

OHIO
UNIVERSITY **ONLINE**

eCAMPUS

Undergraduate

HANDBOOK



This handbook includes very important information about the program and is a great reference when questions arise. We suggest printing or saving this entire packet and keeping it somewhere easily accessible. An online degree program is vastly different from a traditional one, and while university staff are here to assist you, we also have listed some important information here.



OHIO.EDU/ONLINE

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GETTING STARTED

First, complete the eCampus Orientation with a score of 80% or better

You can find the orientation here: [eCampus Orientation](#). Once you complete the orientation, your advising hold will be lifted so you can register. Please contact your advisor if the hold is not lifted within three business days.

Become familiar with the Current Students Page

The [Current Students page](#) is crucial for your program. You should bookmark this page and always begin by going there. This page has links to course offerings, how to order books, how to access library services and much more. You can find answers to many questions about the program at this page.

Set up your Ohio University (Catmail) email address

All communication from Ohio University will go to your Ohio University email address. If you need help setting up your email address, you should contact our Tech Support Service Desk at 740.593.1222. If you would like to set up your Ohio University email address on your phone, here is a link for instructions: help.ohio.edu/TDClient/30/Portal/KB/ArticleDet?ID=220. **It is important that you email Ohio University staff/faculty/departments from your Catmail email address.** Email sent from non-Catmail addresses (Gmail, Yahoo, many work email addresses, etc.) has a high probability of being filtered out, resulting in a delay in communication.

Academic Advisor

The name and contact information of your advisor will be listed on the right side of your My OHIO Student Center page and at the top of your Degree Audit Report (DARS). **Most questions can be answered more quickly if sent by email rather than by phone. Please use your OHIO email and include your Campus ID (PID) in all communications.**

Retention and Student Support Services

We value student success at OHIO Online. Our program support services include weekly newsletter emails with helpful program information/resources, at-risk intervention/prevention assistance and New Student Surveys. To learn more about Online resources and student support services, you can contact our program Student Success Coordinator, Ginny Cottrill, at cottrilv@ohio.edu.

Understanding Your Transfer Credit

The evaluation of external course credit is a multi-step process. You will receive an email when everything is processed and your DARS report is ready to view. This process can take up to a month. You can find your Transfer Credit Evaluation Report through your MyOHIO Student Center. To locate your Transfer Credit Evaluation Report, select the drop-down menu under “Other Academic Information” and select “Transfer Credit: Report.” More information on how to understand your transfer credit evaluation [can be found here](#). To appeal the way a course was transferred, please submit a course description from the institution’s college catalog or a syllabus from the term it was completed along with your submission of the **Credit Re-Evaluation Request Form** found on the [Transfer Credit Evaluation Services page](#).

GETTING STARTED

Become familiar with your DARS (Degree Audit Reporting System)

A DARS report is the official record of program requirements that indicates which you have fulfilled and what you still need to take. Please remember that your DARS is not accurate until you receive an email indicating that the transfer credit evaluation is complete. Academic advisors are glad to help you learn how to understand your DARS, but **the responsibility of knowing degree and program requirements is yours.**

How do I locate my DARS?

To locate your DARS each semester, follow the steps below. A video, [Accessing Your DARS](#), is also available to assist you.

1. Sign in to the [MyOHIO Student Center](#) using your OHIO ID and password.
2. On the right side of the page, locate the box for Student Services Links.
3. Click on the link for Advising Center (My DARS).
4. On the next screen, select DARS from the menu at the top of the page. You will be able to view your DARS report. If you are considering changing your major or adding a minor, certificate or second major, you may request a “What-If” DARS report for the program you are considering.

Be sure to click on the “Refresh Audit” button each time you review your DARS so that all information (courses completed and transferred) is up to date. For additional information on the DARS, visit [DARS FAQ](#).

How do I read my DARS?

[Here is a video](#) that explains how to read the University Requirements/General Education BRICKS sections of your DARS. This video will not cover every scenario or personal option for every student. Be sure to collaborate with your advisor each semester if you are unclear as to your course options or requirements for graduation.

Be aware of the courses you need to take including core classes, general education and/or elective courses

On the DARS, University General Education Requirements are listed first, followed by the specific major requirements. The red and minus signs indicate requirements and will turn to green and plus signs once completed.

Please pay special attention to the “University Requirements”

All students must earn 120 credit hours to graduate. **If you finish all your course requirements and do not have 120 total hours, you will need to take additional elective courses.** All students must also complete the “Major Residency” requirement. At least 30 credit hours must be completed with Ohio University.

Register for your first course

Six hours of coursework is required for all students when using federal financial aid. You are permitted to take up to 20 hours concurrently, but we **strongly** recommend starting with just two or three courses if you are working full time.

HOW TO REGISTER FOR A COURSE

Important information about registration

- Not every course is offered every session, every semester.
- Continuing students will have a specific time and date for priority Spring and Fall semester registration, which can be viewed on your [My OHIO Student Center](#). Summer semester has open enrollment. New students will register when open enrollment begins.
- Courses can fill quickly. To help ensure that you get the classes you want and need, it is best to register for the entire semester as soon as you are able.
- If you use financial aid, we highly recommend registering for the whole term at once due to the schedule of disbursing funds. For example, if you enroll in a late start course after your aid has been disbursed for the semester, you risk not having funds to cover the cost of that course.
- If you are dropped from a class by the Bursar's Office after the registration deadline for the class because of failure to pay your bill, you will not be permitted to re-enroll in the course for that term, even if you do subsequently pay your bill in full.
- You are responsible for being registered in all courses at least one week after they start. If you are on a waitlist, you can be automatically registered in the class up to the second week of the course.
- Use your DARS report to track what you have taken and what you still need.
- Most students begin with just two or three classes if working full time. Once students have progressed in the program, many feel comfortable taking more coursework during a semester.
- For every credit hour enrolled, you should spend approximately three hours outside of class studying. So, if a class is three credit hours, you should be spending nine hours outside of class studying.
- You are responsible for dropping a course if you decide not to take it. See "Canceling/Dropping Courses" and "Refund Guidelines" in this handbook for more information.
- **In order to receive the OHIO eCampus tuition rates you must register for eCampus sections of selected courses.** Courses offered through different locations on the Course Offerings are subject to different rates and fees.

HOW TO REGISTER FOR A COURSE

OHIO Online eCampus Course Offerings

This is your primary course offerings list. Always begin here as you search for classes. These courses are available ONLY to online eCampus students at the eCampus tuition rate.



Athens and Regional Campus Online Course Offerings

You may enroll in any course for which you meet the requisite; however, please keep in mind that courses offered by the Athens campus have a higher tuition rate than courses offered by the Regional Campuses and eCampus. This course listing can be used to supplement your schedule on an as-needed basis. Tuition and fees for regional courses are comparable to eCampus fees for residents of Ohio, so these are a good option for in-state students. Non-Ohio residents will see added fees for Athens and regional courses and should take those into consideration when selecting courses.



Course Search and Registration

View the [“Registering for Classes at Ohio University”](#) video to see how to search for the courses in your program, followed by a video explaining how to register in classes. If you prefer a step-by-step explanation of how to search for and register for courses, please read the following instructions.



HOW TO REGISTER FOR A COURSE

Course Search

Step 1 Go to the Ohio University course offerings page: webapps.ohio.edu/classes/search

Step 2 Choose the correct term and campus.

The screenshot shows the 'Terms and Campus' section of the search form. Under 'Terms', there are two columns of options for 2023-24 and 2022-23. A red arrow points to the 'All Terms 2023-24' checkbox. Under 'Campus', there are three columns of options. A red arrow points to the 'eCampus (eCampus students)' checkbox, which has a 'More information' link below it.

Step 3 A prompt will appear once you have checked the “eCampus” box. Choose Any **Undergraduate Program** from this drop-down to filter the classes within your program.

The screenshot shows the 'Campus' dropdown menu with 'eCampus (eCampus students)' selected. A red arrow points to the 'More information' link. Below the dropdown, a prompt asks for an 'eCampus Program' and 'Any Undergraduate Program' is selected.

Click on the Search icon in the bottom right corner for a full list of eCampus course offerings or on Class Information to refine your search.

The screenshot shows the 'Campus' dropdown menu with 'eCampus (eCampus students)' selected. A red arrow points to the 'More information' link. Below the dropdown, a prompt asks for an 'eCampus Program' and 'Any Undergraduate Program' is selected.

To refine the search for a specific course option (such as COMS 1030), you have the option to enter the subject of the course (COMS) and the Catalog Number (1030) before selecting Search.

Class Information

Subject

To refine the search for a specific BRICKS or Tiers area, select OHIO BRICKS or Tiers and click in box next to the desired area before selecting Search.

General Education: OHIO BRICKS Tiers

HOW TO REGISTER FOR A COURSE

Step 4 A page will open that displays the courses offered (see sample term below).



| Term | Class | Section | Class Number | Section Number | Days | Time | Location | Prerequisites | Open |
|-----------|--|---------|--------------|----------------|------|------|----------|---------------|------|
| Fall 2023 | ACADEMIC ONLINE SERVICES: RESOURCES AND REQUIREMENTS | UNL001 | 001 | 001 | | | | | OPEN |
| Fall 2023 | BIOL: BIODIVERSITY | UNL001 | 001 | 001 | | | | | OPEN |

Step 5 Make note of the **class numbers** (the fourth column in the screenshot in Step 4 above). The class numbers are necessary to register in the courses.

Step 6 Register in the courses using the registration steps below.

Course Registration

Step 1 Log in to your [My OHIO Student Center](#).

Step 2 Locate the “Academics” section within My OHIO Student Center and click “Enroll.”



Step 3 Select the appropriate term and click “Continue” (this step is not necessary in all cases).

Step 4 Your screen should now look like the screenshot below. The class number for each course must be manually entered into the appropriate field within your My OHIO Student Center (see red arrows).



Step 5 Repeat the process of entering class number and clicking “enter” until all of your classes are loaded.

Step 6 Once you have all the classes loaded, click “Proceed to Step 2 of 3.”

Step 7 Review the classes listed to make sure they are correct.

Step 8 Read and agree to Financial Agreements by clicking on the link Ohio University Financial Agreement. Read the agreement and click “I Agree” to proceed.

Step 9 Click “Finish Enrolling” to complete your registration.

Step 10 View your registration results and make any changes as needed. For each class you will see either a green check mark (success: enrolled), or a red X (error: unable to add class). If you see a red X, review the message to find out why. Return to Step 4 if necessary to add another class.

HOW TO REGISTER FOR A COURSE

Course Details

Expanded View

To see course information, click on the title of the course in the course offerings. You can then see:

- **OHIO BRICKS:** Will identify which BRICKS requirement the course would meet, if any.
- **Location:** eCampus courses indicate “e-Campus” and do not meet at a specific location or time.
- **Important Dates:** Includes Last Day to Drop (with 80% tuition refund, W grade), Last Day to Withdraw (No tuition refund, WF or WP grade), and Last Day to Add. There are no charges for courses dropped before their start date.
- **Repeat/Retake:** You may retake a course twice. Note that withdrawing from the course is not counted in the retake limit.
- **Textbooks and Materials:** If it is two weeks or closer to the course starting, and it says, “To Be Determined,” (and you have not heard from the instructor), please email them for textbook information. Their contact information can be found by clicking on their name in the “Instructor” column of the Course Offerings. Students are responsible for ordering their own books. You may order your books from the source of your choice (Chegg, Amazon, etc.).

Waitlist

- It is your responsibility to monitor enrollment status of waitlisted courses up to the Last Day to Add deadline. This deadline is posted on the Course Offerings list under the course’s expanded details. It is important to remove yourself from the waitlist if you are no longer interested in the course. A [Waitlisting FAQ](#) is available.
- This [video](#) will show you how to enroll in a waitlisted class.

Permission for a Class

- If you would like to register for a class that is full, with no waitlist, only the instructor can give this permission.
- This [video](#) will show you how to request permission for a class.

Math Placement

- You may require a MATH placement test if you do not have any (or the appropriate) Math transfer credit. You can learn more about the MATH placement test by [clicking here](#). If you do not see a MATH placement on the first page of your DARS, then write to cas.undergrad@ohio.edu so the MATH placement test be added to your Blackboard. Take MATH 1500 with the lab taught by the same instructor if you receive developmental placement or MATH 1500 or MATH 1200 if you earn a level 1 or higher.

Proctored Exams

- Some courses may require proctored exams. If your course requires proctored exams, it is your responsibility to make arrangements for proctoring at least 10 days before the exam. Ohio University offers a fee-based service that allows students to take online proctored exams on their own device from a location of their choosing. Students must contact their instructor to determine if their course will require proctored exams, and if they have enabled online proctoring for their course. For more information, please follow this link: ohio.edu/oit/services/testing.

FINANCIAL AID/VIEW YOUR BILL

In your My [OHIO Student Center](#), you can view any charges due and make payments. To view an itemized statement, click on **Finance - Account Itemization**, **select a term**, **select Display Activity Summary-Go**. You will receive emails to your OHIO email (Catmail) account if a charge is due, and a registration hold will be placed if the university does not receive payment by the due date; there is also a chance your courses will be dropped. You will not be registered for a class if there is a financial hold on your account and we will not re-register you if your courses were dropped due to failure to pay your balance. If you have any further questions, you can contact the Office of the Bursar at 740.593.4130 or bursar@ohio.edu. If you have any questions about financial aid, please contact Student Financial Aid and Scholarships at 740.593.4141 or financial.aid.elearn@ohio.edu.

BLACKBOARD AND CANVAS

Remember that all courses will be completed through the Blackboard or Canvas website. You can view information and FAQs about [Blackboard](#) and [Canvas](#). Once your class has begun, you can log into Blackboard/Canvas from the Quick Links at the very top of the page using your OHIO ID and password. Your courses should appear on Blackboard/Canvas by the first day of that class. You may receive an error if you log in before the courses start. If you do not see your class in Blackboard/Canvas by 12:00 PM Eastern Time on the first day of the class, please contact your instructor and Tech Support at 740.593.1222 or servicedesk@ohio.edu.

RE-APPLY/RE-ENROLL

If you do not enroll at OHIO during the term to which you were admitted, you must re-apply to change your start date. Because of your previous application (if within one year), you can request an application fee waiver from Admissions; however, your new application will be subject to established deadline dates and admission policies. For additional questions regarding the change of entry process or to request an application fee waiver, please contact Undergraduate Admissions at 740.593.4100 or admissions@ohio.edu.

If you decide to take a full semester off (other than summer), you must complete a [Re-Enrollment Form](#). This may also be found on the [Registrar website](#). You will not be able to register unless this form is completed, and the hold removed.

TAKING CLASSES AT A COMMUNITY COLLEGE OR UNIVERSITY

You may take courses at a community college or university. [Community College Partners](#) have many predetermined courses that are equivalent to Ohio University courses through articulation agreements. If you would like to take a course that has not been predetermined, please complete a Transient Course Pre-Approval Form found on the [Transfer Credit Evaluation Services](#) webpage. Remember to include a course description for the course you would like to take elsewhere.

When you have completed a course at another institution, your official transcripts should be sent from the institution directly to Ohio University. Transcripts issued to the student will not be accepted. Please have your official transcripts sent to:

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

Transcripts may be sent electronically to admissions@ohio.edu.

CANCELING/DROPPING COURSES

- A partial refund may be possible between the start date and drop deadline; please click on the calendar icon next to your class on your schedule in your [My OHIO Student Center](#) to learn more.
- **To cancel classes prior to the start of a semester:** If the first session of the semester has not yet started, you may cancel registration yourself by logging in to your account at my.ohio.edu and using the “Drop” function on your enrollment page.
- **To drop/withdraw/cancel on or after the start of the semester:** Contact your advisor and the Office of Student Financial Aid and Scholarships.
- **If you are dropping your only class in a semester,** contact your advisor the Office of Student Financial Aid and Scholarships.
- Please remember that any course dropped ON or AFTER the class starts will have financial implications. The only way to receive a 100% refund is to cancel registration by the day BEFORE classes begin.

REFUND GUIDELINES

- It is important to drop a course BEFORE the first day of class to receive a 100% tuition credit or refund.
- Dropping a course on the first day of class through the drop deadline will result in the course being removed from your record with a possible fee adjustment.
- Typically, after the drop deadline, the student is responsible to pay full tuition, regardless of whether they attended class. The course remains on record with a WP/WF grade.
- Course length may vary, and it is the student’s responsibility to be aware of all course dates relating to dropping courses for credit or refund consideration by the University.
- Current dates and deadlines can be found on the Course Offering page. Click on the arrow to the left of the course to expand the course details and view these dates and deadlines. Alternatively, please click on the calendar icon next to your class on your schedule in your [My OHIO Student Center](#) to learn more.

ONLINE TUTORING AND SUPPORT SERVICES

Tutoring

As part of the Ohio University eCampus Learning Community, OHIO is providing you with free access to 24/7 online tutoring support through tutor.com/ohiou. You are eligible for up to eight free hours of online tutoring per semester, and students can request extra tutoring support in Statistics and Writing.

Ohio University students can also access free academic assistance online through the Academic Achievement Center (AAC). All of these tutoring appointments will be held online using Teams meetings. Students can schedule tutoring appointments online through [TutorTrac](#) or by calling the Academic Achievement Center at 740.566.8888. Contact the Academic Achievement Center at tutoring@ohio.edu with questions.

Zotero is a citation management program that allows you to easily collect, store and cite information and is provided free to all OHIO students. To access Zotero, [click here](#).

You also can [contact a Subject Librarian](#) through the library for help with a variety of research and citation needs.

Well-being Resources

Counseling and Psychological Services is committed to supporting the well-being of all students and does so through the Regional and Online [Student Services and Resources webpage](#). Resources include a list of Crisis Hotlines and a Textline, a Resource Directory, Online Self-Paced Workshops, Togetherall, Well Track and a Provider Search.

Student Accessibility Services

Ohio University is committed to providing equal opportunity and access for our students. Working within the framework of the ADA Amendments Act and in accordance with the professional standards of the Association of Higher Education and Disability, the [Accessibility Services Office](#) works with students to establish eligibility, to identify resources, and to provide support. For more information, please contact Teresa McKenzie, Accessibility and Veterans Services Coordinator-eCampus, at mckenzt1@ohio.edu or 740.547.3875.

Career Services

Ohio University's online programs are committed to fostering your career growth and advancement. Throughout your time with OHIO, you'll have access to career services including relevant virtual workshops. Working hand-in-hand with the OHIO Online Career Team, you'll get free support from a dedicated team of experts, including a personal career coach, a branding expert and a career concierge service. Please view this brief [video](#) for more information.

APPLYING FOR GRADUATION

You must apply for graduation at the beginning of the semester in which you will be completing your last remaining course(s), whether it is at OHIO or being transferred to OHIO. Please review the [Graduation page](#) for detailed information on the deadlines and the graduation application process. The University will review your graduation application at the conclusion of the semester. If your degree is conferred, you should expect to receive your diploma in the mail approximately six weeks after the semester concludes.

Note: Graduation and Commencement are two separate processes. Graduation is the process by which you request to have your degree awarded and Commencement is the ceremony that occurs at the conclusion of your program. A Commencement ceremony is held at the end of fall and spring semesters. It is a student's choice whether to participate in the Commencement ceremony.

IMPORTANT CONTACTS

Admissions • 740.593.4100 • admissions@ohio.edu

- Application
- Changing Start Date
- Transcripts

Financial Aid Office • 740.593.4141 • financial.aid.elearn@ohio.edu

- FAFSA Questions
- Consortium Agreements
- Satisfactory Academic Progress (SAP) Appeals
- Scholarship/Loan Information

Bursar's Office • 740.593.4130 • bursar@ohio.edu

- Student Billing and Accounts
- Third-party Billing (Veterans Affairs, Tuition Reimbursement)
- Payments/Payment Plans

Registrar • 740.593.4191 • registrar@ohio.edu

- Registration for Classes
- Graduation
- Re-enrollment

Tech Support • 740.593.1222 • servicedesk@ohio.edu

- Computer Issues
- Blackboard Questions

Many questions can be answered by visiting the Office of Information Technology (OIT) website: help.ohio.edu/TDClient/30/Portal/KB/ArticleDet?ID=69

Advising

The name and contact information of your advisor(s) will be listed on your DARS or Student Center. If you are unable to locate your advisor's contact information, please contact eCampus at ecampusadvising@ohio.edu.