Congratulations!

Welcome to Ohio University!

I am your academic advisor, Kyle McKenzie, and I look forward to assisting you in meeting your educational goals. This packet will help you get started toward academic study in Ohio University's online program, offered through eCampus. Please review this packet thoroughly. Each section is noted with a page number that corresponds to the following list of contents. Let's get started!

WHAT TO EXPECT: PACKET CONTENTS

- Academic advisor contact information and advising expectations (pages 1-2)
- What to expect: Step-by-step through your academic requirements (pages 3-6)
- What to expect: Your account (pages 7-9)
- Get started action guide (page 10)

ADVISOR CONTACT INFORMATION

As your advisor, I can help you with the facilitation of your college plan, ease the transition to college life, reduce confusion, and enhance clarification on matters pertaining to Ohio University. We will be communicating throughout your college career about academic planning, your course choices, registration, and your status as a student. A copy of advisor/advisee expectations is included on the next page. As you have questions, please contact me at:

Kyle McKenzie
Email: mckenzie@ohio.edu
Phone: 740.597.3118 or 800.444-2420 ext. 73118

POSTAL MAIL:
Haning Hall 102
1 Ohio University
Athens, OH 45701

IMPORTANT TIPS!

- You must activate your OHIO ID and your email address using your PID (Person Identification Number). To do so, visit www.ohio.edu/oit/services/ohioid/activate.cfm.
- Please include your PID on all correspondence with the University.
- Your OHIO email (CatMail) will be used for all official email correspondence. I would encourage you not to forward your email to a personal account. Students who forward their email might not receive all important Ohio University messages.
Advising Expectations

The University Academic Advising Council has established the following guidelines for academic advising.

A student can expect the advisor to:

- Establish and adhere to reasonable weekly office hours, be available for advising appointments, and expand hours during registration periods.
- Be sensitive to the needs of a diversity of students.
- Understand the mechanics and deadlines of enrolling students, such as adding and dropping classes, closed class options, special enrollment forms, and contacts in the Office of the University Registrar or the college office.
- Understand how to read a DARS report and how to request DARS reports for exploring other majors and programs.
- Understand University grading policies including probation and academic suspension.
- Be familiar with the variety of University degree and program offerings, departmental and college requirements, as well as University-wide general education requirements (as explained in the Ohio University Undergraduate Catalog).
- Assist students in exploring course and program offerings and career choices.
- Know where to refer students with special needs or interests (e.g., Academic Advancement Center, Career and Leadership Development Center, International Student and Faculty Services, Office for Institutional Equity, Office of Student Financial Aid and Scholarships, Office of the Ombudsperson).
- Help students plan a course of study based on aptitudes, life goals, career interests, academic performance, and the frequency and sequencing of course offerings.
- Help students continually reassess their course of study in light of changing goals and overall academic performance.
- Share information about opportunities in their major and intended career field (e.g., internships, practicums, volunteer, and service learning opportunities).
- Seek reassignment for an advisee if necessary.

An advisor has the right to expect a student to:

- Consult with the advisor at least once each term.
- Make appointments for advising via phone or email.
- Be on time for appointments.
- If unable to make a scheduled appointment, notify the advisor in advance.
- Discuss academic and career-related needs and seek additional help from appropriate sources as suggested by the advisor.
- Be prepared for the advising appointment by bringing appropriate materials and written questions and by having reviewed the DARS, checked catalog requirements, consulted the course offerings for the current semester, and prepared a tentative schedule.
- Seek assistance in decision making rather than expect the advisor to make decisions.
- Follow through with appropriate action after each advising session and consult with the advisor if critical decisions cannot be accomplished.
- Evaluate advising sessions and give formal and informal feedback to the advisor.
- Seek reassignment to another advisor if necessary.
- Be aware of departmental major, college, and University-wide general education requirements.
- Understand how to read and use a DARS report.
Degree Audit Reporting System (DARS)

Your DARS report is the official tool for tracking your academic progress. DARS analyzes degree requirements for a major, minor, or certificate according to the catalog year in which you entered the program. DARS reports are the printed results of the analysis. The DARS report displays the courses from which you must select in order to complete degree requirements, and it shows how the completed courses apply toward those requirements. The DARS report provides a “snapshot” of where you stand relative to graduation.

After you have activated your OHIO ID (see the Get Started section on page 10), you can access your DARS online at https://my.ohio.edu.

- Sign in using your OHIO ID and password.
- Click on the Academics tab.
- Click on the link for DARS.
- Login to My OHIO Student Center using your OHIO ID and password.
- Click on View Audit.

Your DARS will not be available until after your transfer credit has been fully evaluated and processed. We suggest you check the My OHIO Student Center periodically.

How to Read a DARS

You can learn more about how to read your DARS from the Office of the University Registrar. Visit www.ohio.edu/registrar/darsfaq.cfm for more information.

Sample DARS are included on my welcome page. The samples include information about how to read the DARS, and they have not been personalized with your specific information. The following sample DARS are available:

- Associate in Applied Business – Business Management Technology Major
- Associate in Arts – Arts & Humanities Emphasis
- Associate in Arts – Social Sciences Emphasis
- Associate in Individualized Studies
- Associate in Science
- Bachelor of Criminal Justice
- Bachelor of Science in Applied Management
- Bachelor of Science in Communication - Applied Communication Major
- Bachelor of Science in Technical Operations Management
  - Pre-Technical Operations Management Major
- Bachelor of Specialized Studies
- Bachelor of Technical and Applied Studies
Transfer Credit Information

If you are transferring credit hours to Ohio University from another institution, a transfer credit report will show if your credits were accepted at Ohio University. This report may include some courses that have not been equated to Ohio University courses at the time credit was transferred.

About 2-3 weeks after you have been admitted, a transfer credit report will be available to you through the My OHIO Student Center. The report explains how your credits from another institution(s) transferred to Ohio University. Your advisor will notify you when your transfer credit report can be viewed, but you may want to check to see if it is available on My OHIO Student Center periodically by following these steps.

- Sign in to https://my.ohio.edu using your OHIO ID and password.
- Under Self Service, click on Student Center.
- Under Academics, click on Transfer Credit: Report.

If you have taken more courses since those shown on the report, you must have official transcripts sent to Undergraduate Admissions so they can be recorded on your student record. A new transcript should be sent following each new term of enrollment at any higher education institution other than Ohio University. Send official transcripts to:

Undergraduate Admissions
Chubb Hall 120
1 Ohio University
Athens, OH 45701-2979

Understanding Ohio University Equivalencies

The Ohio University course evaluation information is listed on the right side of the transfer credit report. There are several possible evaluations:

A. Your course matches a specific OHIO course.

In this case, the OHIO department code and course number will be listed: example, PSY 1010.

B. Your course is in an area that is also taught by OHIO, but the content does not match a specific OHIO course.

In this case, an OHIO department code will be listed with an appropriate course level designation, but a specific course number will not be listed: example, PSY 2XXL, meaning that the course is a 2000-level psychology course with no specific match to an OHIO course. Note: If your course was a remedial/developmental course, it will be designated by 0XXL, and the credit will not count toward graduation.

C. Your course is in an area not offered by OHIO.

In this case, the department code TECE, meaning “technical elective,” will be listed along with the course level designation: example, TECE 1XXL. Each OHIO academic college counts only a certain amount of TECE credit toward graduation. If you have questions about the application of TECE credit, contact your academic college for more information.

For more information, view the guide to “Understanding the Official Student Transfer Evaluation Report” at www.ohio.edu/admissions/transcredits/upload/Official-Transfer-Credit-Evaluation.pdf.
General Transfer Credit Questions

1. I didn’t receive credit for a course. What happened?
   First, review the following list of questions:
   
   a. Did you receive a grade of C- (or its recognized equivalent) or better?
      If your grade was below a C- then the course will not transfer, unless the course was taken from an
      Ohio state-supported institution during the fall term of 2005 or later: excludes failing grades.
   
   b. Was your course a developmental/remedial course?
      These courses do not transfer.
   
   c. Neither of the above?
      Please contact me so we can review your record.

2. Do my grades transfer to Ohio University?
   No. Only your courses transfer. You will begin with a new GPA once you enroll in OHIO coursework.
   However, some selective admission programs may take your previous grades into account when
   considering you for admission to their majors if you haven’t yet been admitted directly to their program.

3. I think the course evaluation is wrong. What should I do?
   Contact me and explain your concerns. Occasionally, courses may be evaluated incorrectly due to a lack
   of sufficient information about the course or because the course content has changed. We will require a
   copy of the syllabus from the year you took the course for a re-evaluation. If you do not have this
   information, contact the academic department that offered the course at the institution you attended.

4. What if I’m enrolled in a course at another college or university.
   Have an official, unopened transcript sent to the address below as soon as your course is completed.
   
   Undergraduate Admissions
   Chubb Hall 120
   1 Ohio University
   Athens, OH 45701
Course Offerings

I will send you a list of courses you may want to take during your first term. These suggestions are based on the requirements you need to complete toward your degree and in consideration of what is currently offered. This communication will come after your transfer credit is applied and your DARS is available.

Course offerings are posted before the opening of registration every term. Prior to each term you should review the courses offered before deciding for which classes you will register. I highly recommend you schedule an advising appointment each term before registering to review your course selections.

To review the current online degree program course offerings:

- Visit www.ohio.edu/ecampus/current.
- Click on “course offerings” at the top of the menu.
- Select the link to the appropriate term from the mobile device image on the left side of the page.

The course information provided online is split into two separate images in the example below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Component</th>
<th>Class Number</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSL 2000</td>
<td>Law and Society</td>
<td>Lecture</td>
<td>11856</td>
<td>1002</td>
<td>Arranged</td>
<td>Arranged</td>
</tr>
</tbody>
</table>

You will see the course number, title, component (format), class number, section, day and time, credit hours, instructor, fee, begin and end dates, number enrolled, maximum size, and status. Be sure to write down the class number, as you will need this when you register for courses. If you want to see more course information (including the required textbooks and materials, and the add and drop dates), click the green arrow to the left of the course number.

The eCampus course offerings are available only to online degree students at the eCampus tuition rate.

Other Courses Available

You may enroll in any OHIO course for which you meet the requisites, including those available to students at the Athens and regional campuses. Be aware that tuition rates differ depending on the campus from which the course is taught. Online courses, which are noted as “Athens campus fees apply” (in the course information notes), have a higher tuition rate than eCampus or regional campus courses.

Print-based education also is available. Visit www.ohio.edu/ecampus/print/course_list.htm to see a current course list. You may take print-based courses, course credit by examination, or independent study projects. These courses do not adhere to the regular University academic calendar in terms of start and end dates. For example, a student has eight months to complete a print-based course from the effective course start date.

You can view a list of all tuition rates at www.ohio.edu/finance/bursar/tuitionfees.cfm. If you consider these options and are receiving financial aid, discuss your decision with the Office of Financial Aid and Scholarships to determine if your decision affects your financial aid.
Financial Aid

Financial aid helps students and families meet educational expenses that cannot be met through their own resources. The results of the Free Application for Federal Student Aid (FAFSA) along with the cost of attendance will determine whether a student has financial need.

The Office of Student Financial Aid and Scholarships is your source for financial aid information at Ohio University. Financial aid eligibility criteria is provided on the Office of Student Financial Aid and Scholarships website. Any questions about financial aid should be directed to OHIO’s financial aid specialists.

Email: financial.aid.elearn@ohio.edu
Mail: Office of Student Financial Aid and Scholarships
Chubb Hall 020, 1 Ohio University, Athens OH 45701
Phone: 740.593.4141 between 8:00 a.m. and 5:00 p.m. Monday - Friday
Fax: 740.593.4140 at any time
Website: www.ohio.edu/financialaid

Accessing Financial Aid Information

After you activate your OHIO ID (see the Get Started section on page 10), you can access your financial aid information by visiting https://my.ohio.edu.

• Sign in using your OHIO ID and password.
• Click on the Accounts tab.
• Click on the link for Student Financial Information (Bursar).
• Login to My OHIO Student Center using your OHIO ID and password.

Credit Hours Requirements

In order to receive the full amount of any federal or state financial aid program, undergraduate students must be enrolled in at least 12 credit hours per semester (i.e. Fall I, Fall II, and Fall III combine to make fall semester). A student must be enrolled for at least six hours to receive a Federal Direct Student Loan.

Consortium Agreements

If you are enrolled at OHIO and another institution, such as one of OHIO’s Community College Partners, you will be required to complete a consortium agreement if planning dual enrollment for the same term. A consortium agreement is a contract between the student, Ohio University, and the host (partner) institution. This agreement permits the Ohio University Office of Student Financial Aid and Scholarships to process financial aid based on the combined registered hours at both colleges for each term of the academic year. The consortium agreement must be submitted by the deadline listed on the agreement for the semester.

You must complete the current year’s Consortium Agreement Policy document and the current year’s Consortium Agreement Form if you will be receiving financial aid for the online bachelor’s degree completion program and plan dual enrollment. The documents are available at www.ohio.edu/ecampus/cost/finaid.htm. The Consortium Agreement Policy should be submitted to the Office of Student Financial Aid and Scholarships. The Consortium Agreement Form should be submitted to your advisor.

Questions
For more information about financial aid, visit www.ohio.edu/ecampus/cost/finaid.htm.
Payment

All payment-related information is determined by the Office of the Bursar. This section contains some of the frequently asked questions regarding payment. Refer to the Office of the Bursar website for more information: www.ohio.edu/finance/bursar.

Payment Options

After you have activated your OHIO ID (see the Get Started section on page 10), you can access your account balance and make payments by visiting https://my.ohio.edu.

- Sign in using your OHIO ID and password.
- Click on the Accounts tab.
- Click on the link for Student Financial Information (Bursar).
- In the Finances section, select Make a Payment. This will direct you to an online payment processor. You may need to turn off the pop-up blocker on your browser to view this page.

Options for payment include:

- eCheck: No service fee is charged for this option. You will need to provide you bank’s routing number and your checking or savings account number. If you have questions regarding the correct numbers to use, please contact your financial institution. DO NOT use your debit card number.
- Credit card: A processing fee of 2.9% is added to the total payment. Only MasterCard, Visa, Discover and American Express are accepted.
- By mail:
  - Payment should be mailed to Ohio University, PO Box 960, Athens OH 45701.
  - Please include your PID number on your check.
- In person:
  - Athens Campus: Office of the Bursar, 010 Chubb Hall. Only cash or checks are accepted.
  - Regional Campus Student Services Office: Only checks or credit cards are accepted. Only students attending that particular regional campus can pay in person with a credit card. Regional campuses cannot accept cash payments.

Dishonored ACH payments and checks are charged a $25.00 service fee. A returned check hold may be placed on the student’s records. This hold will affect registration, grades, transcripts, and diplomas from being processed.

Payment Due Dates

Account activity is posted on the first day of a month, and then payment is due by the 21st day of the month. For example, if the student’s bill is posted in the My OHIO Student Center on August 1, payment would be due by August 21.
Payment Plan

If you are unable to pay your tuition and fees by the first due date for a semester, you can enroll in Payment Plan, which will split the balance of the current semester into installments. To enroll, sign in to https://my.ohio.edu.

- Sign in using your OHIO ID and password.
- Click on the Accounts tab.
- Select My OHIO Student Center.
- From the drop-down menu, choose Enroll in Payment Plan.

The enrollment fee for the Payment Plan is $40.00 per semester. Students must enroll in the Payment Plan each semester. Payment Plan must be enrolled in by the due date of the charges on the student account to avoid a late fee on the full balance due.

Payment Plan Due Dates

If you enroll in the Payment Plan, you can view the due dates at www.ohio.edu/finance/bursar/mpp.cfm.

Nonpayment and Financial Hold

It is your responsibility to drop all your courses if you do not plan to take them in the current term. Your classes will NOT be dropped for nonpayment of current term tuition/fees. Please review the eCampus Important Dates page at www.ohio.edu/ecampus/get_started/dates.htm to see enrollment dates.

Tuition and fees are due by the date indicated on your My OHIO Student Center Account Inquiry. A 1.5% fee will apply to late payments.

If financial responsibilities have not been met, a student will be placed on financial hold. Students on financial hold are not eligible for registration for future terms and also are prevented from obtaining records such as transcripts and grades.

You may check your account activity on the My OHIO Student Center. Please remember to check this frequently so you don't miss a payment due date or other important information.
Get Started

This document offers a step-by-step guide for the actions you need to take now to get started. If you have questions along the way, don’t hesitate to contact me.

STEP 1: Activate your OHIO ID.

You will use this OHIO ID to access several online services as a student. Here’s how:

- Visit https://webapps.ohio.edu/myid/.
- Click on “I’m new to Ohio University and need to activate my account for the first time.”
- Enter your PID number and your birth date, and then click the Continue button.

STEP 2: Learn more about CatMail (OHIO student email).

All official email communication will come to your CatMail account. Check it often! Here’s how:

- Visit www.ohio.edu/oit/email/catmail.

I would encourage you NOT to forward your email to a personal account. Students who forward their email might not receive all important Ohio University messages.

STEP 3: Log in to https://my.ohio.edu and the My OHIO Student Center.

You will use the My Ohio Portal (https://my.ohio.edu) and the My OHIO Student Center for registering for classes, paying your tuition and fees, viewing information about your financial aid offer, and many other important tasks.

- Log in at https://my.ohio.edu.

STEP 4: Review the Current Students portion of the eCampus website.

You will use the website often. Go to every link and discover the tools that are available to help you succeed! Visit www.ohio.edu/ecampus/current.

STEP 5: Complete the student orientation.

The OHIO eCampus Undergraduate Orientation contains important information about what you should expect during your time as an online student at Ohio University. You will want to read through the orientation before you register for courses, and you may want to refer back to the orientation whenever you have questions. The orientation is available at www.onlineorientation.net/ohio.

STEP 6: “Meet” virtually with your advisor.

Contact me if you have a general question about anything covered in this packet or in orientation. Contact information is on the first page of this document. When transfer credit is applied and your DARS is available, I will be in contact with you to set an advising appointment during which we will go over personalized program information.

STEP 7: Register for courses.

After you communicate with your advisor about your course selections, register for the courses you discussed. Remember to use the course number you found in the eCampus course offerings to receive the eCampus tuition rate.