://www.ohiou.edu/finearts/index.html>

College of Health and Human Services – Attn: Margy Goodwin

Grover Center
Tel: (740) 593-9334
<http://www.hhs.ohiou.edu/>

College of Osteopathic Medicine – Attn: Peter Dane. D.O.

Grosvenor Hall
Tel: (740) 593-250
<http://www.oucom.ohiou.edu/>

Honors Tutorial College

35 Park Place
Tel. (740) 593-2723
<http://www.ohiou.edu/honors/index.html>

University College

140 Chubb Hall
Tel: (740) 593-1935
<http://www.ohiou.edu/univcollege/>

Other Resources at OU

Housing

Ohio University has on-campus housing at Wolfe Street Apartments located on the main campus across from the Ping Center. This complex offers only furnished apartments that are available in a number of different configurations (i.e., bedroom-nurseries, one bedroom, and efficiency. Further information can be found at <http://www.facilities.ohiou.edu/housing/ua/index.php> or at University Apartments Office, L-4 Bromley Hall, 35 South Congress St., (740) 597-2571, university.apartments@ohio.edu.

For general information on university residence halls and housing, you may visit Residence Services, 060 Chubb Hall, (740) 593-4090, housing@ohio.edu.

Student Health Service

As an adult student, you may be concerned with making sure that you will have health insurance at a reasonable cost. As a student at OU, you are eligible for the university health and accident insurance that is available. You can find out more about this program by visiting the Hudson Health Center or by checking: <http://www.studentresources.com/college/ViewBrochures.aspx>.

Student Health Service, located in the Hudson Health Center, provides an outpatient clinic and complete ancillary services, including health education, pharmaceutical, x-ray, clinical laboratory, and physical therapy services. Services are available to all Ohio University students with a valid ID card; there is a fee for pharmaceuticals, x-rays, some laboratory work, and some non-disposable items (Ace bandages, splints, etc.). For more information, visit: <http://www.ohiou.edu/hudson>.

Parking

Those students who live in university housing and have over 45 credit hours are permitted to purchase on-campus parking permits. Students wishing to park on Ohio University property must register their vehicles with Parking Services at the University Garage, 100 Factory Street, or at their following web sites for students:

On-campus students:

<http://www.facilities.ohiou.edu/parking/index.php?tbname=events>

Commuter students:

http://www.facilities.ohiou.edu/parking/std_commuter.htm

Commuter permits are valid in any of the purple computer lots. Commuter permit prices: \$35 when purchasing one quarter at a time; \$70 when purchasing two quarters at a time; \$105 when purchasing three quarters at a time. Please keep in mind that there are more commuters than parking spaces. A commuter permit does not guarantee a parking space. Commuter parking is based on the theory that commuters arrive at different times of the day, therefore the university sells more permits than space allows.

Motorcycle Parking:

Although it isn't necessary to register motorcycles, parking is limited to specifically designated areas.

The Parking Services web site also has a list of off-campus parking facilities and rates: http://www.facilities.ohiou.edu/parking/std_off_campus.htm.

Individuals with state handicapped hang tags or license plates may use any Ohio University surface lot, with the exception of garages, restricted parking lots, and restricted spaces. You must register your car with Transportation Services at the University Garage, 100 Factory Street. For more information on the Office for Institutional Equity, please visit the following web site: <http://www.ohio.edu/equity/Overview/services.cfm>.

Transportation

CATS (Campus Area Transit Service): Free shuttle service around campus from 7:30 a.m. – 5:30 p.m. M-F. All CATS shuttle stops are marked with a "CATS Bus Stop" sign. For more information and for the shuttle routes you may call (740) 593-1611, or visit the following web site: www.ohio.edu/transit.

CATCAB: A para-transit service available to individuals with mobility limitations needing transportation around campus. For more information on the Office for Institutional Equity, please visit the following web site: <http://www.ohio.edu/equity/Overview/services.cfm>.

Athens Transit: To get around the City of Athens and The Plains, the city's bus system runs from 7:00 a.m. to 7:00 p.m. Within the city, rides are \$1.00 and \$1.25 beyond city limits. For information call (740) 592-2727 or visit <http://www.eurekanet.com/~athenstransit/>.

Taxicabs: Athens Cab, (740) 593-7433 and Tabs Taxi and Airport Service, (740) 594-5336.

Ohio University Ride Board: The online ride board is a place to find a ride from other Ohio University students. You can post messages for your daily or occasional transportation needs, and you may check responses to your requests posted by other students. On the ride board, you can also find useful information including the most comprehensive guide to online road travel resources. http://iliad.cats.ohiou.edu/html/rideboard/ride_main.html.

Recreational Facilities

Ohio University offers a variety of recreational facilities for use by students and their families:

Aquatic Center: (740) 593-4670, <http://www.ohiou.edu/recreation/ac/ac.htm>.

Located on Oxbow Trail, recreational and lap swimming is available to students for free and to family members at a nominal charge. Lockers are available for storing your belongings while you swim.

Bird Arena: (740) 593-4676, <http://www.ohiou.edu/recreation/bird/ba.htm>.

Also located on Oxbow Trail, Bird Arena is open for ice skating from September through March. Students skate free, while family members are charged a nominal fee. Skate rental is available.

Ping Center: (740) 593-9911, <http://www.ohiou.edu/recreation/ping/ping.htm>.

Located on South Green Drive, the Ping Recreation Center is one of the largest campus recreation centers in the country. The center houses five basketball courts, two multipurpose courts, eight racquetball courts, weight, aerobic, fitness, combative, game rooms, an indoor track, a climbing wall, meeting rooms, and a lounge. The Ping Center also offers several programs for students in the areas of health and wellness. All full-time students have access to the Ping Center. Family discounts are also available.

Golf and Tennis Center: (740) 593-9405,
<http://www.ohiou.edu/recreation/of/gtc.htm>

Located next to Ping, the golf course includes nine holes, a practice-putting green, and club and cart rentals. Reduced-rate green fees are available to students. For tee times, call (740) 593-4669.

The Tennis Complex holds both indoor and outdoor courts. Students play free on the outdoor courts. For court times, call (740) 593-9405.

Outdoor Pursuits Rental Center: (740) 597-2154,
<http://www.ohiou.edu/recreation/op/op.htm>

Located next to the loading dock at Ping, the Outdoor Pursuits Rental Center offers backpacks, tents, sleeping bags, picnic supplies, sports equipment, and resale items. They also organize weekend and vacation adventure packages, scuba classes and trips, and rock climbing opportunities and belay classes.

Student Activities

Over 300 organizations are currently registered with the Office of Student Activities, ranging from athletics/recreational, political, and professional to social, religious, service/volunteer, and special interest. A complete list of organizations, with phone numbers of contact persons is available from the Office of Student Activities, 204 Baker Center, (740) 593-4025 or by going to the following web site: <http://iliad.cats.ohiou.edu/cgi-cf/adminsystorg/organizationlist/displayAll.cfm>.

Non-Traditional Honors Society

Gamma Pi Delta is an Ohio University honor society for non-traditional students. Membership is open to currently enrolled undergraduates who are 25 years of age or older, have earned a minimum of 36 hours of credit, and have a GPA of 3.3 or higher. Contact Barb Moran with questions, moran@ohio.edu, or visit their web site at: <http://www.ohiou.edu/~gammapi/index.htm>.

Other Useful Information

Buying Textbooks

Ohio University does not operate its own bookstore as some universities do. The College Books Store, 50 South Court Street, (740) 594-3505; Follett's University Bookstore, 63 South Court Street, (740) 593-5547; and Specialty Books, 5 North Court Street, (740) 594-4002, handle most textbook orders for university courses. Specialty books also has a web site where you can order your textbooks online: <http://www.specialtybookstore.com/>. Little Professor Book Center, 65 South Court Street, (740) 592-4418, handles some book orders for university courses.

Some instructors prepare their own "course pack" of duplicated materials to be used in addition to or instead of textbooks: Grade A Notes, 13 West Union Street, (740) 594-5100. Instructors will inform students on the first day of class if they have prepared a course pack.

Day Care/Schools

Hocking Valley Day School, 184 Longview Heights, (740) 593-7000
Growing Tree Preschool, 25 College Street, (740) 593-3977
Nova Learning Center, 9111 W. Bent Brook lane, (740) 592-3744
The Plains Head Start Center, 16 Roy Avenue, The Plains, (740) 797-2037
Child Development Center, The Ridges, Athens, (740) 593-1819
River Valley Community School (Gr. K-6), 8075 State Route 56, Athens, (740) 593-5191

Athens City School District

Athens High (Gr. 9–12), 1 High School Drive, The Plains, (740) 797-4521
Athens Middle (Gr. 7–8), West State Street, Athens, (740) 593-7107
Chauncey Elementary (Gr. K-6), Birge Drive, Chauncey, (740) 797-4588
East Elementary (Gr. K-6), Wallace Drive, Athens, (740) 593-6901
Morrison Elementary (Gr. K-6), 793 W. Union Street, Athens, (740) 593-5445
The Plains Elementary (Gr. K-6), 90 Connett Road, The Plains, (740) 797-4572
West Elementary (Gr. K-6), Central Avenue, Athens, (740) 593-6866

Newspapers

To find housing or employment, be sure to check the local papers:

The Athens Messenger, daily and Sunday, (740) 592-6612,
<http://www.athensmessenger.com/index.asp>

The Athens News, Monday and Thursday, (740) 594-8219,
<http://www.athensnews.com/>

The OU Post, Monday – Friday, (740) 593-4010

Phone Service

Verizon, 1-800-483-4000

Utilities

Water: City of Athens, (740) 592-3347
Gas: Columbia Gas of Ohio, (740) 593-5581
Electricity: American Electric Power, 1-800-277-2177
Cable TV: Time Warner Cable, 1-800-617-4311

Directory of Offices and Services

(Athens Area Code is 740)

Ohio University Information - 593-1000 (M-F, 8:00-5:00)

Office/Service	Location	Phone
Academic Advancement Center	1 st Floor, Alden Library	593-2644
Admissions	120 Chubb Hall	593-4100
Adult Learning Services		
Independent Study	016 Haning Hall	593-2910
Experiential Learning	016 Haning Hall	593-2150
External Student Program	016 Haning Hall	593-2150
Career Services	185 Lindley Hall	593-2909
Campus Safety	135 Scott Quadrangle	
Emergency Information		593-1911
Cashier	010 Chubb Hall	593-4124
College Student Services Offices		
Arts and Sciences	102 Wilson Hall	593-2845
Business	214 Copeland Hall	593-2000
Communication	497 Radio-Television Bldg.	593-4880
Education	124 McCracken Hall	593-4420
Engineering and Technology	159 Stocker Center	593-1483
Fine Arts	Jennings House	593-1808
Health and Human Services	Grover Center	593-9334
Honors Tutorial	35 Park Place	593-2723
University College	140 Chubb Hall	593-1935
Advisor to Adult/Non-Traditional Students	140 Chubb Hall	593-1935
Counseling and Psychological Services	3 rd Floor, Hudson Health Center	593-1616
Experiential Learning (see Adult Learning Services)		
Financial Aid & Scholarships	020 Chubb Hall	593-4141
Health Education and Wellness	216 Hudson Health Center	593-4742
Health Service, Student	Hudson Health Center	593-1660

Housing	060 Chubb Hall	593-4090
Identification Card Services	HDL Center-Union Street	593-4600
Orientation–Precollege	140 Chubb Hall	593-1951
Parking	University Garage	593-1917
Recreational Facilities		
Aquatic Center	Oxbow Trail	593-4670
Bird Arena (Ice Skating)	Oxbow Trail	593-4676
Golf and Tennis Center	South Green Drive	593-9405
Outdoor Pursuits Rental Center	South Green Drive	597-2154
Ping Center	South Green Drive	593-9911
Regional Campuses		
Chillicothe	571 W. Fifth Street Chillicothe, OH 45601	774-7200
Eastern	National Road, West St. Clairsville, OH 43950	695-1720
Southern	1804 Liberty Avenue Ironton, OH 45638	533-4600
Lancaster	1570 Granville Pike Lancaster, OH 43130	654-6711
Zanesville	1425 Newark Road Zanesville, OH 43701	453-0762
Portsmouth Resident Credit Center	940 Second Street Portsmouth, OH 45662	354-6446
Registrar	110 Chubb Hall	593-4184
Student Activities	204 Baker Center	593-4025
Veteran's Affairs	110 Chubb Hall	593-4186
Weather/Scalia Lab		593-1717
Emergency Weather Information/School Closings	Campus Safety WOUB Radio	593-1917 593-4848

The university's home page can be found at <http://www.ohio.edu>.