Student Referral Guide

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Admissions & Academic Advising (Gateway) - Hopewell Hall 138
(740) 366-9422
Monday-Thursday, 8 am – 6 pm and Friday, 8 am – 5 pm
Work with students in the recruitment and application process to get students enrolled and discuss course of study choices. Advise students on classes, review academic activity and course of study choices.

Communications Resource Center (CAS) - Warner Center 206
(740) 364-9538
Monday-Thursday, 9 am- 7 pm Friday, 10 am – 4pm and Saturday, 12 – 3 pm
Summer hours are Monday – Thursday, 9 am – 5:30 pm Friday, 10 am – 4 pm
The Writing Lab portion of the CRC provides resources for students to become more confident and resourceful in their writing skills. Students may use a laptop computer in the lab to work on written communication. In addition, students may consult with a writing consultant (tutor) or schedule an appointment for a 30-minute session to work with a writing consultant (tutor).

The Speech Lab portion of the CRC will focus upon providing resources for students to become more confident and resourceful in their spoken communication skills. Students may use a laptop computer in the lab to work on preparation for spoken communication. In addition, students may use the spoken communication room to practice a speech or presentation. Also, students may consult with a speech consultant (tutor) or schedule an appointment for a 30-minute session to work with a speech consultant (tutor).

Education Media and Resource Center (CAS) – Warner Center 206
(740) 366-9427, Hours vary.
The COTC Education Media and Resource Center was established to assist COTC Early Childhood Development students and faculty with academic preparation for classes, practicum resources and research. The center will meet the needs of students and faculty by:
  • Providing space, resources and materials to use in planning and creating teaching materials for young children while placed in practicum classrooms.
  • Assisting in preparation of assignments for Early Childhood Development courses.
  • Providing space, resources and materials for COTC Early Childhood Development Faculty to utilize in course instruction.
  • Providing space for Early Childhood Development classes.
  • Complementing the Library services for COTC Early Childhood Development Students
  • Meeting ODE PreKindergarten Associate License and NAEYC Accreditation for ECD Associate degree requirements.
Math Lab (CAS) - Warner Center 202
(740) 366-9121 or (740) 366-9421 (Lab Coordinator)
Monday – Thursday, 9 am – 7 pm
Friday, 10 am – 4 pm and Sunday 12 – 5 pm
Summer hours are usually different, please call ahead.

The Math Lab coordinator and trained student math tutors are available to answer individual math questions on a one-on-one basis. Students can work on textbook problems or online using the Lab’s laptop computers. These services are available on a drop-in basis at no cost to the student. There is also a tutor phone line for students to call in and get math help, when they are unable to come to campus. The COTC Math Lab has many supplementary resources available as well—videotaped lectures, solutions manuals, math handouts, computer tutorials, workshops on video, information on math anxiety, math study skills, and various math reference books.
COTC
Academic-Related Resources

**Computer Labs** - Founders Hall 180/174
(740) 364-9327
Monday – Thursday, 7:30 am – 9 pm
Friday, 7:30 am – 5 pm and Saturday, 8:30 am – 2 pm
**Summer hours are the same as above information**
Open computer labs have access to the internet and word processing.

**Gateway Student Records** - Hopewell Mall 148
(740) 366-9208
Monday-Thursday, 8 am – 6 pm and Friday 8 am- 5 pm
**Summer hours, Monday-Thursday, 7:30 am - 6 pm and Friday, 7:30 am – 5 pm**
This office will provide registration information, determine residency, and assist with name changes, reinstatements, transcripts, and transfer credit evaluation, and all other Academic Policy matters.

**Nursing Student Success (CAS)**
(740) 366-9421
Location & hours vary
**Goals for Nursing Student Success include:**
- To assist the student to identify academic challenges
- To identify resources which will aid the student in their academic endeavors
- To develop appropriate remediation activities
- To further develop the student’s NCLEX Success Plan

Any nursing student may make an appointment. However, students who do not reach identified thresholds will be required to make an appointment for dialogue/remediation.

An appointment with a nursing instructor through the Nursing Student Success initiative will not replace standard course requirements regarding interaction with course instructors. Students should continue to meet with course instructors to review exams or discuss other course-appropriate issues. Students should also access their academic advisor for additional assistance and support. The provision of the Nursing Student Success initiative is intended to provide additional support to nursing students in their quest success in the nursing programs.

Nursing students may schedule an appointment to meet with a nursing instructor for a face-to-face 15-minute session. Each session is limited to one student, who must sign up in advance to schedule a session.
Ohio State Newark
Academic Resources

Academic Advising - Founders Hall 1075 (main level, rear hallway)
(740) 366-9333
Monday – Thursday, 8 am – 6 pm and Friday, 8 am – 5 pm
Advise students regarding course selection and major requirements, add/drop classes, graduation questions, transcripts, and course bulletins.

Admissions Founders Hall 1075 (main level, rear hallway)
(740) 366-9333
Monday – Thursday, 8 am – 6 pm and Friday, 8 am – 5 pm
Work with students who are interested in coming to The Ohio State University at Newark. Organize campus tours, group visit days, orientations, and college days at high schools and assist students and families throughout the application process.

Math Lab - Warner Center 214
(740) 366-9404
Regular Quarters (in general) Monday – Thursday, 8 am – 6 pm and Friday, 8 am – 5 pm
Summer Hours, (in general) Monday-Thursday, 9 am – 5pm and Friday 9 am – 3 pm
(Open on the weekends as staffing permits.)
We offer FREE help with math homework and math questions. All you have to do is come to Warner Center 214; we are here for you! See for yourself!

“We invite math students to do their homework in our Math Center, where they can get help if they get stuck on a math problem. If they don’t get stuck, they will get their homework done! This is a win-win situation for all!”
We are open about 50+ hours per week, including weekends (not summer quarters). Summer quarters we are open about 30-40 hours.

Open hours are posted on our door and on our website: http://newark.osu.edu/currentstudents/mathcenter

- **CDs for Math** 50, 75, 104, 116, 148, 150, and calculus courses are available for in-lab use.
- **CDs** on “How to Use a Graphing Calculator” may be checked-out overnight with BUCK ID.
- **FREE handouts** on many math topics.
- Students DO NOT need an appointment during open hours; just log-in at the door.
- www.etutoring.org has access to live math tutors.

Our mission is to help math students on a walk-in basis. No appointment needed! We help students from any OSU-N math class, from Math 50 to Math 254.
We have many **resources:**

1. Math handouts for many, many math topics and all classes to supplement student learning;
2. Old exams for timed test-taking practice; after practicing, timed tests are easier to handle;
3. Math CD’s (and laptops) for a math class you missed: good way to catch up or review;
4. Student-solutions manuals for your math textbook: check your homework to see how it’s done;
5. Faculty, staff and student workers who have had at least one course of calculus with an A;
6. Free pencils, erasers and erasable pens;
7. Current textbooks, to use in the lab, for those who do not have one yet;
8. After we close, students can get help on-line at: [www.etutoring.org](http://www.etutoring.org).

Students will find much more in our bright, clean and cheerful room with large tables and friendly staff that helps students with their homework.

Our student workers like to say:

> *Regardless of what kind of math student you are or what level of math you are taking, our staff and resources can help you get a better grade, improve your study skills, and improve your understanding of mathematics. Come visit us in Warner 214.*

PLEASE tell students about this “**friendly math place.**”

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**Writer’s Studio at Ohio State Newark (Writing Lab) - Warner 210**

(740) 366-9411  
Monday-Thursday, 9:00 am- 7:00pm  
Friday, 9:00am- 5:00pm  
Saturday, 12:00pm-4:00pm  
Sunday, 1:00pm- 5:00pm

The **Writer’s Studio** is not a proofreading or evaluation service, but rather helps students to discover new writing strategies and gain insight into their own work and writing processes. The Writer’s Studio provides support for writing assignments in any Ohio State Newark course. Either by appointment or just by dropping in, students can meet with a trained Peer Writing Consultant (PWC) to get help with understanding an assignment, generating material, structuring and developing your essay or project, creating a bibliography or correct in-text citations, doing research, editing, or just talking through ideas or concerns. Whether they are having difficulty with writing or just want some feedback on a piece, students can call (740)366-9411 for our quarterly hours (usually 9 am to 7 pm and weekend afternoons) or visit [http://newark.osu.edu/writersstudio](http://newark.osu.edu/writersstudio) for information, resources, and more. And after they’ve taken their second-level writing course (any 367), students, regardless of major, may consider becoming a PWC.
Ohio State Newark
Academic-Related Resources

Computer Labs - Reese 206
(740) 364-9562 or (740) 366-9327
Monday – Thursday, 7:30 am – 9 pm
Friday, 7:30 am – 5 pm and Saturday, 8:30 am – 2 pm
(Summer hours are the same as above information)
Open computer labs have access to the internet and word processing. Also includes nursing software used in simulation labs.

Ohio State Newark/COTC
Academic Resources

Disability Services - Warner Center 226
(740) 366-9441
Monday – Friday, 8 am – 5 pm (evenings by appointment)
The Office for Disability Services (ODS) offers students with documented disabilities, such as learning disabilities, hearing or visual impairments, mobility impairments, ADD/ADHD, and psychiatric or medical disabilities a variety of services. Eligibility for accommodations is determined after a review of the student’s documentation. ODS authorizes accommodations and recommends support services that are individualized and flexible. Confidentiality is maintained. The student informs the faculty of any special needs, then faculty works with the student to provide access to all educational experiences. ODS staff members are trained and knowledgeable to assist students and faculty on issues of academic adjustment, learning strategies, advocacy skills and transition from high school to college and into employment.

Learning Skills Specialist - Warner Center 238
(740) 366-9247
Monday – Friday, 8 am – 5 pm
Summer Hours, Monday – Friday, 8 am – 5 pm
The Learning Skills Specialist provides individualized assistance and Study Skills Workshops throughout the year. Students learn how to study appropriately, manage their time more effectively, take good notes, prepare for and take essay and objective examinations, and improve their reading comprehension and other related learning skills.
**Library** – Warner Center 160
(740) 366-9307 or (740) 364-9676 or (740) 366-9166
Monday – Thursday 8 am – 10 pm, Friday, 8 am – 5 pm,
Saturday, 10 am – 4 pm and Sunday, 1-5 p.m.
Summers are Monday-Thursday 7:30 a.m. – 9 p.m., Saturday, 10 a.m. – 4 p.m. and Sunday, closed

The John L. and Christine Warner Library serves students and faculty of Central Ohio Technical College and The Ohio State University at Newark as well as area community members. The Library has approximately 45,000 volumes, 250 periodical subscriptions, and 1600 videos and DVDs on site. In addition, access is provided to the extensive resources of the OSU Columbus Campus Libraries as well as OhioLINK, a consortium of over 80 Ohio libraries with holdings well in excess of 47 million items. All are accessible via the online catalog. Materials requested usually take 3-4 business days to arrive. Extensive electronic resources (most often used to access journal and magazine articles) are accessible on the Newark campus; many are also available off-campus. In addition, instructors often place specific materials on closed reserve. With a valid student ID these may be checked out for a limited time period by requesting the materials at the Library Circulation Desk.

The library has 10 hardwired PCs. There are 46 wireless laptop computers available for 4 hour check out. A Newark wireless account is needed to use the computers and a campus ID is needed to print from any library computer. A photocopier is available for use at the rate of 10 cents (cash) or 6 cents (using a student ID) per printed page. Two additional photocopiers accept campus IDs. (Note that a student ID comes loaded with $6.00 used for printing only, not photocopying.) Other equipment includes video/DVD players located and for use in the Library and digital cameras (still and video) available for overnight check out.

Generally there is reference assistance available all hours the library is open. Users may also want to access assistance via e-mail from the Answer Man or use Meebo (instant messaging) on the library web site to access library instant messaging services.

**Testing Center** – Hopewell Hall 53
(740)366-9417 or (740)364-9676 or (740)366-9166
Monday – Thursday, 8:00 am – 7:00 pm and Friday 8:00 am – 4:30 pm
(All Fridays testing will stop at 4:00 pm)
Summer hours – Monday & Thursday, 7:30 am – 7:00 pm
Tuesday, Wednesday, Friday, 7:30 am – 4:30 pm

The Testing Center for Central Ohio Technical College and The Ohio State University at Newark is a proctored facility where makeup exams, computer-based exams, proficiency exams, placement tests, program selection testing, and community service exams may be taken. Students with authorized accommodations through the Office for Disability Services may also take their tests in the Testing Center. Our mission is to provide a facility that is conducive to quality testing and to provide customer service that is friendly, courteous, responsible, and supportive.
For more complete information on the services offered by the Testing Center, please refer to the Testing Center website [http://www.cotc.edu/student-life/Testing-Center](http://www.cotc.edu/student-life/Testing-Center), or call during office hours.

**Tutoring Center - Warner Center 211**

(740)366-9168

Monday – Thursday 8 am – 7 pm and Friday 8 am – 4 pm

**Summer hours, Monday – Thursday, 7:30 am - 7 pm and Friday, 7:30 am – 4 pm**

The Tutoring Center provides academic assistance in many courses. Peer and professional tutors (part-time faculty) are provided on a first come first served basis. Tutoring jobs are available for students who have done well in courses and to part-time faculty interested in becoming a tutor.

The Warner Library and Student Center, Room 211 is the hub of tutoring activity on campus. Ohio State Newark and COTC students learn from tutors about how to be more successful in class. Tutors share information about course content as well as teach their tutee how to study for certain types of tests.

Over the years, the Tutoring Program has become one of the most popular student centered programs on the Newark campus. Hundreds of students have been employed as Peer Tutors and thousands more have received free tutoring.

Students work together to learn concepts, study for tests, plan projects, complete assignments and generally figure out how to make the most of the classroom experience.

TUTORS are students and instructors employed to work at hours they arrange, before and after classes. They are recommended by faculty to be tutors and trained to be effective as one-on-one communicators.
Computer Lab - Reese Center 206  
(740) 364-9562  
Monday – Thursday, 8 am – 9 pm  
**Friday, 8 am – 5 pm and Saturday, 9 am – 2 pm**  
Open computer labs have access to the internet and word processing, which also includes nursing software used in simulation labs.

Information and Technology Services Department - Founders 196  
(740) 366-9244-Helpdesk  
Monday-Thursday, 7:30 am – 10 pm and Friday, 7:30 am – 7:00 pm  
**TechConnect – Student to Student Technology Help**  
The ITS department on Newark Campus is a cost shared department that serves both OSU-Newark and COTC. We offer several services for students including student labs available in R206, F174/180, wireless network access throughout campus. Students will need to setup their Newark Campus Account to use any part of our network here in Newark. To do that they will go to Newark.osu.edu, click on Current Students then IT Support and synchronizing your Newark Campus Account. For questions about service on campus call the helpdesk.

Classroom Support  
7:30 am to 9:00 pm  
We provide on call support, equipment training and delivery, and emergency troubleshooting for campus printers and computers.
Athletics - Adena Hall Room 105
(740) 366-1351 ext 20104
Monday - Thursday, 9 am - 10 pm and Friday, 9 am - 5 pm & Saturday, 12- 5 pm
Summer hours: Monday-Friday, 12 – 5 pm

The Athletic Department serves as an athletic facility for campus events and is open throughout the day and evening for recreational use by students, faculty, and staff of both The Ohio State University at Newark and Central Ohio Technical College (hours vary during breaks). Participants are able to spend their free time utilizing the gymnasium and two conditioning rooms for basketball, volleyball, weight training, walking and jogging. Basketball, soccer, flag football and walking trails can be enjoyed on the outdoor facilities.

The Titan Athletic Department provides competitive athletic opportunities for students of both The Ohio State University at Newark and Central Ohio Technical College. Our student-athletes participate in competition through the Ohio Regional Campus Conference, which is based in the regional campus system of Ohio’s top public universities. Titan varsity sports include women's volleyball, women's basketball, women's softball, men's basketball, men's baseball, and golf. Cheerleading and tackle football are also offered as club-level sports.

Intramural events are also offered and provide opportunities for students, faculty and staff of all skill levels to compete and maintain active, healthy lifestyles. Current intramural information can be found on the Athletics website or on the Intramural bulletin board outside of Adena 105.

Behavioral Concerns/Judicial Affairs - Warner Center 226
(740) 364-9578
Monday-Friday, 8 am – 5 pm

Issues of concern regarding inappropriate behavior, misconduct, intolerance or questionable social interactions may be directed to John Berry, Vice President of Enrollment Management and Student Life.

Career Development and Experiential Learning Services
Warner Center 226
(740) 366-9453
Monday – Friday 8 am – 5 pm

The Office of Career Development and Experiential Learning Services is available to assist students and alumni of the Ohio State University at Newark and Central Ohio Technical College. The office provides students and graduates with individualized career planning and consultation with job search strategies, labor market information, a resource library, assistance in preparing quality resumes and cover letters, help developing effective interviewing skills, information on employers’ expectations, and career assessment for
Counseling Services (Mental Health Therapist) - Warner Center 226
(740) 364-9578
By Appointment
College is an exciting and challenging time. It may also be a time of stress and anxiety. Counseling services are provided FREE to all students in a confidential setting.

Multi-Cultural Affairs - Warner Center 226
(740) 366-9443
Monday – Friday, 8 am – 5 pm
The mission of the Office of Multi-Cultural Affairs is to promote cultural awareness events and programs on and off campus. Create an environment that is conducive to the overall collegiate experience for students regardless of ethnicity, socio-economic status, origin, gender, race, sexual orientation or disability. Develop comprehensive programs to increase retention of minority students for academic success and professional development. Collaborate with other offices and the community to create an inviting and relaxed atmosphere that promotes inclusiveness of all students. Develop diversity training programs for students, staff and faculty.

Student Activities, Volunteerism, and Wellness Programs
Warner Center 226
(740) 366-9171
Monday – Friday, 8 am – 5 pm
Student Activities
Each quarter there are a variety of cultural, education, and social programs that enhance the learning atmosphere of the campus. Cultural programs include visits to museums, concerts, master classes and weekend overnight excursions. Educational programs include lectures, debates, films, and open forums on topics of regional, national, and international interest. Social programs round out the activities program and include leadership workshops, leisure, community service events, treks, sports events and theme events.

The Student Activities Office is the central location for all student organizations which offer student co-curricular opportunities to enjoy the whole collegiate experience. Student organizations are registered by the Student Activities Office and are open to any student currently enrolled at the Newark campus. You can join an existing organization or start your own. For a listing of clubs and groups visit the Student Activities Office, Warner Center 226.

The Campus Activities Board (CAB) is a student led organization located in Warner Center 205 D, which provides a variety of social, recreational and educational programs that enhance the learning atmosphere of the campus. The CAB offers students opportunities to develop valuable work skills while meeting new people and making an impact on the
campus community. CAB members serve as role models for other students by performing responsibly through goal setting, advanced planning, evaluation, and follow through on assigned projects and committee work.

Volunteerism & Community Service
The Newark campus is devoted to the development of social awareness through volunteerism and civic engagement. To learn more about volunteer and civic engagement opportunities, contact the Student Activities Office, Warner Center 226. The Student Activities Office actively promotes collaboration between the campus and community. As a campus service volunteer you will represent the campus, meet new people, helps others and build your leadership skills.

Wellness Programs
Pursuing a college degree presents a variety of stressful challenges and opportunities. The Newark campus is committed to creating and supporting a holistic wellness environment. The eight dimensions of wellness that the Student Activities Office focuses on are: social, emotional, sexual, spiritual, environmental, occupational, intellectual and physical.
Ohio State Newark/COTC
(Other Shared) Resources on Campus

**Bookstore** - Warner Center 230
(740) 366-9277
Monday – Tuesday, 9 am – 6 pm
Wednesday – Thursday, 9 am to 5 pm, Friday, 9 am – 4 pm
Textbooks, supplies, snacks and clothing are available for purchase. Class rings are also available to order. Consult the manager for current policies regarding textbook refunds and buy-back.

**Fees and Deposits** - Hopewell Hall 136
(740) 366-9232
Advisors available at the front desk.
**Summer hours: Monday-Friday, 7:30 a.m.-4:30 p.m.**
The Fees & Deposits Office is located in Hopewell Hall and handles student tuition and fee payments, campus ID card deposits, faculty & staff parking permit sales, refunds and revenue processing for both COTC and Ohio State Newark. They accept cash, check and credit cards as methods of payment. Students can pay tuition & fees online, by mail or in person at the Fees & Deposits office. Upon registration, students will receive a bill notification by e-mail and are responsible for paying their tuition by the established deadlines, knowing the refund of fees schedule and complying with return of financial aid policies, as applicable.

**Financial Aid** - Hopewell Hall 135
(740)366-9364 or (740) 366-9435
Monday – Thursday, 8 am – 6 pm and Friday, 8 am – 5 pm
Advisors are available at the front desk.
**Summer Hours- Monday- Friday, 7:30 am– 4:30 pm**
Financial Aid advisors provide information regarding financial aid eligibility and assists students with the application process.

**Newark Campus Dining**
(740)366-9201 or (740) 366-9201
The Table of Contents in the Warner Center serves a great selection of burgers, pizzas, salads, sandwiches, desserts and daily specials.
Monday - Friday 7 am - 7 pm and Saturdays 8 am - 1 pm (summer hours vary)

The Cyber Cafe, which serves specialty coffees, soup, and sandwiches, is located in the Reese Building.
Monday - Friday 8 am - 3 pm (summer hours vary)
Public Safety, Security and Police Services — Warner Center 105
(740) 366-9237
24 hours a day, 7 days a week

To report safety and security concerns on campus, call ext 69237 or for emergency (medical, etc.) situations, call ext 69300. If you are off campus, contact the office at (740) 366-9237 or for an emergency (740) 366-9300. Services offered: Student ID cards, parking permits, parking lot escorts and background checks. Campus Security can also help those locked out of their cars or those needing a dead battery jump. Most services are free, there is a fee assessed for background checks.

Services Center (Mailroom and Lost and Found) - Founders Hall 156
(740) 366-9213
Monday – Thursday, 7:30am - 7:00pm and Friday, 7:30 am – 5 pm
Summer hours, Monday – Friday, 7:30 am – 5 pm

This office will Time and Date stamp papers turned in by students for their professors. Messages can be left for part-time faculty who do not have voicemail service (access) on campus. Items that are found will be held until retrieved by owners (found items are also turned into the Security office).

Public mailboxes are not available on the Newark Campus. Personal stamped mail may be placed in the Services Center to be delivered to the Post Office daily at 8:30 a.m. The Services Center does not sell postage stamps. The Services Center will fax school related materials at no charge. There is a charge of $1 per page for personal faxes.

Severe Weather Line/Class Cancellation Line
(740) 366-9216

In rare cases, the campus may close or classes may be cancelled at COTC and/or Ohio State Newark due to severe weather conditions. Students may call 740.366.9216 for the latest information. However, should campus closure or cancellation of classes be necessary as a result of severe weather, announcements will be sent to WCLT, WHTH, WNKO, WMVO, WQIO, WTNS, WHIZ, WOSU, WSNY, WCOL, WNCI, and WTVN-AM. Announcements are also sent to the following TV stations: WCMH-TV4, WBNS-10TV, and WSYX-TV6/Fox 28. Due to heavy cancellation loads in Columbus, it is advisable to listen to Newark-area stations first. Notification will also be posted on www.cotc.edu (go to COTC Cancelled Classes/Field Trips) and www.newark.osu.edu (click class cancellations).

Booklet published by the Multi-Cultural Affairs (MCA) revised 08/29/11
http://www.newarkcampus.org/studentlife/