A GUIDE TO ACADEMIC SUCCESS

Useful information to help you prepare for college.

College success is not a dream, it’s a plan!

Read this booklet, cover to cover, before classes start.
You’ll be glad you did!
HILLTOPPER ADVISING CENTER MISSION, OBJECTIVE & VALUE STATEMENTS:

Ohio University recognizes academic advising to be a central element of the educational experience of its undergraduate students. Advising is a collaborative relationship for which advisors and students share responsibility and through which students create sound educational plans consistent with their academic, career, and personal goals. Advisors are responsible for being accessible and responsive to students, and for providing accurate, timely information. Students are responsible for being prepared for advising sessions and for understanding university and major requirements.

Mission:

It is the mission of the Hilltopper Advising Center to meet the needs of the Ohio University Chillicothe students by providing superior and impactful academic advising services necessary for successful skill development, personal, program and/or career goal completion. We support the students’ desire to further their education and develop skills needed for success in the greater community in which they participate.

Objectives:

- Be attentive, empathetic listeners, encouraging, friendly student advocates
- Assist students in making career, major, and course decisions and in setting realistic goals and making reasonable decisions.
- Teach students to be responsible and accountable for the actions that impact their success.
- Be a resource for academic program information
- Be sensitive to the needs of a diverse student population
- Assist students in navigating University processes, protocols and procedures with regard to academic calendar, course offerings, registration, DARS, graduation, grading, probation, etc.
- Provide responsive academic advising services along with other services to build a foundation for success.

Value Statement

We believe that the academic advising services we deliver provide a foundation for academic and personal success. Through our interactions with students, we want to build not only a broad knowledge base of college and curricular information but also critical thinking skills and a sense of personal responsibility for their own success. Our advisors have a strong desire to see each student succeed, and we are dedicated to providing the services, support and encouragement to assist the student in achieving his/her goals. Tough decisions sometimes need to be made along any path in life, including the academic path, but we believe with the right combination of personal accountability, assistance and advising services, any student can attain the goals they set forth to positively impact their lives.
1. **What is the Hilltopper Advising Center and what resources are offered?**
   The Hilltopper Advising Center is your central resource for academic advising services at OUC. We also assist with placement test results, transfer credits, major and class selection, registration, schedule changes, degree planning, and graduation audits. We have resources on majors, study skills, and miscellaneous forms. We have computers for students to take career assessments; do research on possible majors, and complete registration activities. If you aren’t sure what you need, just stop in and ask!

2. **Will I be assigned an academic advisor?**
   Yes. All students at OU are assigned a staff or faculty advisor. This process generally takes place a few of weeks after the semester starts. When your advisor is assigned, advisor information is immediately available in your PeopleSoft “Student Center”. Additionally you will be sent a letter with the name and contact information of your assigned advisor.

3. **What if I don’t know who my advisor is or I can’t find/reach them?**
   Advisors are assigned based on the student’s major. If you are unable to locate or meet with your assigned advisor, please make an appointment with an advisor in the Hilltopper Advising Center.

4. **Why should I see an advisor?**
   Advisors are here to help you make the transition to college, but also to support you as you pursue your educational goals. Advisors help you select classes according to placement guidelines, make course recommendations, explore careers and understand major requirements, navigate and help solve problems, and provide support or resources for your academic needs.

5. **How can I change my assigned advisor?**
   There is a “change of advisor” form available in the Hilltopper Advising Center. Simply fill it out and enter the name of your new advisor.

6. **How often should I meet with my advisor and what should I bring?**
   Every time you need to register for courses or when you have questions about your academic progress. You are welcome to drop in for a quick chat, but we recommend 3-4 times per term. First to prepare a schedule for the upcoming semester, within the first week or two to discuss your current classes, and then again at midterm to discuss your progress and courses for the upcoming semester. Bring your student ID, a DARS report, list of questions you may have, and a tentative course schedule. If you come prepared, the advising meeting is much more productive.
7. **How do I change my major?**
   If you want to change your major, talk to an advisor to help you fill out the “Application for Update of Academic Programs” form. There may be additional steps to qualify to enter your major of which you may be unaware. If you meet the requirements, submit the form with your signature. Major changes should be made during the first 10 business days of each semester.

8. **What is a DARS?**
   DARS stands for “Degree Audit Reporting System”. The DARS is a checklist which outlines the required courses for a degree. The DARS is specific to each student, so you should not follow a DARS printed for someone else. You can request a “What-If” DARS for another major, minor or certificate you may be exploring.

9. **What is a “What-if” DARS?**
   Students often ask “What if I was ________ major?” or “How do the classes I’ve already taken count in _____ major“? If you want to explore other majors and see how your completed/current coursework fits into the new major, you can run a “What-if” DARS for the new major. What-if DARS are available from the Hilltopper Advising Center or on-line at [http://www.ohio.edu/registrar/darsonline.cfm](http://www.ohio.edu/registrar/darsonline.cfm).

10. **What does it mean to be an “Undecided” student?**
    Each fall thousands of students across the US will enter college not knowing what they want to study. So you are not alone! As an Undecided student, you will take courses applicable to the Ohio University general education graduation requirements. Those are courses like English, Math, social sciences, humanities, natural sciences, applied science, fine arts, and cross cultural. Every student seeking any degree at OU is required to have some of these general education courses.

11. **What is academic probation?**
    A student is placed on academic probation when their cumulative grade point average drops below a 2.0 (less than a C average). If you are placed on academic probation, you should see an advisor immediately to discuss your course of action.

12. **The class I want/need to take is full. Or the class I want requires “permission” to enter. What do I do?**
    In the case of full or “permission” classes, you will need to email or see the professor of the course. Using your OHIO student email account, email the professor and ask for his/her permission. Once you have received permission, take a printed copy of your email and the professor’s response to the Student Services Office. If you are not able to reach the professor via email, please see them to obtain a “permission slip” (sometimes called a green slip). Once you have the permission slip, turn it in to the Student Services Office as soon as possible.
GUIDE FOR BUYING COLLEGE TEXTBOOKS

Textbooks are surprisingly expensive, but textbooks are essential to success in college. Textbooks can cost as much as $600 per semester (https://bigfuture.collegeboard.org/pay-for-college/college-costs/quick-guide-college-costs). Textbooks can be purchased online through any of the online retailers listed below. We have provided a few tips for making online textbook purchases.

Where to find textbook info:
- Click “Courses @ OUC” button on left side of OUC website. This will bring up the schedule of days/times of classes. Click on the triangle symbol of the classes for which you are registered. Textbook info may be listed if the professor has entered it.
- Log in to Blackboard and look at course syllabi. Textbooks are often listed on course syllabi or elsewhere in Blackboard. Syllabi are not always available in advance of the first day of class.
- Get textbook info from professor/syllabi on the first day of class.

Consider the following when purchasing online:
- Check out the textbook publisher’s website. Publishers may offer an e-text for less.
- Comparison shop.
- Be sure to search for the correct edition of the textbook.
- You won’t be able to inspect the textbook or see its condition. There are scams out there, so buyer beware.
- Consider renting the textbook. Look carefully at rental agreements and return procedures/timelines.
- Consider shipping time and cost.
- Be sure to understand seller’s policy on returns or refunds.

Other things to consider:
- Try the OUC Book Swap and Sell Facebook group. Ask friends or relatives, if they have texts for the courses you are taking.
- The OU Libraries typically won’t have copies of textbooks on the shelf to check out. However, many professors will place textbooks on “reserve” for students to use in the library for short periods of time.
- Other state university libraries may have the text you are seeking. Check the “OhioLink” database on the OUC library webpage. An OUC Librarian can assist you with this search. Short lending periods may apply.
Textbook purchases are considered an “out of pocket” expense. If you cannot afford to purchase the textbooks out of pocket and your financial aid is not complete, you should consider cancelling your registration before classes begin and attending in a future term. See the Financial Aid Office for more information.

At the end of the term, you can:
• Keep the text if you will use it for another class.
• Sell it privately.

*Ohio University Chillicothe does not endorse any textbook seller/provider. Students are encouraged to read purchasing, rental, and return policies carefully and to be educated consumers.
COLLEGE SUCCESS: IT’S NOT A DREAM. IT’S A PLAN!

Study Skills Courses available at OUC: Study skills courses are the new student’s best investment of time and tuition! They are the best way to PLAN for your DREAM of COLLEGE SUCCESS! Maybe you have been out of school for a while, have limited computer skills, need help managing your time, preparing for tests or declaring major?

The Hilltopper Advising Center recommends the following courses for new students that are Undecided and/or need a boost in their study skills. Whatever the case, the UC courses designed to help the new college student learn the necessary skills to make the adjustment to college level study. Ask your advisor to include one of these important courses in your schedule.

**UC D998 - College Reading Skills**
Focuses on improving comprehension, interpretation, and evaluation of reading materials that are typical of college courses. Moves from short passages to longer selections. Includes speed reading techniques and vocabulary building. Emphasizes practice and application of skills.

**UC 1000 - Mastering the University Experience** – Helps student adapt to the demands of the university both academically and personally, as an academic environment, in assessing interests, values and abilities; exploring academic majors and their requirements; establishing educational and career goals; and developing skills necessary for college success

**UC 1060 - Academic Computing Skills** - Designed to help students learn the technical skills and software required for use while at OU as well as for students with limited exposure to computers. Primary emphases are Catmail, Blackboard, MyOhio Student Center, word processing, University catalog, and DARS reports.

**UC 2900 - Applied Career Development** - Course designed to promote self-discovery, leadership involvement, academic planning & career decision making, resume writing and network development. Perfect for student considering internship. Sophomores, juniors, seniors preferred.

**UC 2900/UC1070 – College Finances** – Course designed to give students an in depth understanding of money management in college. This includes detailed information about budgeting, expenses, and paying for college with a special emphasis on the financial aid process.
COURSE NUMBERING INFORMATION

“D” or “0”: Course numbers that start with “D” or “0” are considered developmental and not college level. Advisors recommend students take these courses based on placement test results. They are designed to build skills necessary for college success like basic math, reading comprehension, and writing. These courses generally don’t count toward a major and/or graduation requirements, however, they are required in most cases and certainly beneficial to the student.

“1000”: Course numbers that start with “1”, like “1000” or “1010” are considered entry or freshmen level. They often have no requisite, and generally don’t require previous knowledge of the subject. Academic rigor is typically based on reading and understanding in the discipline or mastery of entry level discipline specific skills. Demonstrating mastery of content may take the form of exams, presentations, papers/essays, or other evaluation activities.

“2000”: Course numbers that start with “2” like “2010” or “2410” are generally considered sophomore level courses. They may or may not have requisites, and may or may not require previous knowledge of the subject. Academic rigor is generally considered to be greater than that of a 1000 level course. Students are generally expected to begin applying critical thinking skills to connect content from lower level courses to the new content being covered.

“3000”: Course numbers that start with “3” like “3000” or “3060” are considered to be junior level and likely have requisites of lower level courses in the discipline or student standing (junior or senior level). Academic rigor is greater and often requires application of greater critical thinking and writing skills based on in depth or more detailed study in the discipline than what is covered in lower level courses. Demonstration of discipline mastery may take several forms, such as exams, lengthy papers, or involved projects/presentations.

“4000”: Course numbers that start with “4” like “4000” or “4800”. These courses are senior level courses likely with more than one requisite. Academic rigor is high with application of greater critical thinking, research and writing skills. Demonstration of subject mastery usually requires drawing upon in-depth, cumulative study. Students are often asked to draw upon a comprehensive knowledge base and apply new meaning, demonstrate or construct applications through extended research and writing, interdisciplinary study, case/field studies, project, or internship. Some are considered “capstone” courses in the major and are the final gateway to graduation.
CREATING A GOOD CLASS SCHEDULE & BEING A SUCCESSFUL STUDENT

• Successful students consider college as a FULL-TIME JOB. They begin the day early; use their time wisely before, between and after classes; and study on a regular basis (5 days per week).

• Seek assistance as early and often as necessary. Don’t wait until week 7 to get help in Math if it is a tough subject for you. Establish help in week 1 or 2 and continue to seek assistance every week until you conquer the necessary concepts or skills.

• Excellent attendance is necessary. Students who have regular attendance get better grades than those who miss just 3-4 classes. Aim for perfect attendance in college and you will see it payoff in better grades.

• You should be studying at least 2 hours outside of class per week for each hour spent in class. If you are taking 15 hours, you should be studying 30 hours per week.

• Assess your college reading ability. Your reading load will be much greater in college, and you will be expected to learn independently from readings. Register for UC D998 (2 credits) “College Reading” if you think you want to improve your reading skills. Ask your advisor about the reading load for classes of interest to you.

• Assess your computer skills, which will be required in many courses. Register for UC 1060 (1 credit) “Academic Computing Skills” to learn tech skills required for the classroom such as Blackboard, Student Center, Catmail, DARS, and Office software.

• Assess your study and time management skills. You may have earned good grades in high school with minimal effort so you have not developed those abilities. Learning how to learn deeply and efficiently, to manage your time, and to prioritize your responsibilities are not just for school. They are PROFESSIONAL SKILLS for the rest of your life. To continue being promoted in the work world, you will need to take on new responsibilities and learn quickly and thoroughly. Register for UC 1000 (2 credits) if you need to develop your time management and study skills and succeed in college and in your career.

• Try to balance your courses across the days of the week, e.g., two classes on Mondays & Wednesdays, four classes on Tuesdays; and three classes on Thursdays & Fridays. On the other hand, try not to spread out your courses too far across any day. Try to balance your courses across the day; do not jam them all together. It’s a good idea not to take more than two classes back to back so you can maintain your concentration. You will also have time to read and study between classes. You will really be glad to take a breather (and have time for last-minute review) if you end up with 2 or 3 exams, papers or projects due on the same day!
• Conduct a “self-check” frequently. Ask yourself “How am I doing in my classes?” “How well are my study habits working?”, “What do I need to change?”, or “Where do I need help?” Seek help as needed and make adjustments to your study habits, time management, etc.

SYLLABUS

What is a syllabus? A syllabus is a document provided to you by your instructor that outlines important information about the course you are taking. Think of it as your guide map for the course. This is not the syllabus you had in high school! Your syllabus is something you will use/need daily.

What’s included?

• Contact information for the instructor. Name, phone, email, office location, and office hours. (See below for info about office hours)
• Textbook or materials. The syllabus will provide information about the textbook and/or reading materials required and other important supplies such as software, special tools like a calculator or workbook.
• Course and grading policies: Course policies might include attendance, cell phone, and grading policies.
• Learning outcomes-The most important part of a syllabus is the learning outcomes. The learning outcomes outline what material or concepts will be covered and what you should expect to learn by the end of the semester. Learning outcomes are the big picture! Review the learning outcomes the first day of class and discuss them with the instructor or your advisor.
• Course schedule; although not all syllabi will include a detailed course schedule, many professors will outline for you what you read or prepare for each class and due dates for assignments. These should be written on a calendar to help you manage your time.

OFFICE HOURS

Office hours are time set aside by instructors to meet with students. Instructors will publish days/times that they will be in their office to assist, answer questions, or just get to know their students. We strongly encourage you to visit with faculty during their office hours regularly, especially if you are struggling with your coursework. Is an appointment required? Not usually, but an email or comment ahead of time allows them to prepare for your visit. Turn your cell phone off and be sure to bring your textbook, syllabus, course notes, and any other materials that are used in class. Be prepared with specific questions, especially if you are struggling in the course.
BALANCING WORK AND ACADEMICS

Many students need to work while in college, and it can be difficult to balance earning money and studying. Here are some tips for successfully balancing work and academics:

• Don’t work more than 20 hours per week—Remember that you need to study and have some fun, too. Typically, students who work more than 20 hours pay the price with lower grades and more stress.

• Try to work on campus—this will allow you to work between classes. Ohio University Chillicothe posts campus jobs at www.ohiouniversityjobs.com.

• Try to find an employer who understands that you are a student. When it comes to finals week or a big project, this type of boss is helpful because he/she understands that your academics are your priority and is flexible and supportive. Most on-campus employers are willing to help you and will often work around your class and study schedule.

• Know your limitations. If you are working to pay for school, but your grades are suffering because you're working too much, something is not right. There are other ways to find resources for school. Getting your degree is crucial to your long-term financial success.

• Think about summer employment—try to work more during the summer and save your money so you don’t need to work as much during the school year.

• Look for ways to cut costs—the less you spend each month, the less you have to work to cover costs.

UNDERSTANDING FINANCIAL AID AND ACADEMICS

Academic advisors and professors don’t usually have access to your financial records or your financial aid information. They don’t always understand the specifics/intricacies of how financial aid works. It is important to get your information from the financial aid experts. It is imperative understand how much your tuition and books will be, what aid you are receiving (grants, loans, scholarships), the amounts, when to expect your funds and how much you will receive. You must meet eligibility requirements in order to keep your aid from one year to the next, so excellent academic performance is a must. Your advisors and professors are interested and can help with your academic success, but if you have questions about your financial aid, please see the Financial Aid office as often as necessary.
TYPICAL WEEKLY ACTIVITIES OF A COLLEGE STUDENT

Week 1: Reviewing course syllabi, purchasing books/supplies, getting course materials organized, locating campus resources, faculty offices/office hours and beginning reading/studying activities. Checking in with academic advisor.

Week 2: Reading, developing notes or note-taking processes, getting course materials organized, making connections with classmates and faculty. Locate Student Success Center and Library to get familiar with tutoring and Library services. Consolidating syllabi and due dates to calendar for better time management.

Week 3: Reading, writing, studying. Studying means analysis, synthesis, making connections between written and lecture material, thinking critically about the assigned work and how to apply it. Starting assignments, papers, completing homework, taking quizzes, etc. Assessing performance in classes. Adjusting sleep, personal life to better fit college and study schedule.

Week 4: Identifying dates/deadline for mid-term exams, projects, etc. Taking tests, turning in assignments, receiving feedback from professors. Identifying new or different study strategies to improve performance. Exploring out of class campus activities, clubs/organizations.

Week 5: Preparing for mid-term exams. Studying, studying, studying, writing and/or editing, reading course materials, making notes, reflecting on material. Assessing progress in courses and discussing progress with academic advisor. Continuing to adjust study habits to improve academic performance.

Week 6: Preparing for mid-term exams. Studying, studying, studying. Conducting academic research, writing drafts, studying, taking tests, working on assignments, projects or papers. Assessing progress in courses and discussing progress with academic advisor. Continuing to adjust study habits to improve academic performance.

Week 7: Taking mid-term exams or preparing for midterm papers/projects, conducting academic research, writing drafts, studying, taking tests, working on assignments, projects or papers, continuing to adjust study habits to improve academic performance. Assessing progress in courses and discussing progress with academic advisor.

Week 8: Taking mid-term exams or finalizing mid-term papers/projects. Conducting academic research, writing drafts, studying, taking tests, working on assignments, projects or papers. Assessing progress in courses and discussing progress with academic advisor. Continuing to adjust study habits to improve academic performance.

Week 9: Conducting academic research, writing drafts/editing papers, fine tuning projects or assignments, taking tests. Assessing progress in courses and discussing
progress with academic advisor. Continuing to adjust study habits to improve academic performance.

**Week 10:** Seeing academic advisor to plan next semester. Conducting academic research, writing drafts/editing papers, fine tuning projects or assignments, taking tests. Making adjustments to study habits, activities, lifestyle to improve academic performance.

**Week 11:** Registering for classes. Identifying dates/deadline for final exams, projects, etc. Conducting academic research, writing drafts/editing papers, fine tuning projects or assignments, taking tests. Making adjustments to study habits, activities, lifestyle to improve academic performance.

**Week 12:** Preparing for finals. Conducting academic research, writing drafts/editing papers, fine tuning projects or assignments, taking tests. Making adjustments to study habits, activities, lifestyle to improve academic performance.

**Week 13:** Preparing for finals, completing/turning in papers, projects. Making adjustments to study habits, activities, lifestyle to improve academic performance.

**Week 14:** Preparing for finals, completing/turning in papers, projects. Making adjustments to study habits, activities, lifestyle to improve academic performance.

**Week 15:** Taking final exams, turning in final papers or projects. Getting final grades and reflecting on successes and challenges for upcoming semester.
COMMUNICATING WITH YOUR PROFESSORS AND OTHERS ON CAMPUS

Communicating professionally and developing relationships with your academic advisor, your professors and instructors, and campus professionals are important to your academic and career success.

GENERAL GUIDELINES:
- Meet with your academic advisor and every instructor regularly. It’s important for your instructor to know who you are.
- Understand that advising is a partnership, working toward graduation, academic and career goals, and that you are responsible for achieving those goals.
- Understand that grades are earned, not given, and that you are responsible for learning and for knowing and following each instructor’s policies, procedures, and requirements.
- Read each course syllabus carefully. Read e-mails and Blackboard postings from your advisor/instructors carefully and follow instructions.

EMAIL ETIQUETE:
When you write an email to your advisor or instructor:
- Use your Catmail account; include a clear subject heading at the top so the person knows the purpose of the email.
- Include a greeting: Dear ___ (not “Hey”) address the person with a proper title, e.g. “Dr.” or “Professor,” background information your full name and PID number at the end.
- Reread your e-mail before you send it – Is it well-written (grammar, spelling, punctuation)? Is your purpose clear? Is your tone polite and respectful?

MEETING ETIQUETTE:
- Make appointments in advance- don’t wait until the last minute. Put the appointment on your calendar and do not forget it! Cancel in advance if you are unable to attend. Do not be a “no show”.
- Arrive 5 minutes early for your appointment, put away your cell phone before entering the office. Do not check or send text message during the interaction.
- Bring specific questions and prepare for each meeting.
- Utilize office hours. If you have class when the advisor/instructors have office hours, politely request and alternative meeting time.
- Follow up on advisor/instructor recommendations and advice, and report the results of your follow-ups to the advisor/instructor.
- Write a thank you note or email after helpful interactions.

CLASSROOM ETIQUETTE:
- Turn off and put away your cell phone before entering class. Do not text or check texts. Use your laptop in class only for course reasons; do not surf the web.
- Be respectful and considerate of your instructor and classmates.
- Read the syllabus and follow classroom guidelines
- Arrive at class before the starting time. If you must be late (e.g. distance from previous class, exam from previous class went over time), explain to the instructor after class.
- If you must leave early, be sure to explain the reason to the instructor before class begins.
- Stay attentive and courteous. Do not pack up books until class ends.
COLLEGE LEVEL STUDY: WHAT TO EXPECT

• College studying is different from high school. How? You are expected to read a lot of material, take notes, and study the material before the professor presents the lecture on it. That’s likely a very different way to study that what you used in high school.

• You can expect to be challenged intellectually and should be open to alternative views expressed in the classroom by faculty and fellow students. College is not about doing “homework”, but knowing the material well enough to use it, question it, discuss it, analyze it, etc. The college classroom is designed to challenge what and how you think.

• Classes may meet fewer times during the week 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.

• To earn excellent grades, preparation time for class is usually 2 hours outside of class for every hour in class. For each class that meets 3 hours a week you should spend 6 hours a week outside of class studying. If you are taking 15 credits during the semester, you should be spending about 30 hours studying outside class as well as attending every class, for a total of 45 or more hours per week. If you are in or wish to transfer to a selective major, you may need to study more than 3 hours outside class for each hour you spend in class to be successful. College really is a full-time job if you want to excel!

• Fewer quizzes/exams are given to check your knowledge of the material. Sometimes there are only a mid-term exam and a final exam. There are rarely opportunities for extra credit. So be sure to put adequate study time in to ensure success on the assessments.

• You will only spend about 15 hours each week in class (as opposed to about 35 hours in high school). It may initially seem like you have a lot of spare time, but you will quickly learn that being successful in college is demanding if you want to succeed. Make a weekly study schedule so time doesn’t slip away! Schedule regular study times 5-6 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.

- 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 semester calendar and carry it with you always. 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 and use the resources (often free) on campus to help you
  - Keep track of your time spent and specific activities when preparing for tests. After the test, revisit that and add more study time, more practice problems, etc. to improve your performance on future assessments.
  - Consult with your advisor about dropping the class by the deadline. (See academic calendar)

- College is hard, but the end result is worth it! Envision yourself in your cap and gown at the graduation ceremony and how great that will feel! Work every day to make that goal happen.
SHOULD I DROP A CLASS? HOW DO I DECIDE?

Reasons a student might drop a class:
• Change of major or direction - “I no longer need this class anyway.”
• Poor performance - “Even with help, I just don’t get it.”
• Fear - “I’m in over my head. There’s no way I’ll pass.”
• Outside influence - “My friends/roommate/parents/team tell me to drop.”
• Too busy - “I’m doing too much. I don’t have time for this class.”
• Lack of effort - “I just never got motivated. Now I’m in trouble.”
• Over confidence - “I never should have signed up for 20 credits.”
• Bailout - “I’ll just take this in the summer, or next year.”
• Doom - “It’s too late to save the situation, I’ll just drop.”
• Strategy - “Dropping this class will help me catch up in my other classes.”

Consequences of dropping a class:
• Financial aid, scholarships may be adjusted/lost. Dropping a class may affect financial aid. You may be required to pay back money you have received, especially if dropping below 12 hours. Scholarships that require minimum credit hours of enrollment may be lost. To determine if dropping a class will affect your financial aid or scholarship, contact the Financial Aid office in Bennett Hall or call (740) 774-7289.
• Progress toward graduation may be delayed. Classes may have requisites to proceed and some are offered in sequence, only once a year, or at irregular times.
• Academic record may be affected. You may receive a “WP” or “WF” on your transcript. While these do not affect your GPA, a significant number of W’s on your record suggest a pattern of careless enrollment which may be considered in applications for other programs, degrees, or jobs. Students cannot drop a class after the 10th week of the semester. Only under extraordinary circumstances can a student drop a class after the 10th week of the semester and only by petitioning the Associate Dean. Doing poorly in a class is not considered as an extraordinary circumstance.
• Health, automobile insurance coverage status could change. Insurance companies sometimes base coverage on enrollment. Please contact your insurance agent.
• Employee tuition/work study benefits may be retracted. Depending on the time in the semester, you may be required to pay back tuition benefits you have received.
• Athletic eligibility could change. Dropping a class could make you ineligible to participate in athletic programs. Contact the Athletic Director at (740) 774-7222.

If you have questions regarding dropping a class, please contact the Hilltopper Advising Center in Rm. 270 of Bennett Hall or call (740) 774-7731.
THE GRADING SYSTEM

For a comprehensive review of policies, go to www.catalogs.ohio.edu. At the end of the semester, your instructors will assign one of the following grades for your work:

A  4.0  B  3.00  C  2.00  D  1.00
A- 3.67  B- 2.67  C- 1.67  D- 0.67
B+ 3.33  C+ 2.33  D+ 1.22  F  0.00

CR- Credit
Credit is added to credit earned but does not figure into the GPA (grade point average). For example, UC 1060 and PED courses enable you to earn credit but do not count in your GPA unless you fail them.

I- Incomplete
The student has not finished the work required for a regular grade because of extenuating circumstances (extended family illness or family emergency, etc.) A grade of “I” (Incomplete) must be arranged with the instructor of the class. Failing the course is NOT a legitimate reason for requesting an Incomplete. The “I” does not count in GPA. The student must complete the work and the instructor must submit a grade change within the first two weeks of the next semester of enrollment, or the “I” converts to an “F”, and the “F” counts in the student’s GPA. (The instructor may request a one-time extension to the end of the semester). When a student applies for graduation, any Incompletes on the record will be calculated as “F” grades for the purpose of determining eligibility for graduation and will be converted to “F” grades upon graduation.

WP, WF- Withdrawn Passing- student was passing the class at the time of the withdrawal; Withdrawn Failing- student was failing the class at the time of the withdrawal.
WP and WF are used when the student drops a class after the Friday of the second week of the semester and within the first 10 weeks. These grades do not count in the GPA, even if student was failing the class at the time of the drop. See Academic Calendar for drop deadlines.

FS, FN- Failure Never Attended; Failure Stopped Attending
These grades are earned when the student does not officially drop a class for which he or she is registered within the first 10 weeks of the semester but either never attend (FN) or attended at least once (FS). Both the FN and FS count as an F grade in the GPA. *Even if you never attended class, unless you drop the class by the end of the 10th week, you will fail the class and the F will be in your GPA! **Don’t just stop attending class. Either drop the class within the first 10 weeks, or get help (see the instructor, get a tutor, attend SI, etc.).

AU- Audit
A student registering for audit is requesting to preview or review the course without earning a grade or credit hours. The student is expected to attend and participate in the class according to the instructor’s policy. Failure to do so can result in the removal of the Audit from the record. Audited classes count in tuition but do not count toward financial aid eligibility.

NR- No Report
The instructor reports no grade or turns in grades too late to be processed. If this occurs, contact your instructor immediately. NR grades can impact your financial aid or NCAA or scholarship eligibility.

P- Pass
Conversion of grades A through D- under the pass/fail option. The fail “F” grade on the pass/fail option counts in the GPA the same as any “F” grade. Only electives may be taken pass-fail. To be eligible to take a class Pass/Fail, a student must have at least 2.5 GPA for the most recent semester of full time enrollment or a cumulative GPA of 2.0 or higher. To take a class Pass/Fail, a student must register for the class through online registration and then go to the college student services office by Friday of the second week of the semester.
HOW TO CHOOSE OR CONFIRM YOUR MAJOR

Choosing a major is an important decision so you should begin early to confirm your choice or to explore possible majors. Discovering the right major for you will not just happen; you must actively participate in a step-by-step process to make an informed decision. It takes TIME and Research on your part to choose the right major. To help you make an appropriate decision, you can follow three steps outlined below: assess yourself, explore majors and careers, and narrow your choice(s) to select a major and develop experience.

Step One: Assess Your Interests, Abilities, and Values

Look at your interests- what do you like to do? Assess your abilities- what do you do well? Reflect on your values- what is important to you?

- Think about previous classes you’ve liked, and what you’ve enjoyed about jobs you’ve held, hobbies and extracurricular activities.
- It’s important to assess realistically your skills, strengths and weaknesses.
- Values are your ideas and beliefs that guide you to set goals. Values such as helping others, earning a lot of money, prestige, or having time to spend with family and friends will shape which majors or careers will be most satisfying to you.

Here are some resources to help you accomplish this step:

- Take UC 1000 Mastering the University Experience course (2 credit hours).
- See an advisor in the Hilltopper Advising Center. We can provide the Self Directed Search assessment and work together to identify possible careers and majors that fit you.

Step Two: Explore Majors and Careers

Research different majors and careers. Reflect on how your interests, skill and values match up with different majors and careers. Here are some resources to help you accomplish this step:

- Take UC 1000 Mastering the University Experience course (2 credit hours).
- Go to https://www.ohio.edu/chillicothe/studentservices/advising/choosingamajor.cfm and explore career resources.
- Understand all of the majors, minors and certificates you can choose from at OHIO. Go to www.catalogs.ohio.edu; select “Curricula Certificates, Major programs, Minors from the menu on the left to see a list of majors. Cross out any majors that don’t interest to you, but try to keep an open mind. Read about any major that you need to understand better to know if you are interested in it. Do the same for minors and certificates.
• For the majors that are not crossed out, read about each major in the Undergraduate Catalog, including descriptions of the required courses. Cross out any that are not still of interest to you. Do the same for minors and certificates.
• Attend the Majors Fair and talk with representatives about the majors, minors and certificates that interest you.
• Take General Education introductory courses to identify and explore areas of interest.
• Talk with faculty who teach your courses that interest you.

Step Three: Narrow Your Choices, Select Your Major, and Develop Experience
Careful Research is essential to discover a major that
• You are interested in studying
• Develops the strengths and skills you enjoy using
• Aligns with your values.
But remember
• You may change your mind again.
• Every idea may not work out.
• College is about discovering yourself and you may change.

Here are some resources to help you accomplish this step:
• Meet with advisor contacts for majors of interest (Bring a list of questions you have developed from your research.
• Attend information sessions offered by schools, departments and majors of interest to you. Look for these on school/department websites, and in transfer requirements
• Talk with faculty, upper class students, and professionals in the field of interest. Job shadow for at least a half-day, if not a full day.
• If you have more than one possible major interest, make a list of the positive and negative aspects of each.
• Apply to the new major (this make include complete forms, writing essays, submitting portfolios, etc.) and complete the paperwork to change to the new college if the major is not in your current college
• Consult with your new advisor on how to develop an academic and co-curricular plan to implement your decision.
• Get hands-on experience and develop understanding fields of interest: join an organization, compete at least on internship, do volunteer/community service.
• If you change your mind, go back to STEP ONE and begin again.
HELPFUL RESOURCES

Hilltopper Advising Center
Room 270, Bennett Hall
740.774.7731

The Hilltopper Advising Center can help you with:
• Placement test results
• Selecting courses
• Exploring and declaring, or changing a major
• Getting a DARS report, a “what-if” DARS, and how to read it
• Questions regarding academic programs, courses, etc.
• Suggest study tips
• Offer advice and encouragement

Blackboard
Many OHIO instructors use BLACKBOARD to add an online dimension to their courses. Some instructors post their syllabi, supplementary materials, and grades, while others may require you to submit assignments, contribute and exams online. How much or little, if at all, that you use Blackboard will depend on your individual instructors.

Career Services
Martha Tanedo
Room 275, Bennett Hall
740.774.7731
tanedo@ohio.edu

Schedule an appointment to discuss numerous resources, on resumes, cover letters, interviewing, and make an appointment for career counseling. Visit the job board located outside of Bennett, Room 134 for local, regional, and national job postings.

Catmail/Email
Even if you already have an e-mail account that you plan to continue using while at Ohio University, you still should use your OHIO e-mail account every day. Many Ohio University instructors and departments use OHIO e-mail for announcements and assignments. Notifications regarding registration, grades and billing information all go to your OHIO e-mail accounts. To learn more, visit www.ohio.edu/catmail/

Health and Wellness Center
740.774.7716
Hours: Monday – Thursday 8:00 a.m. to 8:00 p.m.; Friday 8:00 a.m. to 7:00 p.m.
Saturday 9:00 a.m. to 12 noon. Hours subject to change, especially during holidays or special events.

The Health and Wellness Center offers a variety of equipment and programs to meet your exercise and wellness needs. Free weights, cardio room, indoor walking track, aerobic classes,
locker rooms, basketball & tennis courts, Frisbee golf course and a variety of Frisbee discs, available at the Wellness check-in desk.

**Help Desk**  
Stevenson Center

If you have questions about anything related to computers, portal/e-mail, or the Internet at Ohio University, call the OUC Help Desk at (740) 774-7212 or OU Service Desk at 740-593-1222. If you prefer to get your help online, you can search for answers to common questions or submit a help request to the Service Desk 24/7 by visiting www.ohio.edu/oit/.

**WiFi**  
Ohio University offers free Wi-Fi to students. You will need your OHIO ID and password to access the network. You will be asked to register each device you use.

**Library**  
Quinn Library  
Stevenson Center  
740.774.7201

The Quinn Library provides information services to students, faculty, and the community. Books have a 21-day loan period and can be renewed online. There are fines for overdue books. Faculty will often place class materials on reserve at the library for student use.

**My OHIO Portal**  
Your OHIO ID and password are the keys to my.ohio.edu, your personalized gateway to:

- Class registration and schedules
- Financial Aid application and award status
- Online account statements and payment options
- Grade reports
- Blackboard course materials
- Your OHIO e-mail inbox
- Personalized university news, events and important deadlines

**My Ohio Success Network**  
The MyOHIO Success Network connects you to the OHIO community--your instructors, academic advisor, and student services professionals--that are here to help you be successful! This is a one-stop shop for accessing student support services, exploring campus services, making online appointments, and even asking for help when you need it (we call this Raise Your Hand.)

Your instructors will submit midterm progress reports but can also alert you at any time if they notice an issue that could interfere with your success. Quick action on your part keeps you on the right track!

Want to schedule an appointment with your instructor or advisor? Not sure who your advisor is? Check MyOHIO Success Network for answers to these questions and more. Go to https://www.ohio.edu/success-network to learn more. Scroll down for log in.
PeopleSoft Student Center
The Student Center is where you will conduct most of your business with OU. You will register for classes, get schedules, manage your address and financial aid, find your advisor, and even apply for graduation in the Student Center. https://sis.ohio.edu/

Student Accessibility Services
Heidi Cottrill
Room 270 Bennett Hall
740.774.7253
cottrilh@ohio.edu
Fax: 740.593.0790
Office hours: Monday, Tuesday, and every other Friday 8:00 a.m.-5:00 p.m.
Summer office hours may vary. Appointments are always welcome.
www.ohio.edu/uc/sas

Students who have documented disabilities should schedule an appointment. After receiving official documentation from the doctor, psychologist, clinic, or other professional organization, special accommodations are requested from the professors/instructors at the beginning of each semester.

Student Services
Admissions – The admissions office is responsible for the admission of new students, processing official transcripts for transfer students and assisting re-enrolling students.

Registration – The registrar provides a variety of services including registration, processing final grades, maintaining enrollment information and graduation.

Financial Aid – The Financial Aid office can provide you with information on the available aid programs, application process, eligibility requirements, and student responsibilities.

Student Activities – The Student Activities office is responsible for the development, promotion and management of extra-curricular and co-curricular on-campus programs which complement and enhance the student’s academic experience.

Student Success Center
Stevenson Center, Rooms 17-18
(740) 774-7779
https://www.ohio.edu/chillicothe/academicsupport/studentsuccesscenter.cfm
Office hours are Monday -Thursday 9:00 a.m. – 7:30 p.m. Friday 12:00 noon-4:00 p.m.
The Student Success Center provides free tutoring services for students at OUC. The Writing Center and Math Lab are located there. Tutoring is also available in technology and most other subjects upon request. Students seeking help with writing are encouraged to schedule an appointment and math tutoring is available on a walk-in basis.
Testing Center
Room 274, Bennett Hall
740.774.7754

The Testing Center is the place to take foreign language and chemistry placement exams, online and blended course exams, and make-up exams. Appointments are required. Use the handy online appointment scheduling feature! Just use your Ohio ID to create an account. Follow the “Testing Center” link on the OUC homepage to access the online scheduler.

Veterans Services Office
Room 137, Bennett Hall
740.772.7730
ouc-veteranservices@ohio.edu

Representatives are available to answer questions about VA requirements, and to help with submission of online applications for benefits. Office hours vary by semester.
ACRONYMS, ABBREVIATIONS, & LINGO!

A

Academic Dismissal: You can be academically dismissed from Ohio University if you are on academic probation and did not make satisfactory progress in either the term GPA or cumulative GPA according to the criteria as listed below in “Academic Probation”. If you are academically dismissed, it is generally required that you wait 12 months before a petition for reinstatement can be submitted. Additionally, students on transfer probation are subject to dismissal if any term GPA is not at or above 2.0. Transfer probation dismissal is a period of four years.

Academic Integrity: Violations of academic integrity include, but are not limited to: cheating, plagiarism, un-permitted collaboration, forged attendance, fabrication (e.g. use of invented information or falsification of research or other findings), using advantages not approved by the instructor (e.g. unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one’s work, submitting the same assignment in different courses without consent of the instructor. All forms of academic misconduct are prohibited by the Student Code of Conduct.

Academic Probation: If at any point in your academic career your cumulative GPA falls below 2.0 at the end of any semester at Ohio University, you will be placed on academic probation. At the close of the semester, the academic record of each enrolled undergraduate student (regardless of student enrollment status) will be reviewed to verify the accumulative GPA. At the time of the review, if you do not have the required 2.0 minimum accumulative GPA, you will be placed on academic probation.

To be removed from probation, your accumulative GPA must reach at least a 2.0.

Students with fewer than 90 credit hours earned: If you have fewer than 90 semester credit hours earned and are not removed from probation, you will be continued on probation or academically dismissed. To be continued on probation, you must have either 1) semester GPA at least 2.0 or 2) accumulative GPA equal to or greater than the minimum GPA defined by your hours earned:

<table>
<thead>
<tr>
<th>Total Hours Earned</th>
<th>on Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 — 29.99</td>
<td>1.6</td>
</tr>
<tr>
<td>30.00 — 59.99</td>
<td>1.8</td>
</tr>
<tr>
<td>60.00 — 89.99</td>
<td>1.9</td>
</tr>
</tbody>
</table>

If you are on probation and fail both of the criteria described above, you will be academically dismissed.

Students with 90 or more semester credit hours earned: If you are on probation in a given semester and you have 90 or more semester credit hours earned at the end of that semester, you must achieve a 2.0 accumulative GPA to avoid academic dismissal.

Academic Resources: Offices, staff, and initiatives provided to students to help them be successful at Ohio University. These include, but are not limited to: the Hilltopper Advising Center Room 270 Bennett Hall, the Student Success Center and the Learning Commons in the Stevenson Center, Student Services Center in Bennett Hall.

Accessibility Services: AKA Disability Services. Helps students with disabilities to coordinate the in class services they need in order to fully participate in academic courses. Provides services and accommodations for students with:
ADD/ADHD, chronic illness, hard of hearing/deafness, learning disabilities, mobility impairments, psychological disabilities, and visual impairment/blindness. If you have special needs, contact Heidi Cottrill, Student Accessibility Services, cottrilh@ohio.edu or (740) 774-7253, or Rm. 270 of Bennett Hall. Also, please inform the instructor before the third week of class.

**Add Class:** Choosing a class to include in your schedule. See also Drop Class and Replace Class

**Advisor / Advising:** Students should meet with their faculty/staff advisor at least once a semester to get advice on making progress toward graduation requirements. Undecided first-year students are required to meet every semester; all other students are strongly encouraged to meet with their advisor this often.

**Amphitheatre:** Located behind Bennett Hall.

**Art Galleries:** The Patricia Scott Art Gallery is located on the first floor of Bennett Hall. The Stevenson Center Art Gallery is located in the Stevenson Center.

**Attendance Policy:** Many instructors have specific expectations regarding students’ presence in class. Each attendance policy is different so it is important that you know the policy for each course. The following are a few examples: you may be given a specific number of allowed absences; you may lose points for each class you miss. The information is typically included in the class syllabus. See also Two Hour Rule.

**Auditorium:** Located in the basement of Bennett Hall.

**Bennett Hall:** Main academic building on campus, housing most but not all classrooms as well as Dean and most faculty offices, offices of financial aid, student services, recruitment and admissions.

**Breadth of Knowledge / Tier II:** Part of the general education requirements that ensure exposure to broad knowledge of the major fields of learning. All students must complete a total of 21 credit hours from an approved list of courses in the following six areas: Applied Science and Mathematics, Cross-Cultural Perspectives, Fine Arts, Humanities and Literature, Natural Sciences, and Social Sciences. At least 2 credit hours in each of the six areas are required.

**Blackboard:** Blackboard is an easy-to-use online course delivery and management system used by some professors. Students can view syllabi, readings, and assignments; communicate via email; conduct virtual chats; and participate in discussion boards. Additional features include: course announcements and calendar; online quizzes and surveys; course study groups; online file exchange; and much more! Ohio University’s Blackboard page is available online at: blackboard.ohiou.edu/.

**Blended:** Blended courses are those that meet typically one day a week with the instructor and conduct the remaining weekly instructional hours online through Blackboard.

**Bursar / Fee Payment:** The office at which students can pay their university bills is located at the Student Services counter. A statement of your bill will be available at: http://www.finance.ohio.edu/bursar. You will receive a notification in your OHIO email account when your bill is available for viewing and payment. Payments can be made online with a credit card or e-check.
You can also print your bill to send through U.S. Mail or pay in person at the Bursar’s Office located at Student Services desk in Bennett Hall. Additional information is available online at: www ohio.edu/finance/bursar.

C Cancelling Registration: Dropping all of your courses before the first day of the semester. You may do this via web registration, the Registrar’s Office, or at your college office.

Career Services: Provides assistance to students and alumni with making career decisions, exploring major and career options, attending career fairs, and conducting effective job searches. Located in Rm. 270 Bennett Hall. Additional information can be found online at: www.chillicothe.ohiou.edu/pages/students/student-services/career-services.htm.

CAS: Abbreviation for the College of Arts & Sciences. Additional information is available online at: www.cas.ohiou.edu.

CAS: Course Applicability System provides transfer information. www.transferology.com/welcome.htm

Catalog of Entry / Undergraduate Catalog: This online tool, found at: www.catalogs.ohio.edu, is assigned to you based on your enrollment as a degree-seeking student. It determines your graduation requirements (General Education, College, and Major).

Certificate Program: Similar to a minor, but these are interdisciplinary, meaning that they combine courses from different departments and schools. Certificates can be very specific in nature. A certificate may or may not be an official credential from Ohio University.

Child Development and Family Service Center: Housing some, but not all education courses and offices, located next to the Shoemaker Center.

Class Number: Each class section has a unique number that you will need in order to register for that class. The class number ensures that you are registering for the correct class, with the instructor, days, and times that you want.

Class Schedule: A list of all the courses you are registered for, including the course title, number, and location. Usually it is organized by day of the week and time so that you can view the entire week at one time. Available online, at: http://www.ohio.edu/registrar/info/apps/myschedule.html

Classroom Etiquette: Appropriate behavior for the classroom, which should include: turning off your cell phone, being respectful and considerate of your instructors and classmates, reading the syllabus, following classroom guidelines, arriving to class before it begins, etc.

Closed Course: None of the sections of the course have available seats, meaning that the entire course is not available and you cannot register for it at this time. See also Open Course

Closed Section: If a section does not have available seats it is known as being “closed”, meaning that it is not available and you cannot register for it at this time. Sometimes a different section of the same course does have available seats. See also Open Section

COB: Abbreviation for the College of Business. Additional information is available online at: www.cob.ohiou.edu.

College / College Office: An academic area in which majors, schools, and departments
are housed. There are eight colleges within Ohio University; these are: Arts & Sciences (CAS), Business (COB), Communication (COM), Education (EDU), Engineering & Technology (ENT), Fine Arts (FAR), Health & Human Services (HHS), and University College (UNC).

College Reading Ability: Includes both your reading comprehension and speed, and how much you enjoy reading. It may be determined by your ACT Reading, SAT Verbal score or by taking Placement tests. If you have low reading ability, you should not schedule more than one reading-intensive course and you may want to consider taking UC D998: College Reading Skills.

College Requirements: Some colleges require either prerequisites for transfer (e.g., Business) or additional graduation requirements for all majors (e.g., Arts & Sciences foreign language requirement). See the undergraduate catalog or contact your college to determine specific requirements.

COM: Abbreviation for the Scripps College of Communication. Additional information is available online at: www.scrippscollege.ohio.edu.

Computer Labs: Located in rooms 271-274 of Bennett Hall.

Continuing Student: Any undergraduate student, not in their first year. Sophomores, juniors, and seniors are considered continuing students.

Counseling and Psychological Services: Confidential counseling and psychological therapy by staff or professional counselors and psychologists is available in both individual and group settings at the Main Campus in Athens. Services can help you with a variety of problems, such as: adjustment, depression, stress, anxiety, relationships, eating disorders, procrastination, sexual assault, loneliness, perfectionism, alcohol/drugs, anger, juggling responsibilities, and psychological disorders.

Course Descriptions: A brief description of what information will be covered in the course; this can be found on the undergraduate catalog and course offerings webpage. Course descriptions are available at: http://www.catalogs.ohio.edu/content.php?catoid=16&navoid=792

Course Number: Each course has a number that is specific to the title and content of the course. The course number also represents the level of the course; course numbers in the 1000’s and 2000’s are generally introductory courses, while course numbers is in 3000’s and 4000’s are upper level courses. Course numbers above 5000 correspond to graduate level courses. See Course Numbering Information.

Course Offerings: The online system, found at: http://webapps.ohio.edu/classes/search.htm that students can use to search for information about courses. The following can be found through Course Offerings: course number and title, call number, section number, days and times the class meets, credit hours, instructor, and much, much more!

Course Sequence: Two or three courses that are intended to be taken consecutively in order to fulfill degree/program requirements. Generally meant to be taken in a particular order, as earlier courses are generally requisites for courses later in the sequence. Example: Spanish 1110 and 1120.

Credit Hour / Credits: The number of hours you will spend in class, per class per week. The majority of courses at Ohio University are three credit hours, or three hours spent in class each week. The average number of
credit hours per semester needed for graduation in four years is fifteen.

**Cumulative GPA**: GPA for all of your semesters at Ohio University. The total number of points earned, divided by the total number of credit hours attempted. For the first semester only, your semester GPA and cumulative GPA are the same. See also Grade Point Average and Semester GPA

**D**

**DARS (Degree Audit Reporting System)**: Each student has their own DARS, which is an itemized report of exactly what courses you need to take to earn a particular degree. It displays the courses taken, grades received, and what specific requirement those courses fulfilled. It also lists the courses that fill requirements a student has not yet completed.

**Dean’s List**: A list compiled at the end of each semester that includes the names of all students whose GPA for the semester is at least 3.5. A course load of 15 credit hours is required to be eligible for the Dean’s List.

**Department / School**: A specific academic area within a college (e.g. the School of Theater is within the College of Fine Arts).

**Disability Services**: AKA Accessibility Services. Helps students with disabilities to coordinate the in class services they need in order to fully participate in academic courses. Provides services and accommodations for students with: ADD/ADHD, chronic illness, hard of hearing/deafness, learning disabilities, mobility impairments, psychological disabilities, and visual impairment/blindness. If you have special needs, contact Heidi Cottrill, Student Accessibility Services, cottrill@ohio.edu or (740) 774-7253, or Rm. 270 of Bennett Hall. Also, please inform the instructor before the third week of class.

**Double Major**: Defined as pursuing two academic major programs, but only one degree. To complete this option, you must declare both programs, fulfill all requirements for each, and complete a total of 120 credit hours. If the majors are in two different departments or colleges, you must meet all requirements for each department/college, in addition to major requirements and university requirements. Second majors may be added in the same way as changing a major. See also Dual Degree

**Drop Class**: Choosing to remove a class from your schedule. See the Academic Calendar for eligible dates and deadlines. See also Add Class and Replace Class

**Dual Degree**: A dual degree is defined as pursuing two bachelor's degrees (Bachelor of Arts, Bachelor of Science, etc.) at once. To complete this option, you must declare both programs, fulfill all requirements for each, and complete a total of 135 credit hours (rather than 120). If the majors are in two different departments or colleges, you must meet all requirements for each department/college, in addition to major requirements and university requirements.

**E**

**EDU**: Abbreviation for the College of Education. Additional information is available online at: www.coe.ohiou.edu.

**Electives**: Courses taken that do not meet a specific general education requirement, college requirement, or major requirement.

**Email Etiquette**: The appropriate, professional manner in which to write an email to an instructor or advisor should include: a clear subject heading, a greeting (Dear, Hello, etc.), your full name and PID, etc.
**English Composition**: Part of Tier I of the general education requirements; the ability to communicate effectively through the written word is one of the qualities of a well-educated person. Placement test determines in which first-year composition course the student should register, such as Eng. 1500 or 1510. All students must complete a first-year composition course (English 1510) and an advanced composition course taken during the junior year.

**ENT**: Abbreviation for the Russ College of Engineering & Technology. Additional information can be found online at: www.ohio.edu/engineering.

**Etiquette**: See Classroom Etiquette and Email Etiquette

**F**

**FAR**: Abbreviation for the College of Fine Arts. Additional information is available online at: www.finearts.ohio.edu.

**Fee Payment**: See Bursar

**Free Application for Federal Student Aid (FAFSA)**: An application you must complete each year in order to receive any form of financial assistance in paying for the costs associated with attending Ohio University. It should be completed by mid-February and can be found online at: www.fafsa.ed.gov.

**Foreign Language Requirement**: Some majors expect their students to have an intermediate knowledge of a foreign language. Some of the majors that require a foreign language include: all majors within the College of Arts & Sciences, computer science, etc. Language taken in high school may or may not count towards your requirement, depending on your college.

**FN / FS (Fail Never Attended / Fail Stopped attending)**: Grades earned when you do not officially drop a class but never attended (FN) or attended at least once (FS). Both FN and FS count as an F grade in your GPA.

**G**

**General Education Requirements / Gen Eds**: Courses required for graduation by the university for all undergraduate students, regardless of major. Consists of: Tiers I, II, and III.

**Grade Point Average (GPA)**: The number of points earned divided by the number of credit hours attempted. Scale for points earned is as follows: A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = .067, F = 0.00. The minimum GPA required to graduate from the university is 2.0. Selective majors and colleges have higher requirements, ranging from 2.5-3.0; check with your college regarding this requirement. GPA is calculated each semester and cumulatively. See also Cumulative GPA and Semester GPA

**Graduation Requirements**: Earn at least 120 credit hours; earn at least a 2.0 cumulative GPA (Grade Point Average); complete general education requirements; complete the requirements of one major with required GPA; complete college requirements; complete at least 30 credit hours at Ohio University. All those requirements outlined by the University College or major that a student must complete to be conferred the degree.

**H**

**Health and Wellness Center**: Located in the Shoemaker Center, includes a cardio exercise room, a bicycle room, and conditioning room.

**Help Desk**: Located in the Stevenson Center. Provides assistance with technical
issues such as password resets, network access and more.

**HSP:** Abbreviation for the College of Health Science and Professions. Additional information is available online at: [http://www.ohio.edu/chsp/](http://www.ohio.edu/chsp/)

**Hilltop Café:** Located in the Stevenson Center. The Hilltop Café offers a wide-array of menu items.

**Hilltopper Advising Center:** Located in Room 270 of Bennett Hall. Advisors are available to help you with selecting and scheduling courses, reading a DARS report, meeting graduation requirements, choosing and declaring a major, choosing a career and answer many of your questions about college.

**Hours Attempted:** The number of credit hours you have taken for a grade; includes hours completed for a grade, including failed courses.

**Hours Earned:** The number of credit hours you have earned, or how many you have completed with a passing grade. Includes credit hours you have taken for a grade, Pass/Fail, credit, Advanced Placement (AP), and transfer credit.

**Hours Enrolled:** The number of credit hours you are enrolled in for the current semester.

**Humanities:** Includes courses on the study of human art and thought, including: classics, history, literature, music, philosophy, etc. Part of the requirements expected in Tier II as University graduation requirements and for other colleges at OU.

**Incomplete Grade:** If you are unable to complete the work required for a course due to extenuating circumstances (extended illness, family emergency, etc.), you may request that your instructor assign your grade as Incomplete or “I.” Failing the course is not a legitimate reason for requesting an Incomplete. You must complete the work and the instructor must submit a grade change within the first six weeks of the next semester of enrollment or the “I” will convert to an “F.”

**Information Desk:** Located on first floor in the lobby of Bennett Hall.

**Introductory Courses:** Courses that may be beneficial to take if you think you may be interested in exploring a major; also, 1000 and 2000 level courses that are likely to not require prerequisites.

**Letters of Recommendation:** Letters written by individuals who can speak well to your skills and strengths. These are required for admission to selective majors, such as in the College of Fine Arts or the Scripps College of Communication. At times, it is specified that a letter of recommendation be written by a faculty member or an employer, so it is important to pay attention to this detail.

**Major:** A degree-granting program of study, usually requiring between 45-70 credit hours of specific coursework.

**Major Requirements:** The specific courses that are required to complete your major.

**Math Tutoring:** Free tutorial help for students with math and science-related questions. Students can drop in or schedule a one-on-one appointment. See the Help Desk or Learning Commons in the Stevenson Center.

**Math Placement Level:** Determined by placement test. Students placing in DV
must complete Math D004 or D005; **PL1** (Placement Level 1): Placement at this level indicates preparation for any of the following Tier I–fulfilling courses: MATH 1090, 1101, 1102 (early childhood education majors only), 1200, 1250, 1260, 1321, PHIL 1200, PSY 1110. **PL2** (Placement Level 2): Placement at this level indicates preparation for Level 1 courses as well as these additional Tier I–fulfilling courses: MATH 1300, 1322, 1350, 2500, PSY 2110. **PL3** (Placement Level 3): Placement at this level demonstrates quantitative skill competence sufficient to fulfill the Tier I quantitative skills requirement. If your major requires that you enroll in a quantitative skills course, placement at Level 3 indicates preparation for MATH 2301 and any course in Level 1 or 2. A Level 3 placement does not guarantee a waiver of college or major requirements in mathematics. Contact your college student services office to see if a college waiver is in effect for your major.

**Minor:** A shorter program of study than a major (usually around 18 credit hours); cannot be substituted for a major, but can be added to a major. Some areas of study are only offered as a minor, not as a major.

**Natural Sciences:** Includes courses on the study of principles, methods, and achievements of science, including astronomy, biology, chemistry, the environment, physics, etc.

**New Student Orientation:** The new student orientation program is designed to help incoming students take the first step toward successful college careers. Among activities during each one-day session, incoming students meet with academic advisors who help the students establish a class schedule for the upcoming semester; establish their campus e-mail accounts; check on their financial aid status and more. After applying, students are notified of the date(s) for Orientation.

**Non-degree:** See Pre-major

**Nursing Office:** Located in Room 129 in Bennett Hall.

**Office Hours:** Days and times each week when instructors make themselves available in their offices for students to stop by to ask questions. Instructors usually include their office hours in their class syllabus and sometimes on their office doors. Ohio University instructors are very approachable; most will arrange meetings with you if their office hours are not convenient.

**Ohio University Learning Network Classrooms:** Located in Bennett Hall Rooms 111 and 112. OULN is an interactive TV system providing computer data, telephone, and television service linking the six campuses of Ohio University. Several courses each semester are taught using the OULN system.

**Online Courses / Web-Based:** Everything about the course happens electronically, through the internet. The course includes little, if any, face-to-face contact with an instructor or classmates. Online courses require good time management and self-discipline because it is easy to procrastinate on the assignments since you may not meet in a classroom.

**Open Course:** If a course has sections that still have available seats, it is known as being “open”, meaning that it is available and you can register for it. See also Closed Course
Open Section: If a section still has available seats, it is known as being “open”, meaning that it is available and you can register for it. See also Closed Section

Permission Required: This means that you are not allowed to register for a course without permission from the instructor or another university staff member. Often permission is granted using what is commonly referred to at OUC as a “green slip”. Green slips can only be provided by the faculty. See an advisor for instructions about getting permission via email.

Permission Slip: A piece of paper, that when signed by an instructor, gives you permission to enroll in a specific course. Signed “pink slips” have to be taken to the Registrar’s Office located at the Student Services desk in Bennett Hall. See an advisor for instructions about getting permission via email. See Permission Required.

PID (Personal Identification Number): A unique number given to each student when they are admitted to Ohio University. It is used to verify your identity throughout your time at OU. It should remain confidential, and you will find it helpful to have it memorized.

Plagiarism: A piece of writing that has been copied from someone else and is presented as being your own work; the act of plagiarizing; taking someone’s words or ideas as if they were your own. See Academic Integrity.

Points Earned: Each grade you earn gives you a certain number of points. Your cumulative and semester GPA are calculated using hours attempted divided by points earned.

Portfolio: A collection of your original work (writing, art), usually required for admission to selective majors, such as in the College of Fine Arts or the Scripps College of Communication.

Pre-major / Non-degree: Students are considered a “pre-major” if they have been accepted to their college, but have not yet been accepted to their specific selective major (i.e. Social Work, Education, Athletic Training, etc.). Students who are “pre-majors” are required to declare a major by the time they earn 75 credit hours. If a student is not accepted into the major of his/her choice by this point in time, he/she will need to change to an alternate, non-selective major. There is no limit to the number of times a student can change his/her major, but he/she must be aware of the different major requirements.

Provost: The chief academic officer of the university. Ohio University’s Provost is Dr. Pam Benoit. Additional information is available online at: www.ohio.edu/provost.

Quantitative Skills: Part of Tier I of the general education requirements: an educated person should possess the ability to use quantitative or symbolic reasoning in order to participate effectively in society. All students must complete at least one Quantitative Skills course. Which course you are permitted to take is determined by your math placement level.

Quinn Library: Located in the Stevenson Center, provides information services to students, faculty and the community.

Registrar’s Office: The university office that coordinates and facilitates all aspects of course registration, including the following online tools: course offerings, undergraduate catalog, web registration, etc. Located in
Bennett Hall. Additional information is available online at: www.ohio.edu/registrar.

Registration Hold: A “hold” may be placed on your account, meaning that you are not able to register for classes. It may mean one of the following things: you are on academic probation, you owe fees, have an overdue book or DVD, have not submitted a final high school transcript, have not submitted a final college transcript, are a transfer student, etc.

Repeating a Course: Taking a course more than once for credit. See your academic advisor for courses that are repeatable.

Replace Class: Keeping the same class but changing the day or time that you are taking it. See also Add Class and Drop Class.

Requisite: The minimum amount of knowledge you must have in order to be successful in a course; often this knowledge is reached through prior classes or placement levels (i.e. Math, Chemistry). Other classes require a certain student status (e.g. freshman only, majors only, non-majors only, etc.). Requisites can be found in the undergraduate catalog and on course offerings webpage. Always check requisites before planning to schedule a class.

Residency Requirement: Ohio University requires that you be “in residence” for a certain number of credit hours in order to graduate. This includes attending at branch campuses. Some colleges have additional residency requirements, so check with your advisor or college office to make certain all requirements are being met. Residence credit is defined as any credit earned by regular enrollment at Ohio University. If you are a transfer student you must complete at least 48 credit hours at Ohio University in order to graduate.

Retaking a Course: Taking a course again so as to improve your grade; this is often the quickest and most effective way to raise your cumulative GPA. You should consider retaking any courses in which you earn a grade of D+ or less as long as you are confident you can earn a higher grade. The last, most recent grade is calculated in your cumulative GPA and hours, even if it is lower than the earlier grade.

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Satisfactory Academic Progress (SAP): All students receiving financial aid are required by federal regulations to make satisfactory academic progress. These requirements include: (1) maintain at least a 2.0 overall GPA, (2) earn at least 12 credits per semester, and (3) complete a bachelor’s degree in no more than 288 credit hours.

Scholarship Requirements: Most academic scholarships require that students maintain 16 credit hours per semester. Incoming first-year students are automatically considered for university scholarships. After arriving on campus, you must complete the electronic scholarship application each winter semester to be considered for scholarships for the next academic year. You should also complete the FAFSA each year since some scholarships consider financial need as well as merit.

School: See Department

"Search for Open Classes" Tool: Available through web registration, this live tool allows you to look for classes with open or available seats. You must know the department and course number (i.e. ENG 151).

Section: A sub-set of courses. Most courses are offered at different times and/or different days of the week and each of these is considered a section.
**Section Number:** Each section has a letter (H = Chillicothe) and a number to distinguish it from other classes. This number also helps you distinguish the instructor, location, days, and times of the class. Section numbers differentiate one section of a class from another (example HO1 or HO2, classes will meet at different times and days).

**Selective Majors:** These majors may require applications, prerequisites, higher academic standards than the rest of the university, and additional materials such as a resume, recommendation letters, essays, portfolios, etc. In addition, there are specific times of the semester or year when students may apply for admission to a selective major.

**Semester / Term GPA:** The number of points earned that semester, divided by the number of credit hours attempted that semester. GPA is calculated each semester and cumulatively. See also Cumulative GPA and Grade Point Average

**Shoemaker Center:** The recreational center on campus features a full-sized basketball/volleyball court as well as seating for roughly 2,500 fans in the arena. In addition, it includes a 1/11 mile indoor run/walk track with a carpeted surface and other workout facilities are available. Locker room area is available. See also: Health and Wellness Center.

**Social Sciences:** Includes courses on the study of the individual in relationship to society, including: economics, history, political science, psychology, etc. Part of the college requirements expected by the College of Arts & Sciences.

**Stevenson Center:** Houses the Quinn Library, Help Desk, Learning Center, Learning Commons, Café, Art Gallery and Technical Support.

**Student Center:** This is the electronic resource that you use to register, access financial aid resources, view your schedule, major, advisor, and registration access. It is sometimes referred to as MyOhio Student Center. [https://sis.ohio.edu](https://sis.ohio.edu)

**Student Handbook:** A comprehensive handbook containing information the Ohio University Chillicothe student needs to be a successful student. Available on line at: [www.chillicothe.ohiou.edu/pages/students/student-life/resources/StudentHandbook.pdf](http://www.chillicothe.ohiou.edu/pages/students/student-life/resources/StudentHandbook.pdf)

**Student Services:** Located on first floor of Bennett Hall. Includes but not limited to Financial Aid, Admissions, Registrar and Bursar services.

**Student Success Center:** Inside Quinn Library-Stevenson Center. Provides students with free individualized assistance for any class. Tutors for English and Math classes are always available, others by appointment.

**Study Skills:** Your ability to adequately take notes in class, memorize information, do homework, prepare for class and tests, etc. May include: your ability to learn deeply and efficiently, to manage your time, and to prioritize your responsibilities.

**Syllabus / Syllabi:** Provides an outline of the requirements and assignments for class. Generally a syllabus will contain the dates of major assignments and exams, the grading scale, and attendance policy. Instructors usually distribute syllabi on the first day of class, so it is especially important to attend. Be sure to ask for a syllabus if you do not receive one during the first week of class. It is important to keep your syllabi for the duration of the semester.
Technical Services Building: Houses Law Enforcement Technology and other classes. Located near the Shoemaker Center and Child Development and Family Service Center located on Pohlman Road.

Tier I: See English Composition and Quantitative Skills

Tier II: See Breadth of Knowledge

Tier III: Part of the General Education Requirements, one senior-level course designed to confront broad topics from multiple perspectives and to help students develop a capacity for synthesis.

Time Management: How you spend your time. It might be used wisely, allowing you to complete all of your coursework and still have free time, or it might not be used wisely, meaning you do not prioritize and do what is most important first.

Transcript: An official document provided by the university or other educational institution that displays all courses taken, grades, and GPAs.

Transfer Requirements: Courses, GPA, and other materials required for selective programs or majors. For example, the College of Business requires 4 classes and a 3.0

Tutoring: Additional assistance with coursework and comprehension. Referrals to private peer tutors are available for a wide range of courses.

Two Hour Rule: If you miss the first two meetings of a class the instructor has the option of not admitting you to the class whether or not you are registered for it. If you miss the first two hours check with your instructor to verify your status in the class. If you have not been admitted, you will need to drop the class by accessing My OHIO Student Center. Note: If the instructor does not admit you to the class, you still must drop the class from your schedule by accessing My OHIO Student Center. Otherwise, you will receive an F, an FN (failure never attended), or an FS (failure stopped attending) for the class at the end of the semester.

UNC / UC: Abbreviation for University College. Additional information is available online at: www.ohio.edu/univcollege.

Undecided: You are “undecided” if you have not yet declared your major. If you are “undecided” you are required to declare a major by the time you have earned 60 credit hours. There is no limit to the number of times you can change your major, but you must be aware of the different major requirements. See also Pre-major / Non-degree

Undergraduate Catalog: See Catalog of Entry

Web Registration: The online system students use to sign up for courses, including adding, dropping, and replacing classes.

Withdraw (on or after the first day of classes): Dropping all courses and leaving the university for the semester on or after the first day of classes. This may not be done via Web Registration; instead go to the Student Services Desk located in Bennett Hall.

WP / WF (Withdrawn Passing / Withdrawn Failing): If you drop a class after the 15th calendar day of the semester (and within the
first 10 weeks). These grades do not count in your GPA.

**Writing Center:** Provides free scheduled and walk-in face-to-face appointments as well as online appointments. Assistance is available at any stage of the writing process from understanding the assignment to looking at a revised draft. You can get help with developing the thesis or main idea, organizing or developing ideas, the bibliography, grammatical issues or other writing concerns. Located in the Stevenson Center.
<table>
<thead>
<tr>
<th>Class Name</th>
<th>Credit Hours</th>
<th>Course Number</th>
<th>Days/Times</th>
<th>Format (campus, online, or blended)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>3</td>
<td>1153</td>
<td>M W 11:00-12:20</td>
<td>On campus</td>
</tr>
<tr>
<td>English 1510</td>
<td>3</td>
<td>1153</td>
<td>M W 11:00-12:20</td>
<td>On campus</td>
</tr>
</tbody>
</table>

**Total hours**

**Alternatives**
Room 270 of Bennett Hall
(740) 774-7731
Hours: Monday-Friday
8:00 a.m. - 5:00 p.m.

Revised 11/9/17 CN