Welcome to Ohio University!
We hope this New Faculty Mini-Guide will provide you with essential information for a smooth transition.

Check our web site for upcoming workshops and other events for faculty: www.ohio.edu/ctl. Contact us any time with suggestions for professional development opportunities that will be helpful to you!

Center for Teaching & Learning
Faculty Commons, Alden Library
740.593.2681
ctl@ohio.edu

Please note that some of this information can change from semester to semester. For the most current information, please visit the Ohio University web sites listed in the guide.
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<td>Failure Never Attended</td>
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<td>HTC</td>
<td>Honors Tutorial College</td>
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The Center for Teaching & Learning  
Faculty Commons  
Alden Library 301  
Tel: 740.593-2681  
Email: ctl@ohio.edu  
www.ohio.edu/ctl

Photographs courtesy of Communications & Marketing
Ohio University cultivates a strong student-faculty academic advising model. The University’s advising system is an integral part of the entire university experience. Advising is not merely a once-a-term conference about scheduling classes. Neither is it simply an administrative function. Advising is an extension of quality teaching; it is developmental and student-centered.

University College and the University Academic Advising Council (UAAC) provide university-wide support for academic advising services and initiatives. University College advances the mission of Ohio University by providing leadership across colleges to promote teaching, learning and advising. The college provides a number of services to students, including orientation, advising, first year and student success programs such as learning communities and college transition and success courses. Faculty advising support is offered through workshops, professional development resources and opportunities and the semester advising newsletter, *The Advisor*.

The UAAC is a university-wide body comprised of faculty, professional advisors and representatives from student services offices. These individuals are interested in and committed to academic advising and recognize the importance of quality advising in students’ college experience. UAAC meetings are held once a semester on the Wednesday preceding registration from 12:00-1:30 PM. For UAAC meeting dates and additional information, visit [www.ohio.edu/uaac](http://www.ohio.edu/uaac).

For questions or information on academic advising at Ohio University, contact the University College office or visit the website at [www.ohio.edu/univcollege](http://www.ohio.edu/univcollege).

The Academic Advancement Center (AAC) offers support services to all OU undergraduates. AAC staff maintains collaborative relationships across campus to support the instructional objectives of the faculty and instructors.

Meeting with tutors can improve academic performance and develop a positive attitude. Tutors can help with short-term or long-term needs for mastering academic material. At [www.ohio.edu/aac](http://www.ohio.edu/aac), students may find additional information about all of the following tutoring services, including employment opportunities.

SI provides free collaborative learning sessions outside of the traditional classroom for students enrolled in selected classes. These evening study sessions, held several times throughout each week, are facilitated by undergraduate SI Leaders, who have successfully completed the course they lead. Leaders serve as guides who help students master information. Students work in groups to review lecture notes, prepare for exams and improve study skills. For more information, including up-to-date schedules and SI Leader employment, visit the SI Web site at: [www.ohio.edu/aac/supins](http://www.ohio.edu/aac/supins).

AAC professional staff provides help with strategies for helping students use study time efficiently, for taking lecture notes, preparing for exams and reading text books effectively. Appointments may be made online at [www.ohio.edu/aac/studyskills.cfm](http://www.ohio.edu/aac/studyskills.cfm) or at the AAC.

The AAC has a 22-computer-station modern multimedia computer lab available for use by all OU undergraduate students. The lab specializes in offering individualized one-on-one computer software and hardware assistance and tutoring as needed. New video podcasts are placed on the lab’s website several times each semester explaining the latest trends in technology from iPads to Photoshop. Current information on the lab’s software and hardware and open hours can be obtained by visiting [www.ohiou.edu/aac/lab](http://www.ohiou.edu/aac/lab).
Library instruction is a skills-based approach to helping students become lifelong learners. In the short run, library instruction may help them become more effective researchers. Every graduating student of Ohio University should be a master of the basic Five Concepts of Information Competency. The information competent student:

- Determines the nature and extent of the information needed.
- Accesses needed information effectively and efficiently.
- Evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system.
- Individually or as a member of a group, uses information effectively to accomplish a specific purpose.
- Understands many of the economic, legal and social issues surrounding the use of information and accesses and uses information ethically and legally.

All students can benefit from some form of library instruction, particularly those who are new to doing research at Ohio University.

Although most students have had some training in library use, many of them...

- Are unfamiliar with large academic libraries
- Have no concept of how to design an effective search strategy
- Need an introduction to ALICE, our online catalog, and to the OhioLINK system
- Can benefit greatly from learning how to use electronic databases
- Don’t know how to choose appropriate indexes and abstracts
- Cannot effectively use the advanced features of Web search tools

Library instruction is most effective when a student has a specific library-related assignment for a class. Library instruction outside of such a context tends to be quickly forgotten. Subject librarians, can help you design effective assignments.

Alden Library has four classrooms which are used for library instruction. Additionally, library staff members are ready and willing to do presentations in your classroom or lecture hall. For “live” demonstration of searching systems and techniques, the room should be equipped with appropriate computing and network facilities.

The Libraries offer a wide variety of materials and services designed to help students and faculty use the library most effectively. If you have any questions about the library Instruction program, please contact Lorraine Wochna, wocha@ohiou.edu or 597-1238.

All professional librarians serve as subject librarians for one or more fields of study and are available to present seminars on advanced research sources for graduate and upper-division classes. They can acquaint students with both electronic and printed resources and research methods for their fields. Find your subject librarian at: www.library.ohiou.edu/about/staff-directory/subject-librarians

Walk-in reference and online service is provided in all public service areas of the library with research topics; help in the use of indexes, subject headings, the use of ALICE, etc.; explain how to use reference works and suggest additional information resources.

From time to time, the library sponsors workshops for faculty and students on a variety of topics. For news of upcoming workshops, follow the library’s news page at: www.library.ohiou.edu/news

- Don’t assume that your students already have the necessary skills to complete your assignment effectively.
- Request library instruction for your classes. Advanced notice of at least one week is preferred.
- Update your assignments to keep pace with the ever-changing research environment.
- Avoid the “mob scene!” When an entire class comes to the library to look for one book or article, the result is chaos, confusion and frustration. If an entire class will be using a few titles, put these items on reserve.
- Be sure that the Library actually owns the materials you are assigning.
- Provide students with resource lists—complete with call numbers and accurate titles—which will give them specific information sources for a particular assignment.
- Inform your librarian in advance of the assignment so that staff members can ensure availability of materials and provide the best possible service.
- Consider alternatives to the traditional term paper assignment. Possibilities include comparison of scholarly and non-scholarly treatments of the same topic, annotated bibliographies, writing abstracts of journal articles, preparation of subject guides to specialized fields, and others. We’ll be glad to work with you to devise new types of assignments.
Notify the department chair. If you can anticipate your absence, discuss with the chair or course director (if one has been designated) possible arrangements for a substitute or alternate activity. Such changes require approval of the department chair and/or course director, who will also see that the registrar’s office is notified of the change.

This is a matter decided by the instructor. You are required to announce your attendance policy the first day of class by including it on your syllabus. It is acceptable for you to establish a policy of counting off from the final grade for excessive absences, (example, three absences lowers the final grade by 1/3 of a grade; four absences lowers the final grade a full grade; five or more absences results in course failure). Just spell out your policy, and then stick with it.

You are expected to make allowances for students after a legitimate absence. The Faculty Handbook gives as examples of legitimate absences such things as illness, death in the immediate family, religious observance, and involvement in university-sponsored activities. You are obligated to allow students with legitimate absences to make up missed exams. If you are planning activities that by their nature cannot be made up (such as field trips or outside speakers) and feel that you have to impose some limitations on the absences you will allow, announce this the first day of class.

A formal final exam, written in class, is required in all courses where a letter grade of A-F is given unless you substitute some other method for bringing the course into focus and evaluating students. Be sure to let your students know what this alternative is by including it on your syllabus and by announcing it on the first day of class. In any event, you must meet your class at the time the final exam is scheduled.

Final exams may not be given at any time prior to the regularly scheduled examination time without prior approval of the dean. The same goes for final projects assigned in lieu of an exam.

Reminder:
You can find policy and procedures relating to teaching and other faculty matters in the Faculty Senate Handbook:

www.ohio.edu/facultysenate/handbook/

Instructors are required to distribute a syllabus on the first day of class. The Faculty Handbook lists the following as requirements:

- The instructor’s name
- The descriptive title
- The call number
- The catalog number of the course
- The basis for grading in the course
- The instructor’s office hours. Office hours are required
- A statement of the instructor’s attendance policy
Grading Options

Frustrations with the difficulty in giving two students the same grade (for example, a C) for different overall accomplishment, have led to our twelve-point grading scale that allows you to give pluses and minuses. How you correlate a twelve-point grading system to percentage points is your decision. Assignments (such as papers or essay exams) that do not easily generate a numerical score may lead some students to ask you to explain why you gave a C to what was clearly a brilliant paper worthy of a Pulitzer Prize. We have found that we get fewer questions when we attach a note to the papers when we return them. You can change or adapt it to your own standards.

The Faculty Handbook requires you to retain grades, tests and assignments as well as any other material you use in determining students’ grades for at least one academic semester. You may choose to return materials to students, or you may provide an alternative policy to the class at the beginning of the semester.

“PR” and “I” Grades

“PR” stands for progress and is primarily used at the graduate level and applies only to a few very specific pre-approved undergraduate courses that are designed to span more than one semester. This grade indicates that the student has made progress in the course but has not finished the work required for a letter grade. It may extend longer than one semester.

To determine the eligible grades for your course you may use the Course Offerings. Do a search to find the course you are teaching and then click on the title. A pop-up box will appear with the eligible grades. In addition, the online grade roster, available at the end of the semester, will include the eligible grades.

The grade of “I” stands for incomplete and should be given only in cases where there are emergencies that prevent the student from completing the course on time (serious illness, death in the immediate family). Failure to complete the work you assign is not sufficient grounds for a grade of incomplete. Students must complete the work within the first six weeks of the next semester of enrollment or two years from the end of the term in which the grade of “I” is given or upon graduation, whichever comes first, or the “I” converts automatically to an “F”. You may request a one-time extension to the end of the semester by completing a request for the extension through the registrar’s office. 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” upon graduation. Note: Grades of “I” assigned in spring semester may be completed by the sixth week of fall semester.

“WP” and “WF” Grades

You will need to assign students who drop your course after the 12th calendar day of the semester the grade of WP (withdrawn passing) or WF (withdrawn failing) to indicate whether they were passing or failing when they dropped the class. The Registrar puts the W on the grade roster to indicate students who have dropped; you provide the “P” or “F”.

Changing Grades

The general rule is that you can’t, except for the grades of progress (PR) and incomplete (I). You can change a grade of A-F only if you made an error when you calculated your grades. It is not acceptable for you to change a grade because a student convinces you dire things will happen if you don’t (such as loss of a scholarship, getting dropped from the university). If you have made an error, your departmental support staff can give you a Special Grade Report. Fill in the required information and send the form to the Office of University Registrar in Chubb Hall. You will be required to explain the reason for the change of grade on the form itself. The registrar’s office will change the grade if the reason given for the change is deemed acceptable.

Cheating

The Student Handbook warns students about all forms of academic dishonesty. “Academic dishonesty includes, but is limited to, the following examples: permitting another student to plagiarize or cheat from your work, submitting an academic exercise (written work, printing, sculpture, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip.”
Occasionally students encounter emergency or crisis situations while at Ohio University. Some of these situations might include (but are not limited to): The death of a family member, a serious accident, physical or mental illness that requires hospitalization, sexual assault or other situations that would cause a student to leave campus for a temporary or extended period of time. In situations like these, feel free to call our office at 740-593-1800 and we can provide you with resources to help.

If you are looking immediately for a response to a specific crisis, the following resources may be helpful:

**Report an emergency**
Dial 911

**Report a sexual assault or other crime that occurred on campus**
Call Ohio University Police at 740-593-1911

**Report a sexual assault or other crime that occurred off campus**
Call Athens Police at 740-592-3313

**Report sexual or discriminatory harassment**
Contact:
Institutional Equity || Crewson House || 740-593-2620 || equity@ohio.edu or
Legal Affairs || Pilcher House || 740-593-2626

**Reach a counselor or therapist**
Call Counseling & Psychological Services at 740-593-1616

**Report or talk about a student incident but I'm not sure who to call**
Contact Dean of Students Office at 740-593-1800

**Need help with academically-related conflict**
Contact University Ombuds, Baker University Center 501 at 740-593-2627

**Need emergency transport to hospital**
Call 911 or
Call Southeast Ohio Emergency Medical Service 740-593-7029

**Need emergency medical care**
Call 911 or
Go to O'Bleness Hospital Emergency Room 55 Hospital Drive, Athens, OH 45701, 740-593-5551
Academic Technologies

Ohio University Center for Teaching & Learning

Academic Technologies promotes and supports the use of information and communications technologies for teaching, learning, scholarship, and community service at Ohio University. Services offered by Academic Technologies include:

- Learning Design and Development
- New Technologies
- Technology-Enhanced Learning Spaces
- Training and Support
- Web Services
- Digital Media Services
- Assessment Services

Center for Teaching & Learning

The Center for Teaching & Learning (CTL) works collaboratively with members of the university community to enhance the connection between teaching and learning. Through Center programs and activities, colleagues across the university share teaching and learning ideas and expertise with one another, learn of new developments in the scholarship of teaching and learning, and strengthen teaching skills and strategies. At the heart of such efforts is a core value of enhancing – potentially transforming – students’ intellectual growth and skill acquisition, and promoting their development as individuals and as engaged citizens.

Goals for the Center for Teaching & Learning include:

- Responding to the teaching and professional development needs of faculty, instructors, and graduate students at different points in their careers.
- Encouraging mentoring relationships within the teaching and learning communities.
- Promoting leadership roles of faculty and other colleagues in teaching and learning initiatives, including graduate students as future faculty.
- Strengthening linkages between the CTL and other programs and units across the university that also are integral to the teaching and learning missions of the university.
- Promoting collaborative initiatives in the scholarship of teaching and learning;
- Highlighting excellence in teaching and learning at Ohio University.

CTL offers workshops, mini-conferences, discussion series, and other programs and resources for faculty, teaching assistants, and instructional staff. A number of these opportunities are offered in cooperation with academic departments and colleges at the university and the other OHIO centers and units. In addition to formal programs, individual consultations are available to provide teaching-related support and assistance. Please contact the CTL Director, Tim Vickers at vickerst@ohio.edu or 593-2681, for further information.

Please bookmark the CTL website www.ohio.edu/ctl and check back for further updates on services and resources for faculty related to teaching and professional development.
Environmental Health & Safety

Environmental Health & Safety (EHS) is dedicated to the protection of human life and the campus environment. EHS is committed to preventing fatalities, injuries, illness, and disabilities in the campus community and provides many services to faculty, staff, students, and visitors.

EHS responsibilities include: Radiation safety, hazardous materials management, environmental management, public health & sanitation, lab safety, biosafety, occupational safety and health (OSHA), fire/life safety, regulatory compliance, safety training and education, infectious waste, and chemical safety.

Use EHS as your internal consultant for all campus activities which could affect the health and safety of the campus community or have an adverse environmental impact. If you are engaged in research, please contact Environmental Health & Safety to see what specialized safety training is required to keep your area safe. EHS offers a variety of training courses and consultations.

To view training information:
www.ohio.edu/ehs/general/training.htm

To access various safety forms that may be helpful:
www.ohio.edu/ehs/general/forms.htm

For health and safety program documents and manuals:
www.ohio.edu/ehs/general/program_docs.htm

Office of Disability Services

The Office of Disability Services (ODS) facilitates services for and reasonable accommodations to persons with disabilities in order to make Ohio University programmatically and architecturally accessible, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This is accomplished through working collaboratively with members of the university community to provide academic adjustments and auxiliary aids to grant equal opportunity to the educational and employment opportunities at Ohio University.

Services that ODS provides to the Ohio University community are:

- Accommodation Notification Letters to faculty members to inform what reasonable accommodations students with disabilities in their classes have a right to utilize
- Coordination of workplace accommodations for employees with disabilities.
- Exam proctoring services for faculty members who cannot accommodate alternative testing within their departments
- Confidential consultation about disability questions and concerns for all members of the campus community
- Guidance on implementing classroom accommodations for students with disabilities
The Office of Research and Sponsored Programs (ORSP) assists faculty, staff and students in locating sources of funding for their research, scholarly and creative activities; in preparing application and certification forms for funding proposals; in negotiation of awards with sponsors; in obtaining appropriate signatures on proposal and award documents; in setting up the restricted funds account in the university financial system; and in closing out projects. ORSP has online resources available at the Web site. ORSP staff assignments by school/department are available at the Web site. ORSP provides university-wide subscriptions to the funding database SPIN (Sponsored Programs Information Network), which is searchable by keywords, and to an online funding newsletter, The Grant Advisor. Access to both is restricted to those connecting to the internet through a university Web server.

The Office of Research Communications coordinates the university’s efforts to promote research, scholarship and creative activity to the internal and external audiences. The office publishes the national award-winning Perspectives magazine, the university’s biannual publication of research and creative activity. The office also produces stories on the latest results from research studies, as well as articles about undergraduate and graduate student engagement. More information is available on the office’s website.

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For a complete list of Information Technology services and resources visit their website, www.ohio.edu/technology. For a list of software available visit their site at www.ohiou.edu/software. Test Score Services are provided by the Test Score Office, 117 Computer Services Center (740) 593.1010. The office provides optical scanning and analysis of standard NCS answer sheets used for exams, instructor/course evaluations and research.

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For a complete list of Information Technology services and resources visit their website, www.ohio.edu/technology. For a list of software available visit their site at www.ohiou.edu/software. Test Score Services are provided by the Test Score Office, 117 Computer Services Center (740) 593.1010. The office provides optical scanning and analysis of standard NCS answer sheets used for exams, instructor/course evaluations and research.
The Office of Research Compliance assists faculty, students and staff engaged in research involving human subjects or animals. The office is responsible for ensuring the university maintains compliance with federal standards imposed by such agencies as the Office for Human Research Protections, OLAW and the U.S. Department of Agriculture. All studies by faculty, students or staff that involve humans are considered human subjects research by the federal government. This includes everything from clinical trials to surveys, interviews and observation. Any research -- including master’s and doctoral projects – that calls for participation by human subjects must be approved by the university’s Institutional Review Board before the project can begin. Individuals conducting research involving animals – including field research – must receive approval from the university’s Institutional Animal Care and Use Committee before that work can begin. The office also manages the university’s Conflict of Interest policy, which identifies, reviews and addresses potential conflicts in research. More information – including online forms and procedures – is available on the office’s website.

The Office of Research Compliance
Research and Technology Center 117
740.593.0664
www.ohio.edu/research/compliance

Office of the University Registrar
Chubb Hall
Phone: 740.593.4191
Fax: 740.593.0216
e-mail: registrar@ohio.edu
www.ohio.edu/registrar

Registrar Services:
- Academic Calendar
- Advisee Lists
- Class Lists
- Classroom Reservations
- Course Offerings
- Degree Audit Reporting System (DARS)
- Final Exam Schedule
- Online Grading System
- Privacy of Student Records (FERPA). For more information on FERPA, please visit the following site: www.ohio.edu/registrar/ferpa.cfm/
- Student Registration (including add/drop procedures)
- Undergraduate Catalog

Class Lists - Enrollment
You can access, download and print your class list by accessing the Registrar’s home page at www.ohio.edu/registrar/. You will need to check and print your class lists daily for the first couple weeks of the semester. Students can add/drop a class through the Friday of the first week of each semester, but instructor permission is required to add after the Friday of the second week.

In addition, approximately one week prior to the start of the semester you will receive an e-mail identifying students who have added or dropped your class. These e-mail notifications continue throughout the semester.

If a student misses the first two contact hours of class, he/she can be dropped from the course at your discretion. It is the student’s responsibility to drop the class through Web Registration.

Blocking Registration
You may contact your department to place a “hold” or a “block” on your course registration after the first four hours of class meeting. Placing a hold or block on registration will require the student to obtain a class permission slip (“pink slip”) from you or your department to register for the course. This process will allow you to monitor who registers for your course.

What is a “Pink Slip”?
A class permission slip is often referred to as a “pink” slip. Pink slips are used to add students to a class when permission is required. Please do not provide a blank permission slip to the student.
Ohio University Faculty Senate

Faculty Commons, 301 G
Alden Library
740.593.2641
www.ohio.edu/facultysenate

As stated on the Faculty Senate web site, www.ohio.edu/facultysenate:

“The Faculty Senate, as sanctioned by the Ohio University Board of Trustees, is an elected representative body that acts on behalf of all faculty on matters related to University planning, governance, and resource allocation. The Senate maintains primary jurisdiction over curriculum and academic policies, and is an advocate for faculty views on all other University policies and practices. As a key partner in University governance, the Senate provides representatives to all relevant University committees, boards, and task forces. The Faculty Senate provides a forum for the discussion of all issues of concern to the faculty and is dedicated to creating and maintaining a University environment that preserves academic freedom and fosters the free exchange of ideas.

The rights, privileges, and responsibilities of the faculty of Ohio University are governed by the statements and bylaws contained in the latest revision of this Faculty Handbook. Proposed revisions are referred to the Faculty Senate and, when approved by the Senate, are forwarded as recommendations to the President for approval and subsequent publication in the Faculty Handbook.”

All meetings are held in Walter Hall 235 at 7:10 pm

Ohio University Innovation Center

340 West State Street
740.593.1818
www.ohio.edu/research/innovation

The Innovation Center is Ohio University’s business incubator. The center provides access to business assistance, flexible lease space and shared office and research equipment for community and university entrepreneurs. It works in conjunction with the Technology Transfer Office to assist in the commercialization of university technologies through business start-ups.

Ohio University Press / Swallow Press

215 Columbus Rd.
Suite 101
740.593.4536
www.ohioswallow.com

The scholarly publishing arm of Ohio University, Ohio University Press was originally incorporated in 1947 and formally organized in 1964 by President John C. Baker and is the largest scholarly press in the state of Ohio. With a staff of twelve, it publishes fifty titles a year and generates more than one million dollars in annual book sales.

“The mission of Ohio University Press is to publish and disseminate the fruits of research and creative endeavor, specifically in the areas of literary studies, regional works, American history, and international studies. Its charge to produce books of value in service to the academic community and for the enrichment of the broader culture is in keeping with the University’s core mission of teaching, research, and service to its constituents.”

www.ohioswallow.com/about
Technology Transfer Office

The Technology Transfer Office manages the commercial application of discoveries, inventions and technologies developed at Ohio University through licensing agreements and new venture formation. It also offers researchers expertise and guidance regarding the protection of intellectual property. Questions concerning intellectual property, patents, technology transfer and the university policies and procedures on these topics should be directed to this office.

340 West State Street  
740.593.1778  
ohio.edu/research/tto

Textbooks

Federal law requires universities to provide textbook and material information to enrolling students. See the University Registrar’s website at www.ohio.edu/registrar under “Online Services for Faculty & Staff”. There click on the link for the "Textbook System" for more information and detailed instructions, including "Frequently Asked Questions" and "Quick Reference" guides.

Ohio University does not run its own bookstore, but is served by three privately owned stores located on Court Street in Athens: Follett’s University Bookstore, College Book Store and the Little Professor.

Vice President for Research

Joseph Shields, Ph.D.  
Vice President for Research and  
Dean of the Graduate College  
Research and Technology Center 120  
740.593.0370  
www.ohio.edu/research

The Vice President for Research promotes Ohio University’s research mission to advance excellence in the search for new information, knowledge, understanding and creative endeavors.

By managing the university’s investment in scholarship and its relationships with external sponsors, including the protection and commercialization of intellectual property, the Vice President for Research staff helps advance and promote the creative achievements of the faculty, students and staff.

To meet these goals, we provide support and assistance to faculty, students and staff who are engaged in research, scholarship and creative activity at Ohio University. We create policies to encourage collaborative scholarship. Competitive programs such as the Ohio University Research Committee Awards and Baker Awards support individual faculty research projects. Our offices and departments provide daily administrative and research assistance to faculty and students and we promote the achievements and capacity to all the university’s partners.