

# Metro-OSU Handbook



2011-2012

Welcome to The Ohio State University! Congratulations on completing Gateway, and on receiving permission to take coursework at OSU! This handbook will hopefully answer most of your questions about what to do now.

## New Student To-Do List

### **1. Open an OSU E-Mail Account**

New students must have received admission to the university before being able to activate their accounts. The OCIO website will ask for the student's user name – last name.# (which you can get from Mrs. Kemp) and date of birth to activate your OSU username and set up your email account.

All information from the university will be communicated via e-mail or through a secure website, including grades, fee statements, confirmed class schedules, etc. This e-mail address is also the username used to access student information online.

Online: <https://my.osu.edu>

In person: 025 Central Classroom Building 2009 Millikin Road

Phone: 688-HELP

Email: 8help@osu.edu

### **2. Check your Schedule On-Line** (do this EVERY quarter)

Be sure to check your schedule and make sure that you are enrolled for all of the courses that you plan to take. When checking your schedule, be sure to look at the course name, number, and credit hours, as well as the building name and room number where the class will be held.

Online: <http://buckeyelink.osu.edu>

From your Student Center, you can view your class schedule, update your personal information, see your grades, etc.

In person: See Mrs. Kemp (or e-mail for an appointment) if you have any problems or questions. [kemp@themetroschool.org](mailto:kemp@themetroschool.org) or [kemp.122@osu.edu](mailto:kemp.122@osu.edu)

### **3. Obtain a BUCK-ID**

In order to receive a BUCK ID, students must first be enrolled in class(es) for the current quarter. Students will need to bring a valid photo ID such as state ID, passport, or driver's license.

In person: 3040 Ohio Union 1739 North High Street (M-F 8:00am-5:00pm)

Phone: 292-0400

Online: <https://buckid.osu.edu>

#### 4. Find your Classes (do this EVERY quarter)

Once you know the Building Name and Room Number, it is a good idea to go and physically locate your classrooms – BEFORE the first day of classes!! And remember, always double-check the day that the class starts to make sure that the class is STILL located in the same place (many times, rooms will change).

Online: <http://www.osu.edu/map/>

Enter the building name, two-letter building code, etc. You will then be able to see what the building looks like, get it's address, and see where it is located on the campus map.

In person: Once you have the information that you need, go to the building and locate the room. Many buildings are complicated once you get inside, and it could take you a while to locate the room where the class is being held. Avoid being late on your first day by locating your classrooms EARLY!

#### 5. Get the Books/ Materials Needed for your Courses (do this EVERY quarter)

If possible, find out what books/ materials are required for your courses. Many instructors now use **Carmen** (an online course management system) to share course materials/ information. As well, you can always find out through the University Bookstore, which books are required for your courses. If you cannot find any information about what is needed before the course starts, the instructor will certainly let you know on the first day of class.

Online: <http://carmen.osu.edu>

Log in to Carmen to see if the instructor is using this system for their course.

In person: The University Bookstore is located in the Central Classroom Building on campus (2009 Millikin Rd). You can always just go to the bookstore and they will have a list of texts needed for each course, and they will help you locate them.

BEFORE YOU GO: see Mrs. Kemp or Mrs. Fries to pick up a "Book Voucher" form, so that you can get your books for FREE!!

## Important Academic Policies

- If a Metro student's Cumulative OSU GPA (grade point average) falls below a 2.5, then that student will be placed on academic probation (*which means that the student will be closely monitored and will only be able to take 1 OSU course per quarter until the g.p.a. is raised*).
- If a Metro student's Cumulative OSU GPA falls below a 2.0, then the student will be dismissed from the program and will need to petition the OSU Admissions office to be re-admitted at a later date (*the student will need to return to doing only high school coursework or take classes at Columbus State Community College for at least 1 term before asking to be re-evaluated*).
- If a Metro student fails an OSU course (receives a E), or drops after the 6<sup>th</sup> week of classes, then the student is responsible for reimbursing Metro for the cost of their tuition and books (*\$100 per credit hour > i.e. 5 credit hour class = \$500*). Students are also required to retake the course in the very next term using Freshman Forgiveness. *Please see "Freshman Forgiveness at OSU" for more information.*

The classes that you take at OSU are for real. This is not a practice to see what college is like. The grades that you receive in the classes will be on your college (and high school) transcript FOREVER. That means, that they will affect your high school g.p.a., class rank, etc. Take this seriously. If you are having problems, you must contact your instructor and Mrs. Kemp immediately.

## Freshman Forgiveness at OSU

If you receive a D+, D, or E (including grades of EN) in a course or courses during your freshman year (before you have earned 45 credit hours) you may retake the course, and the first grade will be dropped from your cumulative grade point average (the record of the original grade will remain on your transcript). You may retake the course only once, and you must retake it before you earn 90 hours. If you earn a worse grade the second time around, that grade counts, not the higher grade, and if you earn an E in place of a D or D+, you will lose credit for the course. You can use the forgiveness rule for up to 15 credit hours. It is best to retake the course(s) as early as possible. Keep in mind that if you are considering applying to graduate or professional schools, or even to other colleges at Ohio State, all of your grades will be considered (including those forgiven under the Freshman Forgiveness Rule) in the admissions process, and the other unit may recalculate the original grade(s) into your cumulative GPA.

## Important Information for MALES ONLY

If you have already turned 18 years of age, or will be turning 18 while taking classes at OSU this year, you are required to submit your Selective Service number to OSU. If you fail to do so, OSU will charge you non-resident fees (thousands of dollars), which you will be responsible for paying. For more information, or to submit your number go to the registrar's website: <http://registrar.osu.edu/Residency/SelectiveService.asp>

## More OSU Resources

**CABS** (Campus Area Bus Service) - <http://www.tp.osu.edu>

The Campus Area Bus Service provides convenient transportation in and around the Columbus Campus. CABS is part of the University's Transportation & Parking Services department. No ID or bus pass is needed to ride on regularly scheduled on-campus CABS buses! Just hop on the campus bus at any of the bus stops located on campus and throughout the surrounding neighborhood.

### CABS Contact Information

CABS Hotline: (614) 292-RIDE Transportation & Parking: (614) 292-9341 Toll-Free: 1-877-OSU-PARK Transportation Office: (614) 292-6122 Handivan Service: (614) 292-6202 E-mail: [tpinfo@osu.edu](mailto:tpinfo@osu.edu)

**RPAC** (Recreation & Physical Activity Center) - <http://www.recsports.osu.edu>

All students enrolled with four or more credit hours at the Columbus campus of The Ohio State University are automatically members and have a mandatory recreation fee \$82 applied to their fee statement each quarter. This entitles students to use the Recreation and Physical Activity Center (RPAC), the Adventure Recreation Center (ARC), the Jesse Owens Recreation Center South and North, and the Jesse Owens West Tennis Center. Metro students do not pay this fee. Therefore, if you would like to purchase a membership at the student rate, please go to or contact them directly.

### Rec Sports Contact Information

B106 Recreation and Physical Activity Center  
337 W. 17<sup>th</sup> Ave.  
Columbus, OH 43210  
(614) 292-7671

**OSUL** (University Libraries) - <http://library.osu.edu/>

Please carefully read this information to help you borrow library materials. Most OSU library locations are open for use of materials and other available services; however, borrowing materials is limited to holders of a valid OSU identification (ID) card, an OSU Libraries Courtesy Card, or a valid ID from any other OhioLINK institution. A valid picture ID is required for circulation of In-House items.

### OSUL Contact Information

1858 Neil Avenue Mall  
Columbus, OH 43210  
(614) 292-6154

## Developing a Class Schedule

When trying to decide which courses to take, please find the appropriate GEC (General Education Courses) listing that applies to the major that you will likely pursue when you go to college. If you do not know what your major might be, then just use the Bachelor of Science requirements (which are very similar to the B.A. degree requirements). These are the courses that Metro would like for you to concentrate on taking, because completing these will give you more opportunities for advanced study once you enter college (and/or better able you to start your major coursework earlier).

### General Education Courses (GECs)

At OSU, and most other liberal arts colleges, students are required to take coursework in many areas and not just in your major area of study. Students must earn a minimum of 181 credit hours to earn an Arts and Sciences degree. In addition to the General Education Curriculum, students complete general college and major requirements and elective course work to reach a minimum of 181 credit hours.

For an updated and complete list of GECs available at OSU, please visit:

<http://ascadvising.osu.edu/gec>

There are different GEC requirements/ options depending on the type of degree you are hoping to receive. Bachelor of Arts (BA) or Bachelor of Science (BS) are the two most popular undergraduate degrees. There are really only slight differences between the two degrees, but the BS does require a bit more coursework in the sciences... which should be just fine for you STEM students ;-)

To search for courses on-line, go to Buckeye Link ([www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu)) and scroll down to "Academics". Choose "schedule of classes" (Master Schedule). Select which quarter you would like to search, and select which department or which specific course you are looking for.

### **Bachelor of Science Degree Requirements** (as of Autumn 2010)

#### **1. Skills – 40 hours**

##### A. Writing and Related Skills – 10 hours

		Cr.	Qtr.	Grade	Instructor
(1) First Course	<b>English 110</b>	5 cr.			
(2) Second Course	367	5 cr.			
(3) Third Course					

##### B. Quantitative and Logical skills – 10-15 hours

Cr.	Qtr.	Grade	Instructor
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(1) Basic Comp Skills	R Placement	0-5			
(2) Math & Log Analysis	<b>Math 151</b>	5 cr.			
(3) Data Analysis	<b>Math 152</b>	5 cr.			

C. Foreign Language – 0-20 hours

\* Course work or proficiency through the fourth language course (104) is required

		Cr.	Qtr.	Grade	Instructor
Foreign Language	101	5 cr.			
Foreign Language	102	5 cr.			
Foreign Language	103	5 cr.			
Foreign Language	104	5 cr.			

## 2. Breadth – 50 hours

A. Natural Science – 20 hours

\* Select one two-course sequence in either the biological or the physical sciences, and two other courses. At least one of the four courses must be in the biological sciences and one in the physical sciences. At least one of the four courses chosen must have a laboratory.

		Cr.	Qtr.	Grade	Instructor
(1) First Course		5 cr.			
(2) Second Course		5 cr.			
(3) Third Course		5 cr.			
(4) Fourth Course		5 cr.			

B. Social Science – 10 hours

\* Select 10 credit hours, with at least 5 hours from two of the three sections. A maximum of five hours is permitted from the area of the major, but these hours may not be counted on the major.

		Cr.	Qtr.	Grade	Instructor
(1) First Course		5 cr.			
(2) Second Course		5 cr.			

C. Arts and Humanities – 10 hours

\* Select 10 credit hours, with at least five credit hours from the literature section and five credit hours from the visual/performing arts section. A maximum of five hours is permitted from the area of the major, but these hours may not be counted on the major.

		Cr.	Qtr.	Grade	Instructor
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(1) First Course		5 cr.			
(2) Second Course		5 cr.			

D. Additional Breadth – 10 hours

\* In addition to the individual Breadth requirements above you must select two courses from any of the Breadth areas, from course work in Mathematics beyond the level of 152 (excluding 161, 161A, and H161) or Statistics at or above the level of 400, or from courses approved to meet the Issues of the Contemporary World requirement on the Bachelor of Arts degree, to complete 50 Breadth hours. Neither of the additional breadth courses may be selected from the area of the major.

		Cr.	Qtr.	Grade	Instructor
(1) First Course		5 cr.			
(2) Second Course		5 cr.			

**3. Historical Study – 10 hours**

\* You must choose two courses. The first course should be selected from the list on the GEC sheet:

		Cr.	Qtr.	Grade	Instructor
(1) First Course		5 cr.			

\* The second course can be any of the above or any History course at the 300 or 500 level (except for 398 and 598).

		Cr.	Qtr.	Grade	Instructor
(1) Second Course		5 cr.			